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<tr>
<td>Emergency (if on campus, dial “9” first)</td>
<td>911</td>
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<tr>
<td>Berea Police</td>
<td>(440)234-1234</td>
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<td>BW Campus Security</td>
<td>2000</td>
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<tr>
<td>Dean of Students</td>
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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, alumni and peer – are with you to support and celebrate your success.

Your experiences at BW will shape your future in significant and lasting ways. In the classroom, you’ll develop the skills, competencies and confidence that will prepare you for a successful and meaningful career and a thriving future. Your professors will know you by name, mentor you, and help you gain the professional connections you need to find the best internships and opportunities to excel.

Outside the classroom, you can get involved in activities like athletics, residence life, commuter, fraternity & sorority, recreation, the arts, and student organizations of every type. At Baldwin Wallace, you will find a community who cares about you as a person and believes your thoughts, views and voice are important and matter.

As we continue to celebrate the 176th anniversary of the founding of our university this year, we look to our founder John Baldwin, who made diversity and inclusion the foundation of the mission, values and goals we embrace. In this coming year, you will see new initiatives that build on the many successes we’ve already achieved that have made Baldwin Wallace a nationally recognized university for inclusion and a place where social awareness, equality and justice are the pillars of our community that we celebrate, affirm and take out into the world.

Wishing you a wonderful year,

Bob Helmer
Ph.D., J.D.
Welcome to Baldwin Wallace University! On behalf of our dedicated staff in the Division of Student Affairs, we are excited to have you join our community!

As your Vice President for Student Affairs, my role is to lead the development of intentional, inclusive, engagement opportunities that foster leadership, belonging and outside of classroom learning.

We recognize that we are living in an increasingly complex society, therefore we believe it is important to provide a safe, accepting and encouraging environment where each individual feels both welcomed and affirmed.

We are here to provide resources that will aid in advocating for your safety, and holistic wellbeing. As a division we are looking forward to the opportunity to create initiatives for you based on our three pillars of retention-based, co-curricular, programming: CONNECT. ENGAGE. GROW.

The Division of Student Affairs is eager to assist you to help ensure you gain the most of your student experience here at BW, and many of those opportunities and resources are highlighted in this resource book.

It is my sincere hope that this handbook will serve as a helpful resource as you adjust and navigate your new community. To learn more about our departments please check out the Student Affairs myBW pages and be sure to follow our social media accounts for the latest information.

YJ4L!

Sincerely,
Timeka Rashid, Ph.D.
Vice President for Student Affairs
Let’s Connect! Follow me on Twitter and IG - @DrRashidBWVPSA
Welcome to Baldwin Wallace University!

My name is Lizzy Cole, and I am pleased to serve as your 2022-2023 Student Body President. I am a Senior at Baldwin Wallace University studying Special Education with a minor in Psychology.

Along with being your president, I am on the Women’s Tennis Team, a part of the Delta Zeta sisterhood. I am happy to be a resource for you and help you be a proud yellow jacket.

Only 37.5% of Americans have the privilege of being college-educated, and I am delighted to see you all making the transition to being a part of this percentage. College is full of learning, hard work, excitement, and most of all a time for growth and courage. While using BW’s resources such as the Learning Center, Health Center, Student Activities Center, Coe Lake, etc. I trust you all will be more confident and ready for where the world will take you by the end of this first year.

College will likely bring you personal highs and lows but will help you become the best version of yourself if you embrace and invest in the adventure. I look forward to meeting each of you in person.

YJ4L
Lizzy Cole
Student Body President 2022-2023
Greetings and welcome to Baldwin Wallace University!

My name is Matt Perry and I have the honor of serving as your Student Body Vice President for the 2022-2023 year. I am a Junior here at BW pursuing a double major in Hospitality and Tourism Management as well as Marketing with a minor in Social Media Production.

In addition to serving as your Vice President, I run both Cross Country and Track for BW, am a member of the Sport Management Club, and a Student Ambassador. I am so excited to welcome you to Baldwin Wallace and hope that this will become your home away from home for the next four years.

As you will soon find out, Baldwin Wallace University is a very special place, unlike any other college or university in the country. Together, our students, faculty, staff, and strong alumni network make up the BW community, a community that is focused on striving for excellence in and out of the classroom. While on campus, you will have many experiences that will shape you for the rest of your life, so it is important to take advantage of every opportunity along the way.

Here to help you throughout this school year, Lizzy Cole and I look forward to serving as your Student Body Officers to help make this one of the best years at BW yet. We look forward to meeting each of you and wish you the best of luck as you begin your college journey. Remember that your experience at BW will go by fast, so be sure to make the most of every opportunity and experience here on campus!

The BW community is a very special one, and I look forward to meeting you around campus!

YJ4L!

Matt Perry
Student Body Vice President, 2022-2023
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.
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… J JACKETS!

(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.

(Alma Mater)

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

Your introduction to campus life will begin with 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.

**Bold & Gold Festival**

Once two separate events, BW combined Homecoming and Community Day into one unique, fun, and spirit filled event! The Bold & Gold Festival aims to bring our campus community together with alumni, families of current students, Berea and the surrounding suburbs in the spirit of everything that is Baldwin Wallace. There is a parade, musical events, food and the crowning of Jacket Royalty! Put on your brown and gold and come out to cheer the Yellow Jackets to victory!

**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 an annual event at Baldwin Wallace University.

**Dance Marathon**

The mission of the Baldwin Wallace University Dance Marathon, in conjunction with the Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), is to unite the community in a tradition of hope that one day children infected with AIDS will be cured. Started at BW in 2002, Dance Marathon has raised over $400,000 for EGPAF!

**April Reign**

April Reign takes place annually during spring semester. April Reign aims to celebrate the spring season and BW school spirit by bringing the campus community together through various challenges, competitions, and social events.
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 core values of respect and integrity remain 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 over 3,300 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 their 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.
- For 27 straight years, U.S. News & World Report has ranked BW among the Midwest's Best Universities.
- BW is highly ranked by Washington Monthly, Forbes, Kiplinger, The Economist and Money magazine.
- BW's Riemenschneider Bach Institute is one of only five institutions in North and South America containing manuscripts written in Bach's own hand.
- The University's commitment to sustainability was rewarded in 2019 with the prestigious STARS Silver rating from the international Association for the Advancement of Sustainability in Higher Education (AASHE).

The Students

- 90% of our graduates find employment or enter the graduate school of their choice within six months of graduation.
- 47% 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.
- 68% of our graduates choose to remain in Ohio, providing an educated workforce, community leaders and volunteers.
- Since 1970, 124 student-athletes have been named CoSIDA Academic All-Americans – most in Ohio and 11th nationally among NCAA Division III colleges.

The Programs

- **Music Theatre**: An acclaimed pipeline to Broadway with BW grads in more than 40 productions over the past decade. The music theatre program tops the list of Onstage's Top College Musical Theatre Programs for 2019-20.
- **Music Business School**: BW was featured in Billboard magazine's national list of the "Top Music Business Schools," highlighting BW's thriving arts management & entrepreneurship program and the recently created music industry major.
- **Teacher Education**: Graduates at BW score above the state and national averages on the Teacher Performance Assessment (TPA).
- **Physician Assistant (PA) program**: Graduates have achieved a 100 percent first-time pass rate on the Physician Assistant National Certifying Exam (PANCE) every year since May 2015 when BW's first class of the PA program graduated.
- **Nursing (ABSN)**: Graduates pass the National Council Licensure Examination (NCLEX) at rates that place BW among the top-performing nursing programs in the state.
- **National Security**: From Ohio's first international studies major, BW expanded its programs for global awareness and the University now offers a specialized national security major focused on assessing global and domestic threats.
- **Computer Science**: Northeast Ohio's first baccalaureate software engineering major, developed with input from area technology employers.
- **Communication: Media Production**: BW's radio station — WBWC 88.3 FM "The Sting" — is the only college radio station in the Cleveland market that has a professionally modeled format.
- **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


text:

History of Berea
Adapted from www.cityofberea.org/326/History

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
Adapted from www.cityofberea.org/320/Living-Here

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 several shopping areas including The Berea Commons and Downtown Triangle, University Market, Parkside Shoppes, 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**
Coe Lake is one of the most scenic sights in Berea. The Coe Lake Gazebo is used for a variety of events from concerts to weddings. The additions of the Coe Lake Pavilion, Coe Lake Pergola, and walking paths have really made the area an attractive destination.

**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**
Held on the second Sunday in September, The Berea Arts Fest is a one-day, invitational, multi-arts festival held on Front Street in the heart of Berea. Approximately one hundred professional fine artists and craftspeople will display their works for sale – though admission to The Berea Arts Fest is FREE!

**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.

**JACK FROST FESTIVAL**
The Jack Frost Festival welcomes the holiday season with fun activities for the entire family including a parade, tree lighting, fireworks, visits with Santa, music, free cocoa and cookies, a skating rink, ice sculptures and rides on a miniature Ferris wheel and a carousel.

**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 one of the many sports teams
- Visit the Cleveland Museum of Art
- Hear the world’s greatest orchestra at Severance Hall
- Ride the new Steel Vengeance 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
- Travel to Edgewater Park and have your picture taken with the Cleveland script sign
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.

The BW 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 several 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.

COMMUNICATE 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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Full-time faculty</td>
<td>218</td>
</tr>
<tr>
<td>Student-Faculty Ratio</td>
<td>11:1</td>
</tr>
<tr>
<td>Undergraduate Majors</td>
<td>More than 85</td>
</tr>
</tbody>
</table>
ALUMNI RELATIONS

ALUMNI ENGAGEMENT

Nearly 50,000 worldwide Yellow Jackets for Life alumni share the BW experience with you! These dedicated YJ4Ls stay connected in many ways – through their volunteerism, participation in on-campus and virtual events, career preparation and networking, and by providing scholarship and other philanthropic support for today’s students. Many BW alumni received support through scholarships during their time as students, and those who are able actively “give back” with their own financial resources.

Interacting with alumni throughout your student experience will not only enrich your education but may also assist you on your career path – and there are many ways to make alumni-student connections.

Alumni of all ages return to campus for a variety of events, including the Bold & Gold Homecoming Festival in the fall and the 50th reunion weekend in the spring, and you will find them at various BW athletic and cultural events throughout the year. They also frequently guest lecture in classes and appear on panels – both in person and virtually - and make themselves available to BW students on the Yellow Jackets Career Connections Network. So, start building your YJ4L network now, knowing that your connections to BW will last a lifetime!

For more information, please contact the Center for Philanthropy & Alumni Engagement.

You can also follow @bwalumni on social media for all the latest updates and news from our Yellow Jackets for Life.

Phone: 440-826-2104
Email: bwalumni@bw.edu
Social: @bwalumni

Yellow Jackets For Life!
# BALDWIN WALLACE UNIVERSITY
## 2022 - 2023 FEE SCHEDULE

### Full-Time Undergraduate Students:

<table>
<thead>
<tr>
<th></th>
<th>Liberal Arts</th>
<th></th>
<th>Conservatory</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Each Semester</td>
<td>Full Year</td>
<td>Each Semester</td>
<td>Full Year</td>
</tr>
<tr>
<td>Tuition</td>
<td>$18,125</td>
<td>$36,250</td>
<td>$19,636</td>
<td>$39,272</td>
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<tr>
<td>On-Campus Housing and Meals</td>
<td>$6,398</td>
<td>$12,796</td>
<td>$6,398</td>
<td>$12,796</td>
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<tr>
<td>Student Activity Fee</td>
<td>$200</td>
<td>$400</td>
<td>$200</td>
<td>$400</td>
</tr>
<tr>
<td>Onboarding Fee (1st semester only)</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Total (Residential)</td>
<td>$24,923</td>
<td>$49,646</td>
<td>$26,434</td>
<td>$52,668</td>
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</table>

### Part-Time Undergraduate Students:

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
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</thead>
<tbody>
<tr>
<td>Day (Liberal Arts)</td>
<td>$1,126</td>
</tr>
<tr>
<td>Day (Conservatory)</td>
<td>$1,248</td>
</tr>
<tr>
<td>Evening Classes</td>
<td>$779</td>
</tr>
<tr>
<td>Weekend Classes</td>
<td>$779</td>
</tr>
<tr>
<td>Field Experience</td>
<td>$779</td>
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<tr>
<td>Independent Study</td>
<td>$779</td>
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<tr>
<td>Summer 2022 Only</td>
<td>$525</td>
</tr>
<tr>
<td>Student Activity Fee (per semester)</td>
<td>$200</td>
</tr>
<tr>
<td>Onboarding Fee (one-time fee)</td>
<td>$200</td>
</tr>
</tbody>
</table>

### Audit Per Credit Hour:

- Undergraduate - $419
- Graduate - $608

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

*Subject to Annual Adjustment

### 2022 - 2023 Due Dates

It is suggested that all necessary applications for financial aid assistance be completed prior to the first billing due date.

All university charges and fees are due in full by May 25, 2022 for summer classes; August 12, 2022 for fall semester; and December 2, 2022 for spring semester.

Billing statements are NOT mailed. Students and families can view and pay billing statements in the payment portal. Learn more about billing statements and payment portal at [https://www.bw.edu/one-stop/finances/payments/billing-statement/](https://www.bw.edu/one-stop/finances/payments/billing-statement/).

For more information, please visit our website: [https://www.bw.edu/one-stop/finances/payments/](https://www.bw.edu/one-stop/finances/payments/)
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 the requirements for your major/minor? Want to make changes to your academic program or advisor? We can help! Stop by Bonds Hall.

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 Office 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.

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 90 academic majors are available, including ten 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.
**The Center for Academic Success & Achievement (CASA)**

The mission of the Center for Academic Success & Achievement (CASA) is to support and strengthen the academic experience of BW's diverse community through services and resources designed to empower learners to maximize their educational and professional goals.

We offer a robust selection of programs and services in multiple formats. Our staff and peer tutors help students build reading, writing, and learning skills necessary for their coursework and advancement after graduation. You can receive personalized support from professional staff and peer tutors through individual appointments or work collaboratively with a group. Join us on the top floor of Ritter Library or through the CASA website to take advantage of services designed to boost your academic performance.

**Individual Services:** Work one-on-one with professional staff or peer tutors by making appointments for Academic Coaching, Individual Tutoring, Reading Support, and Writing Support.

**Group Services:** Engage with a community of learners by visiting Drop-In Tutoring, attending Supplemental Instruction (SI) sessions, participating in a Success Seminar, or joining a study group.

**External Online Services:** When CASA staff and tutors are unavailable, BW students have 24/7 access to Smarthinking online tutoring, Study Edge, and a premium subscription to Grammarly.

**Individual Services (By Appointment)**
All individual academic support appointments are available online or in person, so you can choose the best format for your needs. Individual appointments are made through the CASA website.

**Academic Coaching**
Academic Coaching is a working partnership that focuses on identifying barriers and fostering new ways to achieve academic success. You can meet with a coach to discuss concerns and brainstorm solutions. The coach can provide a range of services to match your unique academic goals.

**Individual Tutoring**
Individual tutoring is available in most subject areas. You can meet with professional staff or peer tutors to bridge gaps in knowledge and supplement, complement, and enhance your learning.

**Reading Support**
Meet individually with a Reading Specialist to learn the most efficient and effective reading strategies that suit your learning goals.

During a Reading Support appointment, students can
- Save time by using more efficient reading strategies
- Practice effective approaches to textbook learning
- Make a plan to manage large amounts of reading
- Break down the structure and elements of complex texts
- Tackle dense texts (e.g., scholarly journal articles, primary sources, etc.)
- Interpret, connect, or extend ideas through close reading
Writing Support
Writing Specialists offer tips and techniques to enhance your writing processes, including how to improve your proofreading and editing skills. You can bring any text for feedback, including essays, research papers, lab reports, business reports, presentations, tech reports, cover letters, and graduate school application materials.

Writing Specialists advise students about all aspects of writing, including:
- Brainstorming ideas
- Understanding assignment prompts
- Crafting a solid thesis statement
- Organizing or restructuring a paper
- Refining grammar and word choice
- Obtaining feedback about strengths and weaknesses in a piece of writing
- Revising word choice, sentence structure, and ideas
- Supporting the learning of English as a Second Language (ESL)

Group Services (No appointment necessary)
Visit the CASA website for more information about the specific courses and topics supported by group services each semester.

Drop-In Tutoring
Make Drop-In Tutoring a part of your weekly schedule to complete homework and prepare for tests with the support of our trained tutors. Drop-In Tutoring is a great option for last-minute questions in classes such as biology, chemistry, economics, mathematics, and statistics. View the calendar on the CASA website for supported courses, times, locations, and updates.

Success Seminars
Success Seminars are weekly in-person and online workshops designed to be interactive and tailored around your personal experiences. Sessions focus on developing knowledge, skills, and behaviors for your academic success. Topics include learning strategies, time management, note-taking, online learning, and exam preparation.

Supplemental Instruction (SI)
Supplemental Instruction supports what to learn and how to learn by focusing on collaboration and group study in traditionally difficult courses. Regularly scheduled out-of-class study sessions are facilitated by trained peer leaders twice per week. Attendance is voluntary but highly encouraged as data suggests students who attend regularly earn higher grades.

Small Group Study
Regularly scheduled small groups of five to six students work with a peer tutor facilitator. Sessions are used to discuss course material and prepare for upcoming assignments and tests. Students commit to regular attendance and active participation to contribute to the group’s success.
External Online Resources
BW provides 24/7 access to the following online resources through the CASA website.

Smarthinking
Smarthinking provides online support through live, one-on-one tutoring in over a hundred core subjects and asynchronous writing critiques for research papers, creative writing, resumes, and application essays. Get assistance on-demand and archive sessions to view later.

Study Edge
Study Edge features a comprehensive library of study skills materials. "Study Experts" lead pre-recorded video sessions paired with study guides and practice problems. Study Edge supports some of the most challenging STEM, accounting, and economics content.

Grammarly
Grammarly is an automated writing and grammar tool. Once downloaded, it automatically checks grammar, spelling, punctuation, and style errors for everything you write. Use Grammarly to develop writing skills and prevent plagiarism.

Contact
Location: Top Floor, Ritter Library
Phone: 440-826-2425
Email: casa@bw.edu
WE ARE HERE FOR YOU

The mission of the BW Career Center is to connect you with personalized resources, information, and networks that empower you to reflect on your experiences, understand and articulate your skills and strengths, and design plans for personal and professional success. Whether your goals include job searching, graduate school, or simply expanding your network, we are here to help.

HANDSHAKE
Find job, internship, and work study opportunities as well as Career Center Resources.

STUDENT EMPLOYMENT
Information about on-campus employment, including federal work study.

RESUME & COVER LETTER TEMPLATES
Use our templates to create/revise your application materials.

CHECK OUT HANDSHAKE
Access resources, appointment scheduling, on campus jobs, internship information and more using the QR code below

PATHWAY U
Learn about yourself and explore potential career matches.

BIG INTERVIEW
Practice your interview skills.

GRADUATE SCHOOL RESOURCES
Personal Statement resources, Program Search tools, and more.

WHAT CAN I DO WITH THIS MAJOR?
Connect majors to careers.

DROP IN HOURS
Meet with our Peer Career Advisors to go through resumes, cover letters, interview tips and more!

Follow us on Instagram @BWCareercenter
Join the BW Career Center LinkedIn Group

BW JOINHANDSHAKE.COM
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 Center for Exploration. 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 Center for Global Exploration (2nd floor student union; www.bw.edu/explorations) 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, we also sponsor 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 three weeks. 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 overseas universities are located in English-speaking countries or offer courses taught in English. If, however, you wish to enroll in a non-English 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 (1) transfer back to Baldwin Wallace and (2) help fulfill your academic requirements. As long as you work with the Center for Global Exploration 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! Nationally, less than 10% of college graduates study abroad. There is no better way to gain invaluable experience that will enhance your career opportunities! Employers seek workers who have the ability to work across cultures. 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 Center for Global Exploration or visit our website www.bw.edu/explore. 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
**RITTER LIBRARY**

Ritter Library, located on BW’s North Campus, provides extensive informational resources for student and faculty use. With access to eBooks, print books, digital videos, online journals, and databases, Ritter Library is an important resource for student and faculty research. Ritter Library’s website: [https://libguides.bw.edu/library](https://libguides.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. Equipment (audio/video recorder, projector, etc.) may also be borrowed from the Information Desk.

Ritter Library’s professional reference staff provides direct assistance to library users by appointment, phone, chat, and email (see Meet with a Librarian on the library website). Reference librarians also provide library instruction for BW courses.

Scanners and a Jacket Print station is available. A computer lab and additional computer workstations are available throughout the building. Ritter has wireless internet access, study rooms, quiet study floor and student collaborative worktables. Study rooms can be reserved from the library homepage.

**HOURS**

Check the library website for up-to-date hours: [https://libguides.bw.edu/ritter-hours](https://libguides.bw.edu/ritter-hours)

**Call or email us with questions**

Research Questions: (440) 826-2206
Reference Desk: [wwwlib@bw.edu](mailto:wwwlib@bw.edu)
(440) 597-5546 (text)

Library materials or account:
Information Desk: (440) 826-2204
[circ@bw.edu](mailto:circ@bw.edu)
JONES MUSIC LIBRARY
Jones Music Library is located on the lower level of Boesel Musical Arts Center. 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:
Please see the Jones Music Library website for hours of operation: http://libguides.bw.edu/jones

Appointments with Conservatory Librarian, Paul Cary, can be made at https://bw.libcal.com/appointments/cary

Call or email us with questions:
440-826-2375
jonesml@bw.edu

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. The RBI is very much open to students and most of the books can be checked out. The RBI Scholar program offers financial support for BW students doing independent, faculty-mentored research in the RBI. See the website below for details. The RBI is located on the first floor of Boesel Musical Arts Center at 49 Seminary Street.

HOURS:
Please see the RBI Library website for hours of operation https://libguides.bw.edu/rbi

Appointments with Conservatory Librarian, Paul Cary, can be made at https://bw.libcal.com/appointments/cary

Call or email us with questions:
440-826-2044
bachinst@bw.edu
Research is a significant part of the BW experience. Undergraduate research may be defined as “an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline.” (Council on Undergraduate Research). The key elements of research are planned inquiry, experimentation, observation, study, analysis and documentation. These activities result in the discovery of new facts, knowledge and information; new interpretation of existing facts, knowledge and information; and the discovery of new ways of application of existing knowledge.

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 eager to involve you in their latest project or activity. Regardless of your area of interest, you will have the opportunity to pursue research in almost every field. And you will not do it alone; you will be guided by an involved and conscientious faculty mentor who will help you bring your passion to life. Students who participate in these research opportunities find them invaluable as they launch their careers or apply to graduate or professional schools.

Our Office of Undergraduate Research and Creative Studies (URCS) help you identify these opportunities which include the Honors Program, Summer Scholars, Faculty Student Collaborative Courses, and institutionally funded opportunities to present your research and scholarly work off-campus. Student research and creative productions are also presented to the campus annually at Ovation.
RATCLIFFE PROGRAMMING
LOCATED AT THE CENTER FOR INNOVATION & GROWTH (CIG)

RATCLIFFE STUDENT FELLOWS (1 semester)

This seminar program is open to all majors and provides students the unique experience to turn passion into opportunity, develop insights about the entrepreneurial process and think about leadership and innovation guided by integrity. Distinctive relationships will include learning from and meeting with successful leaders, innovators and entrepreneurs. Prospective fellows are nominated for the colloquia by BW faculty, coaches, staff and peers. Upon program completion, fellows can apply for internships with The Ratcliffe Growth Practice or LaunchNET.

THE RATCLIFFE GROWTH PRACTICE (1 academic year)

The Ratcliffe Growth Practice is staffed by Ratcliffe Student Fellows who practice their entrepreneurial mindsets and skillsets by serving as consultants on project teams for real-world clients. Under the leadership of experienced project leaders, Growth Practice interns develop project management skills, conduct primary and secondary market research and receive professional presentation coaching. At the conclusion of each project, interns deliver presentations for clients, often outlining research findings and strategic options to executive leadership teams.

For more information:
David Shapiro, Growth Practice Manager | 440.826.6530 | drshapir@bw.edu | www.bw.edu/cig
**LaunchNET**

Powered by the Burton D. Morgan Foundation, LaunchNET is a co-curricular program providing free and confidential venture coaching, idea contests, pitch competitions, networking opportunities and in-class presentations. 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. Our clients do the driving — LaunchNET helps 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 a main office located downstairs in the Union and an additional office in the Center for Innovation & Growth.

**Women for BW & LaunchNET Microgrant Winners - Spring 2021**

- **Christine Smyth, Owner**  
  Smyth Irish School of Dance

- **Jordan Gallagher, DJ**  
  Gallagher's Entertainment

- **Kayla Webb, Author**  
  The Show and Tell That Changed the World

**NETWORKING SERIES**

Each semester, the Center for Innovation & Growth hosts a series of programs featuring forward-thinking entrepreneurs and innovators. From guest speakers to networking events, these CIG programs are always interesting, inspiring and open to BW students and the broader Northeast Ohio community. Please see [bw.edu/cig](http://bw.edu/cig) for complete calendar of events.

- **Opal Tometi, Entrepreneur, Co-Founder**  
  Black Lives Matter
**Honor and Departmental Recognition Societies**

**Alpha Kappa Delta**  *International Sociology Honor Society*

Sociology as a declared major or minor; an overall GPA of at least 3.3; a GPA of 3.0 or better in at least 4 courses in Sociology; be of at least junior status.

**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 45 semester hours earned at BW. From those meeting the hour requirement, the top 100 students based on current GPAs are eligible for membership.

**Delta Alpha Pi**  *International Honor Society for Students with Disabilities*

Undergraduate Students: Must have presented with a documented disability and work with faculty / staff / administrators in the Office of Accessible Education (or similarly named office or program), completed a minimum of 24 credits, achieved a cumulative grade point average of at least 3.10 (on a 4.00 scale), and demonstrated an active interest in disability issues.

Graduate Students: Must have presented with a documented disability and work with faculty / staff / administrators in the Office of Accessible Education (or similarly named office or program), completed a minimum of 18 credits, achieved a cumulative grade point average of at least 3.30 (on a 4.00 scale), and demonstrated an active interest in disability issues.

**Delta Phi Alpha**  *National German Honor Society*

Must be at least of sophomore standing; have a cumulative GPA of at least 3.0, and have a GPA in German courses of a 3.333 (B+) or better; and indicate continued interest.

**French Recognition Society**  *BW French Recognition 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.

**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.
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.

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.

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 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 and be of junior status or above.

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
Be enrolled as a major or minor in a psychology program or a program psychological in nature; completed at least 3 semesters or equivalent of full-time college coursework; completed at least 9 semester credit hours or equivalent of psychology courses; earned a cumulative GPA that is the top 35% of their class; minimum 3.0 GPA for psychology 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.

Sigma Delta Pi  National Honorary in Spanish
Must have completed three years of study of college-level Spanish (18 semester credit hours) or the equivalent thereof, including at least three semester hours of a course in Hispanic literature or Hispanic culture and civilization (Spanish for the professions may be considered as a Hispanic culture course provided that culture is the foundation of the course content) at the junior/3rd year level; must have a minimal grade point average of 3.0 on a 4.0 point scale in all Spanish courses taken; must rank in the upper 35% of their class (and/or have at least a 3.2 cumulative grade point average) —sophomore, junior, or senior—and must have completed at least three semesters or five quarters of college work.
**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 at BW beyond the usual requirements of freshman English; must have a minimum of a 3.3 GPA in English and Creative Writing courses, must have a 3.0 GPA at BW, 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 CSC courses, and major in Computer Science, Software Engineering or Cybersecurity Administration or minor in Computer Science or Computer Information Systems.
STUDENT SERVICES

Office of Accessible Education (OAE)

Our Mission is to collaborate with students, faculty, and staff to help create equitable, inclusive educational environments for qualified students with disabilities. Accessible Education works to address educational barriers by providing access to reasonable accommodations, services and resources while maintaining the rigorous academic standards and integrity of Baldwin Wallace University. We engage in outreach across campus to ensure a more accessible and welcoming environment for people with varying disabilities including psychological, medical, physical or learning specific.

Eligibility for Services
Students are responsible for disclosing their disability and following the process for registering with OAE. 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.

Registering with the Office of Accessible Education is for students with documented disabilities who have been offered and accepted admission and are looking to apply for reasonable accommodations at Baldwin Wallace University.

1. Self-disclose disability to OAE via email at 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 and review of the application and documentation, OAE will schedule a meeting to discuss the impact, nature and functional limitations of your disability; determine reasonable accommodations; discuss policies, processes, and procedures.

Documentation of Disability
To fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, the Office of Accessible Education (OAE) requires current disability documentation. The documentation should include an evaluation by an appropriately qualified professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested. The cost of the documentation is the responsibility of the student. Submission of documentation does not guarantee approval of the requested accommodation(s).

General documentation guidelines and verification forms are available on our website: www.bw.edu/accessible-education. These documents are designed to assist students and their treating/diagnosing professional(s) in preparing the required information to evaluate the accommodation request.
**Reasonable Accommodation**
Accommodations are intended to eliminate or minimize disability-related barriers. Accommodations are determined on an individualized basis. For an accommodation to be deemed reasonable, it must not compromise the essential requirements of a course, program, job, activity, or facility, and it must not cause undue administrative or financial hardship. Also, it must not compromise the safety of the student receiving the accommodation or of others, and it must not fundamentally alter a course or program. An accommodation may be denied and deemed unreasonable if it:

1. Compromises the essential requirements of a course, program, job, activity, or facility.
2. Imposes an undue financial and administrative burden;
3. Fundamentally alters University housing policies;
4. Poses a direct threat to the health or safety of others, or would cause or caused substantial property damage to the property of others, including University property; and
5. Fundamentally alters the nature of University operations.

**Please be advised:**

1. Accommodations are determined on an individual, case-by-case basis.
2. Academic accommodations must be requested each semester through our Accessible Education online system.

**For more information on OAE:**
Location: Bonds 102
Website: www.bw.edu/accessible-education
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) 826-2090
Fax: (440) 826-3832
Email: disability@bw.edu

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**Jacket Access Van**
The Office of Accessible Education, 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. Students with temporary impairments are not eligible to use the Jacket Access Van. Eligibility for transportation support services is determined by an assessment of a student's individual need by an appropriate staff member from the Office of Accessible Education.
**Financial Aid**

For general information on the types of financial assistance provided here at BW, including gift assistance (scholarships and grants), student loans, and work-study go to our financial aid website, [www.bw.edu/one-stop/finances/financial-aid](http://www.bw.edu/one-stop/finances/financial-aid).

For student specific aid information, including BW Offer Letters and an annual personal aid checklist, visit the Financial Aid Self-Service portal on my.bw.edu.

If students have eligibility or affordability questions, students can set up an appointment with the Financial Aid Office through contacting the BW One Stop in Bonds Hall, emailing at onestop@bw.edu, or by phone, (440) 826-2121.

**Student Employment Center (SEC)**

The Student Employment Center is now part of Career Services! Please visit the Career Services website at [https://sites.google.com/view/bwcareerserviceslinks/home](https://sites.google.com/view/bwcareerserviceslinks/home) to learn more about student employment at Baldwin Wallace including eligibility, campus job opportunities, and required forms.

Contact Student Employment at secmail@bw.edu

**Cashier’s Office — Billing & Payments**

**BILLING STATEMENTS:**

Statements are not mailed and are available **online only** in the Payment Portal. Select “View Your Billing Statement…” under the Current Student heading. Students will login to the portal using their BW credentials. Statements are payable on or before the due date shown on the billing statement unless the student is participating in the University’s formal payment plan. (See Payment Plan details below). **Due dates are always prior to the beginning of classes.** Balances not paid by the due date will be assessed a monthly finance charge until paid in full. The monthly finance charge rate is .417%.

**TUITION CHARGES:**

See the Tuition & Fees page of the BW website for annual rates. All students taking 12-18 credit hours 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. All tuition and related academic fees are due no later than the first day of class or students must be enrolled in the Payment Plan by that time. Subsequent term registration will be permitted only when accounts are paid in full, or the student is enrolled in the BW Payment Plan and is current on their monthly installments. Students who have not fully met their financial obligations to the University are subject to sanctions including transcript/diploma hold, registration hold, and finance charges. Sanctions will not be lifted until accounts are paid in full.
AUTHORIZED USER ACCESS:
Students who have someone else paying their tuition bill must grant Authorized User access to that person(s) so they can view the online statements, make payments, set up the payment plan, and talk to cashiers with questions about the bill. Authorized User access is granted by the student through the Payment Portal. Select the “Provide Parent/Guardian Authorization….” link under the Current Student heading. Students will login using their BW credentials. Select the Authorized User box from the right-hand My Profile Setup menu from the portal home screen. Name and email for the authorized users will be needed to add them. Authorized Users will get an email with a temporary password and will need to log in to create a permanent password. Temporary password will expire in 24 hours.

PAYMENT METHODS:
Online payments are accepted through the Payment Portal. A 2.85% convenience fee will be charged on card payments (BW accepts Visa, MasterCard and Discover only). Use the electronic check option to avoid the convenience fee. To pay in-person visit the cashier’s office located on the main floor of the Bonds Administration Building. Cash, check, card, applePay accepted. Mail checks to the cashiers office: Baldwin Wallace University, Attn: Cashiers Office, 275 Eastland Rd., Berea, OH 44017. Checks payable to Baldwin Wallace University. Student’s name and BW Student ID number must be on all checks.

COLLEGE SAVINGS PLAN PAYMENTS:
529’s or other college investment plans can make payments directly to Baldwin Wallace either by check or ACH payment. Owner of the savings plan must contact them and advise the amount to be issued to BW. Student’s name and BW ID number must be on the check or referenced in the ACH payment.

BW INTEREST-FREE MONTHLY PAYMENT PLAN:
Self-enroll online in the Payment Portal accessible from the “Monthly Payment Plans” link under the Current Student heading. You must self-enroll each term that you wish to participate in the monthly payment plan. Payment plan enrollment opens when the first semester bill is available and closes by the first due date each term. The plan does not carry over from term to term. The payment plan will divide your balance into equal installments (5 payments each for Fall & Spring terms and 3 payments for Summer term). Fall due dates are the first of each month Aug-Dec. Spring due dates are the first of each month Jan-May. Summer due dates are the 15th of each month May-July. A $35 enrollment fee is due at sign-up each term. $20 late fees will be assessed monthly for late payments.

REFUNDS:
Should a student drop or withdraw from classes or if scholarships, grants or loans create a credit balance reflected as a negative balance on your student billing account the student may request a refund of those funds. Complete the online Refund Application under the Refund Process and Details link on the Billing & Refund Policy page. Review the policy details and the Tuition Refund Schedule to fully understand the refund process. Students who have a Parent PLUS Loan on their accounts must have a parent signature on their refund application. Refund applications are not kept on file - a new application is required for every refund.

1098T/1098E TAX FORMS:
Will be available in the student’s My Records Portal by January 31 each year. Students will receive an email notification when they become available to download.

Please direct questions regarding tuition, billing, payments, payment plans, refunds and 1098 tax forms to the BW One Stop at 440-826-2121 or onestop@bw.edu.
STROSACKER STUDENT UNION

The Strosacker Student Union acts as the campus community center, providing a variety of facilities and services to students, faculty, staff, alumni, and guests. Viewed as a gathering place, the Union is traditionally considered the "hearthstone" or living room of the campus. But the Union is more than just a building. The environment provides an atmosphere in which student learning, growth and development can occur through both formal and informal interaction. Together with the various programs and activities that occur here, the Union complements the academic experience of students through educational, cultural, social, recreational and leadership opportunities.

Meeting/Event Spaces:
- Ballroom
- Faculty Lounge
- Quarry Room
- Sandstone Rooms (1,2,3)
- And scheduling for the following other campus meeting & event spaces:
  - Center for Innovation & Growth
  - Circle of Warmth Fire Pit
  - Outdoor spaces (West Lawn, Carmel Lawn, North Quad, etc.)
  - Student Activities Center (SAC)

Dining Options:
- Ballroom (main campus dining hall)
- Colony Café (deli-style sandwiches)
- The Hive (coffee and grab-n-go options)

Student Organization Offices:
- Allies
- The Exponent newspaper
- The Mill literary publication
- Student Government
- WBWC, 88.3FM, The Sting

Services:
- ATM (PNC Bank)
- Bookstore
- Campus Access Services (Jacket Express Card & Parking)
- Campus Food Pantry

Departmental Offices
- Brain Center for Community Outreach
- Career Services
- Catering & Dining Services
- Center for Global Exploration
- NEO LaunchNET
- Student Life Center
- Union Scheduling, Administration & Conference Services

Other:
- Collaboration Tables (in The Hive)
- Games Area (in the Hive)
- Informal lounges and study spaces
- Vending Machines
UNION HIGHLIGHTS

- **The Hive & Games Area**
  Located on the lower level of the Union, The Hive & Games Area is the perfect place to hang out, relax, or study in a comfortable lounge and cafe area while enjoying specialty coffee, desserts, and other delectable snacks. The Hive also has three billiard tables, a table tennis table, table-top shuffleboard, and foosball to help pass the time between classes. All games are free to use with your BW ID card. Several group collaboration tables complete with LCD screens, whiteboards, and plenty of power are perfect for collaborating on that group project or just meeting with friends.

- **Scheduling Office**
  Meetings, special events, 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.

  To make a reservation request for your officially recognized student organization, visit [http://ems.bw.edu](http://ems.bw.edu) and login with your BW username and password. Reservation requests for meetings should be scheduled at least two weeks in advance for proper arrangements, but it is possible for some spaces 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. For questions, stop by the Scheduling Office located behind the Welcome Desk on the main level, call 440-826-2351, or email [Union@bw.edu](mailto: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 us on myBW ([https://my.bw.edu/Campus-Life/Student-Affairs/Union](https://my.bw.edu/Campus-Life/Student-Affairs/Union)) or email [Union@bw.edu](mailto:Union@bw.edu).
For more information check the Campus Access Services MyBW site at:
https://my.bw.edu/Campus-Life/Your-Campus/CAS/Pages/default.aspx

**JACKET EXPRESS CARD:**
- Your Jacket Express Card is your official form of identification and an essential part of campus life.
- Every student must have an official and current JE Card.
- Is your key to campus-wide privileges.
- Provides security and ease of use.
- Used to access many campus facilities, including residence halls, the Rec. Center and library.
- Can be used for meals, books, and numerous other items on campus.
- Allows admittance to numerous campus events and activities.
- To replace a lost or stolen card visit our website at: https://my.bw.edu/Campus-Life/Your-Campus/CAS/Pages/default.aspx & complete the Jacket Express Replacement Card Request form.
- Please remember there is a chip & antenna imbedded in the Jacket Express Card. Punching a hole in the card will deactivate it.
- There is a $15 replacement fee for lost or stolen cards.

**OBTAIN YOUR JACKET EXPRESS CARD:**
Using your BW Credentials, log on to myjecard.bw.edu and upload a picture. Please make sure that the picture meets the criteria stated on the app.

**MOBILE JACKET CARD**
- To make it even easier to use, you can now add the card to your Apple Wallet or Google Pay Account and will no longer have to worry about carrying or losing your plastic card.
- Add your card to your Apple Wallet or Google Pay Account by installing the Get Mobile App.

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For more information check the Campus Access Services MyBW site at:
https://my.bw.edu/Campus-Life/Your-Campus/CAS/Pages/default.aspx

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**MOBILE JACKET CARD**
- To make it even easier to use, you can now add the card to your Apple Wallet or Google Pay Account and will no longer have to worry about carrying or losing your plastic card.
- Add your card to your Apple Wallet or Google Pay Account by installing the Get Mobile App.

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GET MOBILE APP:
- For full instructions please visit our website at: https://my.bw.edu/Campus-Life/Your-Campus/CAS/Pages/default.aspx

- Things to do in the Get Mobile App:
  1. **Open/Add Funds to your Jacket Pay Account** – All students can open a Jacket Pay account. This account can be used at various on and off campus venues. If you have a meal plan with Dining Dollars, the funds are pulled first from this account and then your Jacket Pay account. Jacket Pay funds are kept on your account until you graduate or withdraw. At that time, the unused funds are non-refundable.
  2. **Deactivate/Reactivate JE Card** - To prevent unapproved use of a lost or stolen card, IMMEDIATELY deactivate your card.
  3. **Check Meal Plan, Dining Dollars and/or Jacket Pay Balance(s)**

JACKET EXPRESS RESIDENT MEAL PLAN - https://www.bw.edu/student-life/dining/
- All resident students must carry a meal plan on their Jacket Express account.
- Resident students (with less than 25 credits) are required to carry the Prime Plan.
- All meal plans consist of Dining Dollars and Meals.
- Commuter students have the option of choosing a meal plan or opening a Jacket Pay account.
- Any balance remaining in a student’s Dining Dollars account will be carried over from Fall semester to Spring semester. All Dining Dollar accounts will be closed at the end of Spring semester or upon withdrawal from the school and any remaining balance on these accounts are non-refundable.

PARKING SERVICES:
- All students are eligible to receive a BW parking permit.
- Any student vehicle brought to campus must be registered with Campus Access Services and have a valid parking permit displayed. Student parking assignments are based on class rank and student residency.
- **Resident Freshman students (with less than 25 credits), who have a vehicle on campus, are required to park in the Fairgrounds lot located at 162-164 Eastland Rd., (Gate 3) (24x7 no exceptions).**
- Students who only need a car for a few days each semester may purchase a temporary permit for a nominal fee. Visit: www.bw.edu/temporary-parking-permit

Please note: Every student bringing a vehicle to campus, must have a permit purchased upon arrival.

All regulations are in effect 24/7, with no exceptions. This includes nights, weekends, holidays, etc.
PARKING PERMITS:

Commuter: $40 per semester; $80 per academic year
Resident: $70 per semester; $140 per academic year

- Mid July all students registered for classes, will receive an email (from Parking@bw.edu) providing directions on the parking permit registration process.
- You will need your BW Login Credentials, License Plate Number, Make, Model, Color, and year of your vehicle. Once you receive the email, you will be able to register for a parking permit, go to: https://bw.thepermitstore.com.
- Parking permits must be picked up in person, at Campus Access Services. They cannot be mailed. For our business hours please visit our website at: https://my.bw.edu/Campus-Life/Your-Campus/CAS/Pages/default.aspx.

PARKING REGULATIONS:

- Students found parking on campus without a permit, will receive an automatic $75.00 citation which can be waived if a permit is purchased.
- Unidentified vehicles not registered with our office that receive two citations are automatically immobilized (booted).
- Students have 10 days to appeal a citation. At the end of 10 days the citation is automatically transferred to the student’s account.
- Students displaying state issued handicap placards are required to provide to Campus Access Services a valid copy of your Handicap registration form indicating you as the owner, issued by the BMV.
- All parking permits are nontransferable. Any person who provides false information, registers a vehicle belonging to another student, illegally sells, transfers, alters, reproduces, or uses a permit not intended for their use may be subject to a fine of $200.00, disciplinary action as well as possible towing or immobilizing (booting) of the vehicle. This could also result in a loss of parking privileges and forfeiture of all parking permit fees.
- For a full list of all parking regulations please visit: Jacket Express Card Parking Information

FRONT STREET RESIDENCE HALL (UMKT) PARKING:

The parking lot behind the Front Street Residence Hall is for patrons of the University Market (UMKT) businesses only.

- Students can never park there while in the residence hall or attending classes. Violators will be ticketed/towed.
- The City of Berea has established a “Business District” which allows parking for patrons of the downtown establishments only. BW faculty, staff and students are prohibited from parking in this district, while on the BW campus.
GUESTS/VISITORS:

Guests of students may park in student lots. If your guest received a citation:

- Present the citation to Campus Access Services Department the following business day.
- On the back of the citation, clearly print your guest’s name, your name and your student ID number.
- Students who have guests on campus more than 8 times may be asked not to park on campus property between the hours of 8:00 a.m. and 6:00 p.m.
- Students are responsible for all citations their guests receive and any citations not reported to Campus Access Services may be transferred to the student’s account.

STREET PARKING, CITY OF BEREA:

Street parking is regulated by the City of Berea, not BW.
**BW Campus Stores**

The **BW Bookstore** is located in Strosacker Hall. Textbooks, Course Supplies, Technology Products, Dorm Essentials, and Studio Art Supplies are available on the lower level of the building, just past Career Services. Apparel, Gifts, and Health & Beauty supplies can be found on the main level. Additional products are available online.

**The Buzz On Front** is located on the west side of campus at 100 Front Street and offers a variety of clothing, gifts, technology products, and snacks. The store opens into Starbucks and is your one-stop-shop for the best BW spirit wear and gifts available.

**TEXTBOOKS AND COURSE MATERIALS**

The BW Bookstore is your on-campus destination for textbooks and course supplies. Available formats include new and used condition books, rental books, and digital eBooks.

- **Rental Program:** Many textbooks are available to rent. Renting is a great option for saving money if you will not need a book for future reference. Don’t worry, you can still write and highlight in rented books. Rental books are due back following final exams each term; the due date will be printed on your receipt.
- **Returns/Exchanges:** Shopping at the BW Bookstore ensures you receive the correct materials. The store works directly with faculty to order course materials. Returns and exchanges are accepted with original receipt for the first two weeks of classes each term, and within 2 days of purchase thereafter.
- **Order books online (best selection and most convenient!):** **Shop by Student ID.**
  - From the bookstore homepage, enter your Student ID number to view required books and supplies for your upcoming courses.
- **Purchase in-store:** **Counter Service**
  - A bookstore team member will assist you in reviewing your schedule and selecting required books. **Skip the lines and have your books ready when you arrive to campus!** Place your order online and choose in-store pickup during checkout. The best time to order is 2-3 weeks before the start of classes.

**Inclusive Access:** The Bookstore offers an inclusive access program for some digital titles. This content is made available automatically before the first day of class. The cost of these materials is charged as a course fee and contains significant savings compared to standard pricing. **Courses participating in this program will have a note posted on the bookstore website.**

**ACCEPTED FORMS OF PAYMENT**

The BW Campus Stores accept the following forms of payment:

- **In-store:** *Jacket Express Flex Dollars*, Apple Pay®, Google Pay®, Samsung Pay®, Bookstore Gift Cards, Cash, Checks, and all major credit/debit cards.
- **Online:** *Jacket Express Flex Dollars*, PayPal®, Bookstore Gift Cards, and all major credit/debit cards.

**CONTACT INFORMATION AND STORE HOURS**

Website: [https://www.bkstr.com/bwstore](https://www.bkstr.com/bwstore)

Email: bookstore@bw.edu

Phone, BW Bookstore: (440) 826-2205  
Phone, The Buzz On Front: (440) 826-2275

Current hours for both store locations can be found on our website at:

[https://www.bkstr.com/bwstore/store-hours](https://www.bkstr.com/bwstore/store-hours)
Dining Services

Baldwin Wallace University dining services cordially invites you to experience our dynamic dining program with great food at convenient campus locations. Variety, value, and freshness for all appetites is rooted in our mission of Students First, Always. All items served in our dining halls are prepared fresh daily in our kitchen. We look forward to serving you soon.

Campus Locations

Strosacker Union Dining Hall
The Union, our main dining hall, is located on South Campus in the Strosacker Union. Meal options include comfort foods, fresh greens and salads, house made soups, pizza, pasta, and delicious desserts. Enjoy fresh favorites from the grill burgers, fries, and tenders. Our specialty stations offer foods with international flare. Visit the allergen friendly zone; for fresh foods styled free from the top 8 allergens. Baldwin Wallace University friendly dining service staff welcomes you seven days a week to eat and enjoy!

Location: Strosacker Hall, Student Union
Hours: Monday-Friday 7 a.m. - 10 p.m.; Saturday and Sunday 8 a.m. - 10 p.m.
Summer Hours: Closed except for special events
Phone: (440) 826-2412

Colony Café
Located in the Student Union on the main floor, the Colony Café is a casual dining restaurant for students, faculty, staff, and the local community. The Colony Café serves lunch and dinner, offering a variety of soups, salads, gourmet sandwiches and deli wraps, fresh bakery, and a variety of snacks.

Location: Strosacker Hall, Student Union
Hours: Daily 11 a.m. - 9 p.m.
Summer Hours: Monday-Thursday 11 a.m. - 3 p.m.
Phone: (440) 826-2411

Hive Café
The Hive Café is located on the lower level of the Student Union. Students can enjoy ice cream, fruity smoothies, and espresso crafted coffees, hot or cold. Relax in the comfortable study and recreation space. A great place to connect with friends.

Location: Strosacker Hall, Student Union
Hours: Monday-Friday 12 pm - 9 p.m.
Summer Hours: Closed except for special events
Phone: (440) 826-2258
**Lang Dining Hall**
Lang Dining Hall is in the heart of North Quad in the lower level of Lang Hall. Offering quick service dining, eat in or take out for breakfast and lunch. Lang offers a robust selection of freshly prepared made to order selections and convenient fresh grab and go food items. Our friendly team is ready to greet you!

**Location:** Lang Hall  
**Hours:** Monday-Friday 7 a.m. - 3 p.m.  
**Weekends and holidays:** CLOSED  
**Summer hours:** Closed except for special events  
**Phone:** (440) 826-2415

**Stinger Shop**
Located in the Center for Innovation and Growth (CIG), on the north side of campus, stop in for convenience shopping to cover all your snacking needs.

**Location:** Center for Innovation and Growth (CIG)  
**Hours:** Monday-Friday 10 a.m. - 6 p.m.  
**Weekends and holidays:** CLOSED  
**Summer hours:** Closed except for special events  
**Phone:** (440) 826-2415

**Smoothie Bar**
The Smoothie Bar is in the Lou Higgins Recreation Center on the first floor. After an exhilarating workout, treat yourself to a refreshing smoothie, made with fresh fruit and other natural ingredients.

**Location:** Lou Higgins Recreation Center  
**Hours:** 11 am- 6 pm Mon- Thurs., Friday 11 am- 2pm  
**Summer Hours:** Closed except for special events  
**Phone:** (440) 826-6813

**Starbucks**
Located on Front Street in the University Market building adjacent to The Buzz on Front campus store is a full-service campus Starbucks. Enjoy a cup of your favorite coffee paired with our delicious food.

**Location:** University Market, 106 Front St.  
**Hours:** Daily 6 a.m. - 6 p.m.  
**Phone:** 440-826-2005

**Catering**
Full Service and Casual Catering is available daily for events, meetings, and formal occasions. We offer a catering menu customized for student groups for ease of planning and service. Call us for all your catering and event planning needs.

**Phone:** (440) 826-8160  
**Email:** Catering@bw.edu
The Office of Commuter Services (OCS)

Residence Life and Housing also provides direct support to undergraduate and graduate students who commute to Baldwin Wallace University campus. Our department provides commuter-centered programs and services (including Commuter Appreciation Week), advising the Commuter Activity Board (CAB), and upkeep of the Commuter Lounge, located on the first floor of 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 or Mobile ID. The lounge is open daily from 6AM until midnight when classes are in session. Lounge amenities include lockers (must provide own lock), a refrigerator, microwave, and a Keurig machine.

Department of Safety & Security

Recognizing the need to ensure 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 Metroparks Police 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 co-curricular 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 skills 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 & informal 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 50 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. To make a reservation request for your officially recognized student organization, visit http://ems.bw.edu and login with your BW username and password. For questions, you can stop by the Scheduling Office, call 440-826-2351, or email Union@bw.edu. Food arrangements are made through Dining Services 440-826-8167.
**Student Resource Center (SRC)**

Created to meet the needs of BW students, the BW Student Resource Center provides 1:1 support, resources, and referrals to current BW students to ensure all students are able to persist and succeed in their academic endeavors. The Center is housed within the David & Frances Brain Center for Community Engagement, and many programs are collaborative efforts with departments across the campus with the shared goal of supporting the success of all BW students. The Student Resource Center's robust programs address food and housing insecurity and equitable resource accessibility:

- **Student Emergency Grant Fund** - The Student Emergency Grant Fund is intended to support students facing short-term, emergency financial hardships that may present a barrier to persisting in their academic program. Students will fill out the [Student Resource Center Intake form](#) to indicate a request for funding through the Student Emergency Grant Fund.
- **Campus Plate** - In partnership with the BW Computer Science and Sustainability programs and BW Dining Services, Campus Plate is a program designed to reduce food waste and combat food insecurity on campus. The smartphone app allows students to access free meals around campus FIVE days per week from the FIVE Food Stops around campus.
- **Swipe Out Hunger** - Swipe Out Hunger is a national, student-led nonprofit, addressing hunger among college students. BW students can donate up to 10 of their meal swipes which are then made available to other students to request throughout the semester. Swipe Out Hunger meal swipes are able to be used at any on-campus BW Dining area.
- **Campus Cupboard** - Campus Cupboard is a campus pantry designed to meet the immediate needs of students by providing food items and basic household necessities. Students can schedule a time to visit the Campus Cupboard to stock up on all the items they may need for their residence halls or their homes. The Campus Cupboard is located in between the SRC and Student Government in the lower level of the Union.
- **Beyond BW Fund** - The Beyond BW Fund is a program that provides financial support to students who need assistance paying for any certification test, entrance exam, or graduate school application fee. All BW students who are in the final year of their undergraduate or graduate program at BW may apply.

Current BW students can complete the [Student Resource Intake form](#) to apply for resources. Contact the [Student Resource Center](#) if you have questions.
DIVERSITY, EQUITY & INCLUSION

Center for Inclusion (CFI)

MISSION STATEMENT
The Baldwin Wallace University Center for Inclusion works to promote Community, advance Civility & Cultural Competence.

KEY AREAS OF ENGAGEMENT
The following is not an exhaustive list of programs but represents activity which anchors our efforts to achieve the CFI Mission:

- **The Academic & Cultural Events Series (A.C.E.S.)**
  A.C.E.S. provides the opportunity for an enriched learning environment for students, faculty, staff and the local community. A.C.E.S. partners with academic departments and student organizations to bring intellectual and cultural services and programs to campus throughout the academic year. A.C.E.S. offerings include a broad range of speakers, field trips, performing arts, films and special programming that encompass diversity topics and international awareness of global issues. Key initiatives of A.C.E.S. are the World Music Series, Diversity Dialogues, Student Diversity Trainings and the Martin Luther King Week Celebration. All A.C.E.S. events are **open to the entire BW community** and usually to the general public. Additionally, A.C.E.S. 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 A.C.E.S., you **always** have a winning hand!

  **To learn more about A.C.E.S., please reach out to:**
  Ericka Walker-Smith, Director of Inclusion Programs & Community Development
  Email: elwalker@bw.edu Phone: 440-826-2772

- **The Jacket Link: Bridge Program (JLB)**
  Jacket Link/BRIDGE is a program designed to provide incoming first-year students with the tools and resources needed to jumpstart their first-year experience. Preceding the Week of Welcome (W.O.W.), students spend four days on campus connecting with mentors, getting familiar with campus resources and services, and learning strategies to successfully transition from high school to college. Beyond the summer portion of the program and throughout the fall and spring of the academic year, Jacket Link/BRIDGE aims to provide a welcoming and supportive community for students. Activities and resources with an emphasis on academic readiness, campus support, and social/cultural enrichment will be provided for students. Each family also receives a faculty/staff mentor through an extension of the program, BEE Line.

  **To learn more about JLB please reach out to:**
  Courtney Robinson, Programs Manager
  Email: crobinso@bw.edu Phone: 440-826-2055
• **The Black Cultural Center (BCC)**
In the spirit of the ancestors and in the context of Sankofa, the Black Cultural Center provides diversified cultural, educational, and recreational programming for BW students and the surrounding community. The center also provides opportunities for students to assume leadership positions and be involved in program planning. In addition, the center creates a welcoming atmosphere for diverse students. The Black Cultural Center is an inclusive place where members of the University community, representing a variety of backgrounds, participate in programs and activities. All programming for the center is designed to enhance human understanding through the lens of culture.

**The Black Cultural Center offers the following amenities:**
- Ample space for classroom instruction
- A small conference room
- A comfortable lounge area for meeting and socializing
- A full-service kitchen
- Support and engagement of multicultural students & organizations

**To learn more about the BCC, please reach out to:**
Ericka Walker-Smith, Director of Inclusion Programs & Community Development
Email: elwalker@bw.edu Phone: 440-826-2772

• **The Obie Bender Multicultural Awards**
The purpose of this awards ceremony is to honor and affirm the contributions of underrepresented members of our community as well as those who contribute to the overall spirit of inclusion. The Center for Inclusion recognizes a number of students, student organizations, faculty and staff, for their contributions to diversity and inclusion each year. Additionally, we celebrate graduating seniors and graduate students from diverse populations. The awards ceremony typically takes place each year in April. Please look out for the annual announcement and call for nominations.

**To learn more, please reach out to:**
Ericka Walker-Smith, Director of Inclusion Programs & Community Development
Email: elwalker@bw.edu Phone: 440-826-2772
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 AWARENESS, RESILIENCE AND EDUCATION (C.A.R.E.)

CARE is a student-driven resource at Baldwin Wallace that has a primary focus on reducing danger and high-risk behavior associated with alcohol, promoting student wellness, and preventing power-based personal violence.

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. CARE oversees 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. Active Minds is a peer education organization focused on increasing students' awareness of mental health issues and symptoms of mental illness, serving as a liaison between students and mental health organizations in surrounding communities, and providing educational resources and training to students. The group aims to reduce stigma that surrounds mental illness and create an open environment for discussion of mental health issues. The Body Project provides educational events and resources regarding eating disorders and body image to students on campus.

Students interested in promoting wellness and responsible choices are encouraged to apply for positions. Visit their myBW page at https://my.bw.edu/Campus-Life/Student-Affairs/CARE/Pages/default.aspx for more information.

Health Services

Health Center hours are Monday through Friday from 9:00am to 5:00pm. Summer hours are 8:00am to 1:00pm Monday through Friday. 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 services, pregnancy testing, gynecological care and sexually transmitted infection information/testing/treatment. 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 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

BW Counseling Services provides students a safe space to speak privately and confidentially with a counselor about a variety of concerns including adjusting to college, anxiety and stress reduction, time management, academics, decision-making skills, eating/body image, sexual assault, depression, relationships and family issues, health, drug and alcohol issues, conflict management, culture and identity, and other specific issues or problems that students might be facing.

Location: Located in the BW Health Center on the Corner of Beech and Bagley

Clinical Staff: Counseling Services 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 psychiatric nurse practitioner, and four supervised graduate interns.

Types of services: Individual counseling*, group programs, career planning, psychiatric support, consultations, referrals, one-time workshops on a variety of topics including mindfulness and stress reduction, and educational outreach events.

*Please note: BW Counseling Services incorporates a short-term treatment model, generally up to ten individual counseling sessions per academic year with the ability to refer out to the community when need arises.

Hours: Monday-Thursday 9am-7pm and Fridays 9am-4pm. We do our best to accommodate crisis/emergency situations same day between 9am and 4pm. Our 24/7 Crisis Counselor Resource can be reached at 440-260-4399.

Cost: There is no charge for individual or group counseling. Psychiatric services are $25 per session (must be referred by one of our counselors and continue in therapy to receive psychiatric services).

How to Make an Appointment: Call 440.826.2180 or stop by the Health Center

TAO (Therapist Assistance Online): BW Students also have access to Therapy Assistance Online (TAO) Self-Help, a completely private online library of behavioral health resources that includes interactive educational modules and practice tools. Learn stress management, mindfulness skills, problem-solving, relationship skills, and strategies to avoid dwelling on worries and to develop more helpful thinking patterns. Sign up with BW email at US.taoconnect.org/register.

The Shrink Space: A referral website that BW’s Counseling Services has partnered with to help students connect with off-campus mental health care providers who can meet students’ particular needs. Visit https://theshrinkspace.com to search for community providers within Baldwin Wallace's local network, as well as a nationwide network of providers who work with college and graduate students.

JacketCare powered by TimelyMD
In addition to services we currently offer through BW’s Counseling and Health Services, all BW students have access to a telehealth program called JacketCare during the 2022-2023 academic year. JacketCare provides 24/7/365 access to virtual physical and mental healthcare across the United States, with no cost at the time of visit. BW students are able to utilize JacketCare year-round, including during the weekend, university breaks or holidays. Download the TimelyCare app or go to the JacketCare page for additional information or to register.
JacketCare services include:

- **Medical**: Scheduled or on-demand to visits with a medical provider that can treat a wide range of common illnesses like cold, flu, sinus infection, allergies and more
- **TalkNow**: On-demand access to talk to a mental health professional about anything at anytime
- **Scheduled Counseling**: Scheduled visits to speak to a licensed counselor
- **Health Coaching**: Nutrition specialists help students adopt healthier lifestyle behaviors
- **Psychiatry**: Referred through on-campus counseling center
- **TimelyCare Sessions**: Weekly Guided Meditation and Yoga Group Sessions, plus specialized sessions throughout the year.

For additional information about our services, please see our homepage on [My.BW.edu](http://My.BW.edu) or contact us at 440-826-2180
The Student Life Center (SLC), located on the second floor of the Union (Strosacker Hall), provides intentional and meaningful opportunities for personal and professional development. Information about student clubs & organizations, leadership opportunities, Fraternity & Sorority Life, and New Student Orientation can be found in the SLC. Contact the SLC at 440-826-2356 or studentlifecenter@bw.edu.

LEADERSHIP DEVELOPMENT
Leadership development is integral to a student’s college experience and overall educational process. The Student Life Center 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 (a 2-day immersive leadership experience), participate in the leadership of a student organization, or engage in the many other leadership development events hosted throughout the year.

STUDENT CLUBS & ORGANIZATIONS
Baldwin Wallace University offers over 100 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.

If you need information on how to become involved in any of the student organizations at Baldwin Wallace University contact stuclubs@bw.edu or 440-826-2356.

The Student Life Center works with all recognized BW student organizations, providing resources, guidance and support. SLC staff members also directly advise many student groups including, but not limited to, Student Government, Class Officers, Yellow Jacket Activity Board (YJAB), Dance Marathon (DM), and Collegiate Panhellenic Council (CPC), Interfraternity Council (IFC), and the Fraternity Sorority Programming Board (FSPB).

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. Questions concerning policies and procedures of the University relating to student organizations or any type of programming should be directed 440-826-2356 or stuclubs@bw.edu.
Fraternity and Sorority Life (FSL) 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. FSL provides resources and leadership development opportunities for members of sororities and fraternities and advises the chapters and councils.

**5 Pillars of Fraternity & Sorority Life**

<table>
<thead>
<tr>
<th>Brother/Sisterhood</th>
<th>Leadership</th>
<th>Social</th>
<th>Service</th>
<th>Scholarship</th>
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<tr>
<td>Every fraternal organization at BW exists because of its brotherhood and sisterhood. Working together for a common goal fosters increased connections within chapters.</td>
<td>Each chapter is self governed and offers the opportunity to improve leadership skills by inspiring chapter participation and campus involvement.</td>
<td>Fraternities and Sororities were founded as social organizations. Social programs help to create a strong BW community through formals, homecoming, and intramural events, among others.</td>
<td>At the core of every fraternal organization at BW is service. Our organizations support the community through a variety of service and fundraising projects.</td>
<td>The Fraternity and Sorority community at BW is committed to creating an environment supportive of academic endeavors. As an active member of a fraternal organization, you can receive academic support and guidance from brothers/sisters.</td>
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**The Mission of Fraternity and Sorority Life**

The mission 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 staff serve as advisors, programmers, mentors, resource persons, and administrators.

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. Students can seek membership in our National Panhellenic Conference (NPC) sororities, North-American Interfraternity Conference (NIC) fraternities, or National Pan-Hellenic Council, Inc. (NPHC) organizations.

**Contact Information**

If you have questions about Fraternity and Sorority Life or want to learn more about joining an organization, you can contact the Fraternity and Sorority Life staff at 440-826-2356, email studentlifecenter@bw.edu, or stop by the Student Life Center on the second floor of the Strosacker Hall (Union).
**COUNCILS**

**Fraternity Sorority Programming Board (FSPB)**  
President: Donovan Muller  
Advisor: Blake Eisnaugle 440-826-2356

Fraternity Sorority Programming Board (FSPB) is a programming organization that works with all of the campus sororities and fraternities to promote fraternal unity. 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, and other FSL social and educational programs and events.

**Interfraternity Council (IFC)**  
President: Kyle Covington

The Interfraternity Council (IFC) is the governing body of the fraternities on campus. The IFC is affiliated with the North-American Interfraternity Conference (NIC), an organization that represents 56 men's fraternities across North America. The IFC is responsible for communication between all fraternity 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. Formal Recruitment typically happens in mid-September. If you have any questions or want to learn more about joining, please contact an IFC Officer or FSL Staff member.

**Collegiate Panhellenic Council (CPC)**  
President: Madison Hancock

The Collegiate Panhellenic Council (CPC) is the governing body of the 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 September. If you have any questions or want to learn more about joining, please contact a CPC Officer, Rho Gamma (recruitment guide), or an FSL Staff member.
## Chapters

### Fraternities (NIC/IFC)
- **Alpha Sigma Phi**
  - **ΑΣΦ**
  - President: Jacob Dunstan
- **Lambda Chi Alpha**
  - **ΛΧΑ**
  - President: Bryant Burns
- **Pi Lambda Phi**
  - **ΠΛΦ**
  - President: Kevin Bubnick
- **Sigma Phi Epsilon**
  - **ΣΦΕ**
  - President: Donovan Muller
- **Phi Kappa Tau**
  - **ΦΚΤ**
  - President: Tony Ritson

### Sororities (NPC/CPC)
- **Alpha Gamma Delta**
  - **ΑΓΔ**
  - President: Alaina LaManna
- **Alpha Phi**
  - **ΑΦ**
  - President: Esme Tapia
- **Delta Zeta**
  - **ΔΖ**
  - President: Anna Stathulis
- **Zeta Tau Alpha**
  - **ΖΤΑ**
  - President: Nicole Babick

### NPHC, Inc. Organizations
- **Alpha Phi Alpha, Fraternity, Inc.**
  - **ΑΦΑ**
  - BW Contact: Austin Watkins
- **Kappa Alpha Psi, Fraternity, Inc.**
  - **ΚΑΨ**
  - BW Contact: Joe Johnson
- **Omega Psi Phi, Fraternity, Inc.**
  - **ΩΨΦ**
  - BW Contact: Fraternity/Sorority Life
- **Alpha Kappa Alpha, Fraternity, Inc.**
  - **ΑΚΑ**
  - BW Contact: Sydney Whittenburg
- **Delta Sigma Theta, Sorority, Inc.**
  - **ΔΣΘ**
  - BW Contact: Fraternity/Sorority Life
- **Zeta Phi Beta Sorority, Inc.**
  - **ΖΦΒ**
  - BW Contact: Keiara Hansberry
- **Sigma Gamma Rho Sorority, Inc.**
  - **ΣΓΡ**
  - BW Contact: Ruvimbo Mareya
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 an afterschool program, provide adult literacy and GED tutoring, connect with women experiencing homelessness or other individuals served by our Weekly Program community partners. Transportation is provided! Learn more and sign up at: [https://bw.givepulse.com](https://bw.givepulse.com).

- **Alternative Break trips** – spend a break volunteering, meeting with community leaders, and learning about social justice topics with fellow BW students at sites around the United States. AB experiences are a great way to make a difference, explore a new city, learn new skills, and meet people with similar interests.

- **Jackets Engaged** – student-led, non-partisan political engagement team working to register students to vote, provide resources for voter education and empowering students to get out and vote!

- **Civic LEAD Series** – empowering civic Leadership, Education, Action and Dialogue the Civic LEAD series is a space for the BW community to learn together and encourage informed action related to racial equity and racial justice. Learn more at: [www.bw.edu/civic](http://www.bw.edu/civic).

- **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 available in Spring Semester.*

- **Super Saturdays and SERVE Projects** – volunteer with one of our monthly Super Saturday/SERVE projects or donate to the annual Gift Drive or Leave It Behind collection.

- **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!

Get connected!

Find more information about all of our programs at MyBW page – Search “Community Engagement”

Find and register for opportunities at: [https://bw.givepulse.com](https://bw.givepulse.com) (log-in with your BW log-in)
**Student Media & Communications**

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

**THE EXPONENT**
*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 and visit their website at [http://bwexponent.com](http://bwexponent.com).

**THE MILL**
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, The Sting**
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](http://www.wbwc.com).
**Student Government**

Student Body President  
Lizzy Cole  
sbofficers@bw.edu

Chief Justice of Supreme Court  
David Muro  
sgcourt@bw.edu

Student Body Vice President  
Matt Perry  
sbofficers@bw.edu

Student Senate President  
Bryce Cooney  
senpres@mail.bw.edu

Student Body Treasurer  
Emily Polcyn  
sentreas@bw.edu

Student Government Budgeting Chair  
Dane McNulty  
budglia@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 full-time BW undergraduate 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. Full-time undergraduate 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 Supreme Court of Students (aka Supreme Court) of the student body makes up the Judicial Branch of 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 court at sgcourt@bw.edu.

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 and help in planning various events on campus. Class officers also serve as Giving Ambassadors for the annual BW Gives event, a 24-hour day of gratitude and giving that inspires and brings our community of students, faculty, staff, parents, alumni and friends together for one BIG day.

**SENIOR CLASS**
The Senior Class Officers plan the annual Senior Class Celebration and serve as Giving Ambassadors for BW Gives.

*2022-23 Senior Class President:* Christina Vitakis  
*Advisor:* Jaime Yager, 440-826-2356

**JUNIOR CLASS**
The Junior Class Officers plan and organize April Reign and serve as Giving Ambassadors for BW Gives.

*2022-23 Junior Class President:* Alex Minyard  
*2022-23 Junior Class Vice President:* Bryce Cooney  
*Advisor:* Student Life Staff, 440-826-2356

**SOPHOMORE CLASS**
The Sophomore Class Officers plan several events for the annual Bold & Gold Festival (Community Day/Homecoming) and serve as Giving Ambassadors for BW Gives.

*2022-23 Sophomore Class President:* Brenna Holliday  
*Advisor:* Jaime Yager, 440-826-2356
The Lou Higgins Center
FITNESS & RECREATION
The Lou Higgins Recreation Center is a multipurpose facility supporting student well-being and physical fitness. It is home to three departments, Allied Health, Sport and Wellness Division, Athletics and Campus Recreation. Recreational facilities consist of: a state of the art fitness room with cardio strength, free weight and stretching areas, 6 lane 200 meter indoor track for walking and running, 25 yard 6 lane swimming pool and diving board, dance studio, 5 racquetball courts, and 3 multipurpose court area for basketball, volleyball, tennis, and badminton. There are also 6 classrooms, a lounge and smoothie bar.

Updated information regarding facility usage and hours, intramurals, club sports, pool availability and racquetball court reservations may be obtained on the website, at the information desk in the main lobby, or by calling 440-826-2286.

OUTDOOR SPACES AND FACILITIES
Outdoor spaces for relaxing, studying and playing are located throughout the campus and encouraged to be used by students for drop in as well as programmed by Campus Rec and student clubs and organizations. North campus is home to a sand volleyball court, basketball court, open field, shady hammock spaces and the Fullmer Arboretum. South campus has a basketball court, hammock village and Klein field. BW Campus is home to a disc golf course located throughout the green spaces. The outdoor and indoor archery ranges are home to our archery club and open during supervised hours 2 times a week and for special events. Students can find picnic tables and adirondack chairs throughout the campus to utilize. Hammocks and outdoor equipment such as volleyballs, basketballs and disc golf equipment can be checked out at the Lou Higgins Center with a student ID.

Campus Rec Programming
INTRAMURALS
The intramural program at Baldwin Wallace University is a segment of the Campus Recreation Department providing opportunities for students to participate in a variety of active events and leagues. Specific rules of eligibility apply with certain intramural sports. The Intramural sports handbook/calendar with rules and regulations governing participation, schedules and competition is available on the Campus Rec website. Students can participate as active players/competitors, supervisors, scorekeepers and officials with required training.

Intramurals:
Flag Football, Corn Hole, Volleyball, Beach Volleyball, Disc Golf, Basketball, 3 on 3 Basketball, 3 Point Contest, Ultimate Frisbee, Dodgeball, Racquetball, Soccer, Tennis, Indoor Soccer, Billiards, Kickball, Pickleball, Canoe Battleship, Kayak Football and Rock Climbing Competitions

Four Sports with a 4-Week Regular Season and Playoffs:
Flag Football, Volleyball, Basketball, and Indoor Soccer
CLUB SPORTS
The Sports Clubs are open to any Baldwin Wallace University student with an interest in one of our offered clubs. The Competitive Sports Clubs include: Men’s and Women’s Rugby, Men’s and Women’s Racquetball and Men’s and Women’s Archery. Additional Sport Clubs include rock climbing, open range archery, paddling, Outdoor Adventure Program (OAP), ski, cycling, table tennis, dodgeball, running, scuba, ultimate frisbee and billiards. These clubs often offer extramural competition as well as off-campus activities. They are fun and place an emphasis on lifetime fitness and leisure skills and activities. Competitive Sports Clubs like rugby, archery and racquetball are programs that have coaches, required practices, and have scheduled competition in conference events and national level of play. No experience is necessary to come out and be a part of one of the competitive or leisure clubs.

GROUP FITNESS PROGRAMS
Campus Recreation offers a variety of group fitness classes including water aerobics, Zumba, Turbo-Kick, Insanity, Yoga and Boot Camp. Group Fitness classes are taught on a drop in basis, no registration is required. All classes take place in the Lou Higgins Center and are taught by certified instructors. Schedules offer students opportunities to participate in group fitness throughout the day and in the evening.

OUTDOOR RECREATION PROGRAMS
Our outdoor recreation programs are designed to offer a variety of outdoor opportunities such as camping, horseback riding, whitewater rafting, skiing, sailing, snorkeling, scuba diving, hiking, rock climbing, rowing, kayaking, ice climbing, stand up paddleboarding, canoeing, hunting, archery, biking, challenge courses, zip line and more. Outdoor recreation programs provide team building and wellness benefits to students while engaging in the outdoors and having fun. NatureRx programs put an emphasis on the benefits of being in the outdoors with opportunities built in for students to experience drop-in ways to utilize the beautiful outdoor spaces on campus and in the surrounding parks. NatureRx programs are great ways to connect and de-stress outside in nature. Programs run year-round.

OUTDOOR LEADERSHIP INSTITUTE AT BW (OLI)
The Outdoor Leadership Institute at BW provides student clubs, organizations and teams intentional programming designed to develop growth and leadership through outdoor skills. The OLI is facilitated by student mentors and Campus Rec. Programs can be requested through Campus Rec in 1-8 hour time allotments. Skill development and team building with the OLI is fun and provides students and their organizations opportunities to connect, engage and grow while learning, exploring and playing using meaningful based activities further developing teamwork, resilience, communication, problem solving, critical thinking and personal growth while having fun.
**Musical Opportunities**

The BW Conservatory of Music is open to all BW students. Student musicians of all levels are encouraged to participate in ensembles, classes and private lessons.

Hundreds of concerts are presented annually, most of them free, and all members of the BW community are invited to attend. From September to May, ensembles, faculty members and students perform weekly in four different concert venues in the Kulas Musical Arts Building and Boesel Musical Arts Center (BMAC). Music Theatre productions take place in the Conservatory, at Kleist Center for Art and Drama and through off-campus partnerships at the Beck Center for the Arts and Playhouse Square. BMAC also includes 50 practice rooms with pianos available to BW students for practice on a first-come, first-serve basis. Reservations are required during COVID-19 protocol periods. Conservatory happenings may be found at conversation.bw.edu.

**MUSIC COURSES**

The Conservatory offers a number of courses designed specifically for non-music majors. All courses with the MUL prefix require no previous musical experience. These courses cover a wide variety of topics and are offered every semester. Introductory group classes in voice, guitar and piano are also offered every semester. Click here to learn more about opportunities for non-music majors.

**PRIVATE LESSONS**

For-credit private lessons with Conservatory faculty are available for non-music majors by audition as staffing permits and require an additional tuition fee. Voice lessons are available to declared music minors only.

Non-credit private lessons are available for a fee through the Community Arts School. No audition is required, and charges can be added to student tuition.

For more information on private lessons for credit email conservatory@bw.edu
For more information on private lessons through CAS email cas@bw.edu
FOR-CREDIT ENSEMBLE OPPORTUNITIES
The Conservatory offers a wide range of ensembles open to all students. All ensembles function on the typical semester schedule and accept new members at the beginning of each semester. Most ensembles require an audition and can be taken for academic credit or audited.

**Audition Required:**
- BW Singers
- Treble Choir
- Motet Choir
- Jazz Ensemble
- Jazz Combo
- Symphonic Band
- Symphonic Wind Ensemble
- Symphony Orchestra
- Percussion Ensemble
- Afro-Centric Music Ensemble
- Chamber Ensembles
- Brass Ensemble

**No Audition or Placement Only Audition Required:**
- Men’s Chorus
- Women’s Chorus
- Marching Band

NON-CREDIT ENSEMBLE OPPORTUNITIES
A wide and growing variety of student-led ensembles are open to student participation, some of which are official organizations funded and organized through BW Student Activities. Student led music groups provide students opportunity to perform, direct, arrange and produce music together and perform at a variety of University and community events. Student musicians are heavily involved in the annual BW Beatles Festival, the multi-disciplinary PRISM concert, Voices of Praise Gospel Choir and other campus activities.

COMMUNITY ARTS SCHOOL
BW’s Community Arts School (CAS) offers lessons, classes, ensembles and summer music programs to students of all ages and all levels. CAS participation is offered not-for-credit and semester fees may be added to the student’s tuition account. The Community Arts School also offers non-credit group instruction in ukulele and guitar. For a full list of CAS offerings, fees and policies, visit: [https://www.bw.edu/cas](https://www.bw.edu/cas).
Statement of Student Responsibility
Baldwin Wallace University is a community committed to the learning and growth of students. Therefore, 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 for Student Affairs and Dean of Students to administer the Student Code of Conduct.

11. The “Vice President for 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 for Student Affairs as the administrator of the Code. Thereafter, the Vice President for Student Affairs 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 for Student Affairs 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 for Student Affairs 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 for 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. BW will not permit the use of recreational or medical marijuana on university property (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 pages 122 and 124);

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 for 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 a cumulative 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 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.

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 for 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 for 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**
- $150 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.
- $100 fine
- Conduct Probation

**Second Offense**
- $150 fine
- Housing relocation or removal of housing privileges
- Conduct Probation with restrictions

**Third Offense**
- $200 fine
- Suspension for one year or expulsion from BW.
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 defined period of time, after which the student is eligible to apply to the Director of Residence Life 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 defined 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 for 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;
      (4) To prevent the continuation of a situation deemed to be grossly detrimental to the educational or foundational value interests 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.

7. 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.

8. 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.

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

7. The resolution of the appeal by the Vice President for 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 for 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, and the opportunities and settings that facilitate the coming together of persons of different persuasions and backgrounds.

**Academic Honesty Policy**

**Undergraduate Policy on Academic Honesty**
Baldwin Wallace University is committed to the growth and learning of our students and believes strongly that such growth and learning prospers best within a community of trust. We believe that academic honesty, the fair and straightforward representation of what one has learned, researched and/or written, is the foundation of a healthy environment for learning. Instructors, administrators, staff, and students alike are responsible for upholding high ethical standards of academic honesty in all academic endeavors, and the academic community of Baldwin Wallace University supports the policy that any form of academic dishonesty is a serious breach of ethics and shall be dealt with appropriately.

**Community Responsibility for Promoting Academic Honesty**

**Administrative responsibility**
All department heads, supervisors, and deans are expected to make sure that the employees under their supervision understand and carry out their responsibilities for developing, supporting, and maintaining academic honesty in the Baldwin Wallace University community.

**Instructor’s Responsibility**
It is the responsibility of all instructors to remind their students about the University’s Academic Honesty policy and to help their students develop documentation and cooperative learning skills appropriate to the instructors’ disciplines and subject matter. In this effort, all instructors should tell students when it is appropriate for them to collaborate on an assignment and when it is not, explaining carefully the reasons for the distinctions and the penalties for inappropriate cooperation. They should also provide the students with models for documentation that are based upon the newest revision of the chosen style guide and are consistent with current usage within the discipline.

**Staff Responsibility**
All staff persons are responsible for supporting the instructors’ teaching and assessment of academic honesty in student work. Staff should help to explain to students why academic honesty is important in academic life and in the workplace, and should refer students back to their professors, to the Learning Center, or to the Writing Center for any additional instruction that the students need.
Student’s Responsibility
It is the student’s responsibility to pay attention to the instruction in class, to learn the principles and mechanics of academic honesty, and to apply that knowledge in all of their work across the curriculum and outside of the classroom. Students are expected to understand and comply with the limits of collaboration imposed by each instructor, and to know how and when to document appropriately in standard styles. Students who are unclear about the rules and mechanics of documentation are expected to seek clarification from their professors, from the Writing Lab, or from the Learning Center.

Academic Honesty Violations
Behaviors that manifest academic dishonesty can be classified in three ways.
1. The first is claiming someone else’s work as your own, including but not limited to the following examples:
   • Using answers that someone else has given on a test;
   • Turning in a paper for which someone else did the original research and writing;
   • Quoting from another work without using quotation marks to show that the material is a direct quotation and citing and documenting the source;
   • Plagiarism, a specific form of false claim, is defined as using someone else’s words or ideas, images, or other intellectual property, written, recorded, or spoken without citing and documenting the source from which they come;
   • Using someone else’s sentence structure written, recorded, or spoken without citing and documenting the source from which it comes;
   • Using the structure of someone else’s argument, written, recorded, or spoken without citing and documenting the source from which it comes;
   • Paraphrasing or rewording another’s words or ideas, written, recorded or spoken, without citing and documenting the source from which they come;
   • Using the copyright of images or music taken from written, recorded, spoken, or internet sources;
2. The second is seeking an unfair advantage over other students in taking a test or fulfilling an assignment. Some examples of such behavior may include but are not limited to the following:
   • Copying from another student’s paper, or otherwise communicating with another student during an examination;
   • Allowing another student to copy from one’s exam paper;
   • Unauthorized use of notes or electronic devices during an exam;
   • Copying another student’s work and representing it as one’s own;
   • Selling or giving one’s work to another student so that he/she/they may copy it and represent it as his/her/their own; or
   • Acquiring a copy of an examination without the permission of the instructor.
3. The third is fraud. Examples include but are not limited to the following:
   • Signing the name of an academic advisor or any instructor, staff member, or administrator to an official form or document;
   • Writing a paper or taking an exam for someone else;
   • Fabricating research material, interviews, scientific data, or other materials or sources for a project; or
   • Creating, participating in, or using the services of any group or organization that promotes or contributes to academic dishonesty on the Baldwin Wallace University campus or in the global academic community.

Sanctions for Proven Violations of Academic Honesty
The following are the minimum sanctions that students who violate academic honesty shall incur:

First Offense
   • Reduction in grade, if determined as appropriate by the instructor. Such reductions may include failure or grade of zero on the test, paper, or project in question. This failure or zero may result in failure for the course.
   • Notification of the student’s academic advisor and the Provost’s office.

Second Offense
   • Failure of the course in which the academic dishonesty took place.
   • Notification of the student’s academic advisor and the Provost’s office.

   Alternative sanctions may include:
   • Academic Probation.
   • Academic Suspension.
   • Academic Expulsion.

Third Offense
   • Academic Suspension or Expulsion from Baldwin Wallace University.

Procedures to Follow if Academic Honesty is Violated

Accusations against an Instructor
Instructors, staff, or students making an accusation of academic dishonesty against an instructor should contact the Grievance Review Committee.

Accusations against Staff or Administrators
Instructors or staff making an accusation of academic dishonesty against a staff member or administrator should contact the staff member’s or administrator’s supervisor.

Students making an accusation of academic dishonesty against a staff member or administrator should contact the Provost’s office for instructions about how to proceed.
Accusations against Students

Staff or students making an accusation of academic dishonesty against a student should contact the Provost’s office. Instructors should follow the procedure outlined below.

1. This Academic Honesty Policy is considered to be a part of every syllabus. Instructors may make additional policies in their syllabi; for example, they may specify when collaboration is permitted, the sanctions that will be applied to specific violations, or opportunities for revision that will be afforded when source documentation is inadequate.

2. When an instructor believes a student has violated the academic honesty policy, the instructor shall handle the case according to this policy and his/her/their syllabus. The instructor is also required to report the incident to the Provost via a brief online form that includes: the date; the student’s name and identification number; the course name, semester, and year; a brief summary of the incident; and the sanction that was applied.

3. Instructors may choose to consult the Department Chair or Associate Dean if they do not wish to handle the case on their own, and the Chair/Associate Dean will handle the case. However, cases of academic dishonesty must be kept confidential from everyone except the Chair/Associate Dean. The instructor is still responsible for reporting the incident to the Provost via the online form.

4. Upon receiving this information, the Provost will determine whether the student has previous violations. If so, the Provost will apply additional sanctions according to the policy.

5. At the same time, the Provost will send a letter to the student, copied to the instructor; the student’s academic advisor; and the Department Chair, Associate Dean, and Dean of the Department, School, and College where the incident took place. This letter will notify the student that a violation has been reported and inform the student of his/her/their right to appeal.

6. To appeal, the student must notify the Provost of his/her/their intent to appeal within one week of receiving the Provost’s letter. The student’s appeal will then be heard by a Committee consisting of three to five faculty members from the Grievance Review Committee and at least two student representatives selected by the Grievance Review Committee from Student Government, honor societies, or the student body at large.

7. To hear the student’s appeal, the faculty/student Committee shall conduct a hearing following the “Recusal” and “Procedures for Resolution Hearings” of the Faculty Handbook. The Committee determines whether the student violated the Policy on Academic Honesty and reports its finding to the Provost. The Provost determines any appropriate sanctions.
**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 (1L) 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 Union Administration Office.

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 intimidated 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. BW will not permit the use of recreational or medical marijuana on university property.

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 Policy**

All forms of hazing, on or off campus, by any individual student, or Baldwin Wallace University registered student club or organization, faculty or staff, 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 Baldwin Wallace University community. The University will investigate and respond to all reports of hazing as outlined in this policy.

Baldwin Wallace maintains a report of all violations of this policy that are reported and result in a charge of violation of the policy. The University will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on this webpage: [https://www.bw.edu/about/offices/student-affairs/hazing/](https://www.bw.edu/about/offices/student-affairs/hazing/)

**WHAT IS HAZING?**

Ohio Revised Code, Section 2903.31 defines hazing as: *doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.*

Accordingly, the following behavior is expressly forbidden as hazing when related to the admission, initiation, pledging, joining, or any other group-affiliation activity:

1. 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;
2. 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;
3. Verbal abuse, including but not limited to shouting, screaming or use of derogatory, profane, or obscene language; and
4. 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 sanctions or discipline as defined below. See below for some examples of hazing violations. Violation of this policy exists irrespective of the voluntary or consensual participation in the hazing activity by the person being hazed.

SANCTIONS FOR VIOLATIONS OF HAZING POLICY
Hazing is a serious offense and Baldwin Wallace University will exercise zero tolerance for hazing. Therefore, violations of this policy are subject to the full range of sanctions, including reprimand, disciplinary probation, suspension, and expulsion. Educational activities may also be sanctioned.

Individuals who participate in hazing or recklessly permit the hazing of another may also face criminal penalties in accordance with Ohio Revised Code sections 2903.31 and 2903.311. These penalties are in addition to sanctions imposed by the University under this policy.

REPORT OBLIGATIONS
Campus safety is our top priority and Baldwin Wallace University takes all reports of misconduct seriously. To create a community free of hazing, it is imperative that everyone with knowledge of hazing reports it. All students, Baldwin Wallace University registered student clubs or organizations, faculty or staff, or any of its members or alumni are required to report hazing, as the failure to prevent, intervene or report acts of hazing may also be considered acts of hazing.

To report hazing, please contact Bob Beyer, Senior Director of Residence Life and Housing at (440) 826-2381 or bbeyer@bw.edu or submit a Hazing Incident Report. Anonymous reports of hazing can also be submitted. However, remaining anonymous can make it more difficult to promptly and thoroughly investigate the report(s).

If anyone is experiencing harm or is in imminent danger, please call 9-1-1. For on-campus reports, call campus security at (440) 826-2000. To report off-campus behavior, call the Berea police department at (440) 234-1234.

You may also have additional reporting obligations under Ohio law. Collin's Law: The Ohio Anti-Hazing Act Sec. 2903.311 (B) states: No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization, including any primary, secondary, or post-secondary school or any other public or private educational institution, who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred.

If you have questions about your reporting obligations please contact Bob Beyer, Senior Director of Residence Life and Housing at (440) 826-2381 or bbeyer@bw.edu.

REVIEW AND INVESTIGATION OF HAZING REPORTS
Student Conduct will review all reports of hazing and will share hazing reports with the Vice President of Student Affairs, Safety and Security, and Berea Police.

A Student Conduct case manager may ask the reporter for an interview. The case manager can explain whether and how they would share personally identifying information about the reporter, victims or witnesses. Often, Student Conduct can keep those names private during the investigation.
AMNESTY FOR REPORTERS
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 under age 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.

ENFORCEMENT OF THE HAZING POLICY
Bob Beyer, Senior Director of Residence Life and Housing shall coordinate the investigation of all hazing allegations. When appropriate other University departments may handle certain aspects of the college response.

Additionally, Bob Beyer, will assess the need for interim measures (e.g. suspension of current group activities). Every effort will be taken to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in keeping with the Student Code of Conduct process. At the point when a formal conduct charge is made against an organization, the national or oversight organization, if any, will also be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency.

The University may charge an individual or a group with a violation of this policy via the Student Code of Conduct and/or other policies contained in the Student Handbook.

REPORT OF HAZING VIOLATIONS
Collin’s Law requires universities to report hazing violations for the last five years starting in the 2022-2023 academic year. BW will share a dashboard on this webpage with violations of the Hazing policy:
https://www.bw.edu/about/offices/student-affairs/hazing/
*No current violations of BW’s Hazing policy in the past 5 years.

EXAMPLES OF HAZING
What kind of activities might be considered hazing?

- Forced cleaning
- Running errands/menial tasks
- Forced interviews
- Scavenger hunts
- Mental and/or psychological abuse
- Public or private displays of humiliation
- Forced use of alcohol or drugs
- Providing alcohol to minors
- Use of alcohol or drugs during the new member education/intake process or other membership events
- Line-ups
- Forced eating or drinking of items
- Being yelled at or cursed at by other members of the team or group
- Sleep deprivation
• Public nudity
• Forced wearing of embarrassing clothing
• Depriving you of regular hygiene practices (brushing teeth, bathing)
• Making you steal or destroy property
• "Drop-offs" or "dumps" in unfamiliar locations
• Lockups or being confined to small spaces
• Being duct-taped or some other physical restraints
• Violence
• Sexual assault
• Beating
• Kicking
• Calisthenics
• Creation of excessive fatigue
• Any activity which seriously endangers the health or safety of another individual.

To help you identify whether something is hazing or not, ask yourself the following questions:
• Would active, current, members of the group refuse to take part in this activity with the new members and do the same activity?
• Does the activity risk emotional or physical harm/abuse?
• Would I object to this activity being photographed for the school newspaper or filmed by the local TV news crew?
• Would I feel comfortable participating in this activity if my parents, professor, coach or university official were watching?
• Would we get in trouble if the Director of Student Conduct walked by?
• Am I being asked to keep these activities a secret?
• Am I doing anything illegal?
• Does participation violate my values or those of my organization?
• Is this activity causing emotional distress or stress of any kind to myself or others?
• If someone were injured, would I feel comfortable being investigated by the police or insurance carrier?

If the answer is "yes" to any of these questions, the activity is probably hazing. (Adapted from stophazing.org and University of Florida.)

COMMUNITY EDUCATION
In addition to posting this policy as part of the policy manual, Baldwin Wallace University will provide a link to this policy to each recognized organization within the university. The University is committed to educating all students, faculty, staff, and volunteers, about what hazing is, how to recognize it and steps to address it. All students, employees, and volunteer advisors and coaches are required to complete hazing education as part of being a member of our community. Further, all recognized organizations must conduct mandatory training on hazing for any volunteer who has contact with students.

For all others, failure to comply with the policy will be addressed through the appropriate University disciplinary process based on an individual's classification.

Baldwin Wallace University maintains a report of all violations of this policy that are reported and result in a charge of violation of the policy. The University will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on this webpage.
**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.
NON-DISCRIMINATION POLICY AND PROCEDURES

Baldwin Wallace University (BW) “assists 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 has established the Center for Inclusion which has a mission to promote Community, advance Civility & Cultural Competence and uphold standards of Conduct.

Upholding standards of Conduct requires regularly communicated policies and procedures designed to facilitate transparent and equitable response to reports of discrimination. BW has designated Charles (CJ) Harkness as Chief Diversity Officer and Title IX Coordinator. As Coordinator, he works to ensure that BW’s community standards as well as the expectations of the law are met as it relates to non-discrimination including the prohibition of sexual misconduct. Additionally, Dr. Nancy Gussett has been designated as the University’s Grievance Resolution Coordinator. In this role, Dr. Gussett facilitates the resolution process of all complaints of discrimination including sexual misconduct.

BW’s policy statements articulating expectations of students, faculty and staff, as well as options for reporting, are to be read at the following links:

- Community Standards of Conduct
- Equal Opportunity, Harassment and Non-Discrimination Policy and Grievance Procedures

It is important to note the fact that significant changes were made to the policy during the summer of 2020. Some may not have taken notice given the unprecedented changes to University operations during the pandemic. On May 6th 2020, the US Department of Education’s Office of Civil Rights (OCR) announced the implementation of new Federal Regulations for compliance with Title IX. Our new policies and procedures went into effect on August 14th 2020 as was required by the U.S. Dept. of Education, Office of Civil Rights. The Policies and Grievance Procedures articulated here are designed to best meet our obligation’s to Title IX and our institutional values. Any new guidance that causes the need to further adjust policy in the future will be communicated to the entire campus community promptly.

Mandatory Reporting Notice
All members of our University community are accountable to the standards communicated in these documents. It is imperative that each member of our community read these policy statements for a full understanding of their rights, responsibilities and resources on campus. In addition, all University employees with the exception of staff acting in their BW roles as counselors, health care staff, athletic trainers or the University Chaplain are required to report sexual misconduct of which they become aware. If you or someone you know has been subjected to sexual misconduct or other forms of discrimination, the following reporting options are available:

- The online BW Sexual Misconduct & Bias Incident Form
- Dr. Nancy Gussett, Equity Resolution Coordinator, (440) 826-2122, ngussett@bw.edu
- Department of Safety and Security, 24-hour Dispatch, (440) 826-2377
- Charles (CJ) Harkness, Chief Diversity Officer & Title IX Coordinator, President’s Office, Bonds Hall, (440) 826-2426, charknes@bw.edu
In addition to the reporting options listed above, students, faculty and staff have the ability to seek confidential advising through the following University services and partnership:

- Counseling Services
- Health Services
- Cleveland Rape Crisis Center Campus Services

For more information related to the University’s efforts to reduce sexual misconduct and support survivors, please see our MyBW information page HERE.
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 Student Affairs. This includes academic and co-curricular activities which are scheduled on campus. The VP for Student Affairs will engage other BW staff as necessary, to ensure that all related standards are met.
• 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.
Guidelines for the Use of Student and Employee Likeness, Images, Video and Audio Recording

Updated June 2022.

A. OBTAINING AND USING IMAGES OF IDENTIFIABLE INDIVIDUALS OR THEIR WORK TO PROMOTE BALDWIN WALLACE UNIVERSITY
   a. Ohio Civil Code, Chapter 2741 governs the use of “another’s name, voice, signature, photograph, or likeness in any manner, on or in products, merchandise, or goods, or for purposes of advertising or selling, or soliciting purchases of, products, merchandise, goods or services...” including exceptions granted for use by institutions of higher education “The use of the individual's persona is for educational purposes or for the promotion of the institution of higher education and its educational or institutional objectives.”
   b. Copyright laws govern the use of licensed creative, production and performance work. If the publication/use of another’s creative work does not conform to fair use definitions; and must obtain the consent of the individual whose work will be featured in any media, prior to its publication.

B. OBTAINING PERMISSION
   Unless the relevant student or his/her parent has requested otherwise, the University will use images of its students and employees and guests to keep the University community updated on the activities of the University, and for marketing, promotional and public information purposes, including:
   a. on internal displays (including video and audio) on digital and conventional notice boards within the University premises;
   b. in communications with the University community (prospective students, parents, current students, staff, trustees, alumni, donors and community partners);
   c. on the University websites, social media channels, print and mail publications, portals, television, streaming content, audio platforms, billboards, signage and interior/exterior environmental graphics. Such images would not normally be accompanied by the student's name without permission;
   d. and in the University prospectus, and in online, press and other external public information for the University. Such external communication would not normally include student's names or other identifying information without consent from the student or guardian.

C. RECORD RETENTION
   Baldwin Wallace University may retain the use of the Likeness, Images, Video and Audio Recording for a period of up to 10 years for marketing and promotional purposes. Archival retention beyond 10 years of such assets provides a record of University history and events and will be accessible by University personnel and may be used in communication referencing historical activity of the University.
D. PRIVACY NOTIFICATION
As a student or employee of Baldwin Wallace University, you have a right to opt out of inclusion in images/photographs and videos used for marketing, communications, and public relations purposes. If you do not choose to opt out, you are aware that your image recorded on the BW campus or in BW related activities in photographs and/or video may be used by BW for the purposes stated above. If you wish to opt out, you must complete the photo/video release opt-out form provided by University Relations and return the form to University Relations. This election shall remain in effect for the remainder of your time attending/employed Baldwin Wallace University, or unless otherwise stated in conjunction with policy change(s).

E. WHEN A MODEL RELEASE IS NEEDED
Photos/video taken on campus, for purposes of news or general information, do not require photo releases. Photos used to advertise products or services of the university do not require releases when the focus of the photo is a location or event.
   a. When a Release is Not Typically Required: A release is generally not required if students, employees or others are: photographed in a public/campus space or at public events, such as sporting events, classrooms, on campus. These types of photographs are often considered "campus scene" photos. When individuals are attending a group activity/event and chose to participate of their own free will. See notice of public photography above.
   b. When a Release is Typically Required: A release is generally required if students, employees or others are the primary focus of a photograph taken in a non-public space, are recognizable, and will be identified by full name. Minors (i.e., anyone under age 18). It is very important to obtain a release/consent form for minors or the minor’s guardian.
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.
1.0 Overview
Baldwin Wallace University is hereinafter referred to as "BW". BW authorized user is hereinafter referred to as “user”. The definitions of “Personally Identifiable Information”, “Confidential Information”, and “Baldwin Wallace University Information” can be found in Data Classification Policy ITP-BW-04 at http://bw.edu/ITPolicies Though there are several reasons to provide user access to BW IT resources, by far the most common is granting access to students for educational/research purposes or employees for performance of their job functions. This access carries certain responsibilities and obligations as to what constitutes acceptable use of the BW IT resources. This policy explains how BW Information Technology resources are to be used and specifies what actions are prohibited. While this policy is as complete as possible, no policy can cover every situation, and thus the user is asked additionally to use common sense when using BW IT resources. Questions on what constitutes acceptable use should be directed to the HelpDesk, faculty advisor, or if an employee, is the user's supervisor.

2.0 Purpose
Information Technology, and other University departments which operate and maintain computers, network systems, and servers, expect to maintain an acceptable level of performance and must assure that frivolous, excessive, or inappropriate use of the resources by one person or a few people does not degrade performance for others. The campus network, computer clusters, mail servers, and other central computing resources are shared widely and are limited, requiring that resources be utilized with consideration for others who also use them. Additionally, inappropriate use of BW systems can expose BW to legal, financial, or other types of risk. Therefore, it is important to specify what is permitted and what is prohibited. The purpose of this policy is to detail the acceptable use of BW Information Technology resources for the protection of all parties involved.

3.0 Scope
The scope of this policy includes all use of BW information resources, owned, managed, or provided by BW. These IT resources include, but are not limited to, computer systems, cloud services, email, the network, and the BW Internet connection. Also included are personally-owned devices, including student and contractor devices, that are attached to a BW network.
4.0 Policies

4.1 Network Access
As the user will be given access to the BW network, Internet, and other IT resources, BW expects the user to use these resources responsibly. The user must make a concerted effort to avoid accessing network data, files, and information that are not directly related to his or her job function if employed by BW or role as a student attending BW. The existence of access capabilities does not imply permission to use this access.

4.2 Web Browsing and Internet Usage
The Internet is a network of interconnected computers over which BW has very little control. The user must recognize this when using the Internet, and understand that it is a public domain and he or she can come into contact with information, even inadvertently, that he or she may find offensive, sexually explicit, or inappropriate, or that may be illegal in some jurisdictions. The user must use the Internet at his or her own risk. BW is specifically not responsible for any information that the user views, reads, or downloads from the Internet.

4.2.1 Personal Use
BW recognizes that the Internet can be a tool that is useful for both personal and professional purposes. Personal usage of BW computer systems to access the Internet is permitted as long as such usage follows pertinent guidelines elsewhere in this document and does not have a detrimental effect on BW operations or the user's job performance.

4.2.2 Peer-to-Peer File Sharing
Peer-to-Peer (P2P) file-sharing/networking applications (examples include but are not limited to Ares Galaxy, Vuze, Limewire, uTorrent, BitTorrent, eMule, Shareaza, Frostwire) are not allowed on the BW business network under any circumstance. Students may use this technology on the student network provided by BW so long as it does not violate any other part of this policy such as prohibiting illegal activities.

4.2.3 Streaming Media
Streaming media can use a lot of network resources and thus must be used carefully. Reasonable use of streaming media is permitted on both the student and business network as long as it does not negatively impact the computer network or if employed by BW, the user's job performance.

4.2.4 Blogging
Blogging by BW's employees is subject to the terms of this policy, whether performed from the BW network, personal systems, or other external systems. The user is asked to recognize that information posted on a blog immediately becomes public information and thus to exercise extreme discretion in the type of information posted. In no blog or website, including blogs or sites published from personal or public systems, shall internal BW business matters be discussed, confidential or sensitive data be released, or material detrimental to BW be published. See the “Community Standards of Conduct” for additional guidance. As long as BW policies, as specified herein, are followed, BW allows the publishing and use of blogs. However, when done from the BW network or during business hours, blogging by employees of BW must either A) be business-related, or B) consume no more than a trivial amount of the user’s time and network resources. The user assumes all risks associated with blogging.
4.2.5 Messaging
The user should recognize that messaging technologies, such as and not limited to email, instant messaging, social media platforms, and SMS (text) messages, unless specific encryption measures are taken, are not considered secure methods of communication. The user must follow all policies to prevent the disclosure of confidential data, specifically unencrypted confidential data, such as Credit Card Primary 3 Account (PANs), student data or other sensitive data as defined by ITP-BW-04 Data Classification Policy and its supporting standards must never be sent via messaging technologies in an unencrypted form.

4.2.6 Bandwidth Usage
Network bandwidth is a shared resource that must be used as such. Excessive use of BW bandwidth or other computer resources, where not required by job function or role as a student, is not permitted. Large file downloads or other bandwidth-intensive tasks that may degrade network capacity or performance must be performed during times of low BW-wide usage. Students in the Residence halls may not monopolize internet bandwidth resources. Examples of this include but are not limited to streaming services or gaming applications that generate an obsessive amount of network traffic. BW may restrict bandwidth for certain services deemed non-critical to BW operations, or as it sees fit to preserve network functionality.

4.2.7 Social Networking/Social Media
Social networking creates risks for BW in two ways: 1) in the potential sharing of BW confidential, private, or embarrassing information, and 2) the potential for an attacker to use posted information to craft a social engineering attack on BW. The user is asked to recognize that information posted on social networking sites is public information and to exercise extreme discretion in the type of information posted. No confidential information or sensitive is to be posted on social networking sites. Further, the user should restrict his or her privacy settings to the fullest extent possible. The user must not publish any information detrimental to BW, its students, or employees that would cause embarrassment to BW on social networking sites.

As long as BW policies, as specified herein, are followed, BW allows reasonable use of social networking sites from its network. Users must either A) be business-related, or B) consume no more than a trivial amount of the user’s time and network resources.
4.3 Unacceptable Use
The following actions shall constitute unacceptable use of the BW network. This section is not exhaustive but is included to provide a frame of reference for types of activities that are deemed unacceptable.

4.3.1 Prohibited Actions
The user may not use the BW network and/or systems to actions such as but not limited to:

- Engage in activity that is illegal under local, state, federal, or international law (see section “Use for Illegal Activities” for more information)
- Engage in any activities that may cause embarrassment, loss of reputation, or other harm to BW.
- Download, store, or distribute violent, perverse, obscene, lewd, or offensive material
- Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or otherwise inappropriate messages or media
- Engage in activities that cause an invasion of privacy
- Engage in activities that cause disruption to the workplace environment or create a hostile workplace
- Make fraudulent offers for products or services
- Reveal personal or network usernames or passwords to others, including family, friends, or other members of the household when working from home or remote locations
- 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
- Use the University’s network to communicate messages to others that are harassing, offensive, or obscene
- Attempt to crash the BW servers, intranet, or public electronic networks
- Violate intellectual property rights or copyrights in data or programs
- Destruction, damage, or theft of equipment, software, or data belonging to BW
- Give unauthorized persons access to BW facilities by divulging passwords
- Establish an individual wireless network on campus or connecting any device (other than a computer) to the network without authorization from the IT Department
4.3.2 Circumvention of Security
Using any computer systems to attempt to circumvent any security systems, authentication systems, user-based systems, or the escalation of privileges is expressly prohibited. Knowingly taking any actions to bypass or circumvent BW security systems is expressly prohibited. This includes disabling or tampering with any security software, such as antivirus/anti-malware software or remote access software.

4.3.3 Use for Illegal Activities
No computer systems or devices shall be used for activities that are considered illegal under local, state, federal, or international law. Such actions may include, but are not limited to, the following:

- Unauthorized Port Scanning
- Unauthorized Network Hacking, including packet sniffing, port scanning, packet spoofing, denial of service, wireless hacking
- Attempts to gain unauthorized access to or escalate privileges on a computer or other electronic system
- Acts of Terrorism
- Cybercrime, extortion, or Identity Theft
- Downloading, storing, or distributing any material prohibited by law
- Downloading, installing, or distributing unlicensed or "pirated" software
- Sending unsolicited bulk email or other messages deemed illegal under applicable regulations.
- Any other activity that circumvents the intended use of the system and or impacts the integrity of the University Networks and Systems

BW will take all necessary steps to report and prosecute any violations of this policy.

4.3.4 Overuse
Actions detrimental to the computer network or other BW resources, or that negatively affect student and/or employee job performance, or BW operations are not permitted. The University may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources are used appropriately.

4.3.5 Copyright Infringement
BW's computer systems and networks must not be used to download, upload, or otherwise handle illegal and/or unauthorized copyrighted content. Any of the following activities constitute violations of the Acceptable Use Policy, if done without permission of the copyright owner: A) copying and sharing images, music, movies, or other copyrighted material using any method, unlicensed websites, or unlicensed media; B) posting or plagiarizing copyrighted material, and C) downloading copyrighted files which user has not already legally procured. This list is not meant to be exhaustive; copyright law applies to a wide variety of works and applies to much more than is listed above. For additional guidance see BW Intellectual Property Policies in the BW Employee Handbook.
4.4 Monitoring and Privacy
Users should expect no privacy when using the BW network or BW resources. Such use may include but is not limited to: transmission and storage of files, data, and messages. BW reserves the right to monitor any and all use of the computer network. To ensure compliance with BW policies this may include the interception and review of any emails, or other messages sent or received; inspection of data stored on personal file directories, hard disks, and removable media; and monitoring of Internet/network usage.

4.5 Responsible Computer and Network Use
BW expects users to use the network responsibly. Personal usage of BW computer systems is permitted as long as such usage follows pertinent guidelines elsewhere in this document and does not have a detrimental effect on BW operations or on the user's job performance.

4.5.1 Non-BW-Owned Equipment

4.5.1.1 Non-BW-Owned Equipment Permitted
User or contractor-provided computer equipment and devices (other than prohibited in section 4.5.1.2) are generally permitted to connect to BW's network and shall adhere to the Acceptable Use Policy and all other IT Policies and Standards. Examples of these devices are laptops, notebooks, tablet computers, smartphones, game consoles/devices, etc.

4.5.1.2 Non-BW-Owned Equipment Prohibited
Non-BW-provided computer equipment that are prohibited for use at BW include:
- Any form of network device used for routing traffic such as, but not limited to: hubs, repeaters, gateways, wifi router, firewalls, …
- To protect the privacy and confidentiality of material being worked on by members of the BW workforce, any device that can continuously listen to conversations such as personal virtual assistants. (Examples: Amazon Alexa, Google Assistant, or other such devices.)

4.5.2 Removable Media
The use of writeable removable media such as thumb drives, external hard drives, or writeable CDs is prohibited unless specially approved by BW’s Chief Information Officer in writing. Users are encouraged to use Office 365 OneDrive, department share drives, or other cloud services available for file storage or sharing.

4.5.3 Software Installation
Unauthorized installation of non-BW-supplied software applications on BW resources is prohibited. Numerous security threats can masquerade as innocuous software - malware, spyware, and Trojans can all be installed inadvertently through games or other programs. Alternatively, the software can cause conflicts or have a negative impact on system performance.
4.6 Reporting of an IT Security Incident

See something say something! It is critical that users immediately report any suspicious activity so the university can quickly mitigate security threats. If an IT security incident or breach of any security policies is discovered or suspected, the user (student, employee, or contractor) must immediately notify the BW Help Desk. Examples of incidents that require notification include but not limited to:

- Suspected compromise of login credentials (username, password, etc.)
- Suspected virus/malware/Trojan infection
- Loss or theft of any device that contains BW information
- Loss or theft of ID badge, keycard, or two-factor authentication token
- Any attempt by any person to obtain a user's password over the telephone or by email
- Any other suspicious event that may impact BW’s information security.

4.7 Applicability of Other Policies

This document is part of BW’s cohesive set of security policies. Other policies may apply to the topics covered in this document and, as such, the applicable policies should be reviewed as necessary.

5.0 Enforcement

5.1 Employee Enforcement

This policy will be enforced by the Chief Information Security Officer, Chief Information Officer, and BW Administration. Violations may result in disciplinary action, which may include suspension, restriction of access, or more severe penalties up to and including termination of employment. Where illegal activities or theft of BW property (physical or intellectual) are suspected, BW may report such activities to the applicable authorities.

5.2 Student Enforcement

Suspected misuse of the facilities should be reported to the Chief Information Security Officer (CISO) or the Chief Information Officer (CIO). The CISO and/or CIO, who is authorized to determine if there has been a violation of policy or law will refer student violators to the Office of Student Conduct for resolution. Pending the outcome, access to the shared technology resources may immediately be restricted or suspended. In some cases, limited access will be provided to the facilities needed for University-related activities, such as classes. Violations can result anywhere from Conduct Probation to suspension or expulsion from the University. Where illegal activities or theft of BW property (physical or intellectual) are suspected, BW may report such activities to the applicable authorities.

All Information Technology (IT) policies can be found at [https://help.bw.edu/policy.html](https://help.bw.edu/policy.html)
Travel off-campus by recognized BW student organizations is overseen by the Office of Risk Management. This section highlights parts of their off-campus travel policy. Please see the Office of Risk Management myBW site for complete information. Questions about student organization travel can be directed to the Office of Risk Management at 440-826-2444.

What is Student Organization Travel?
_Baldwin Wallace University Student Organization Off-Campus 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, 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.

Registering a Student Organization Trip
Student organizations traveling off-campus must register their trip with the Office of Risk Management at least 24 hours before the trip by completing the online registration form at [www.bw.edu/travel-registration](http://www.bw.edu/travel-registration) and the online roster form at [www.bw.edu/travel-registration-roster](http://www.bw.edu/travel-registration-roster).

Student Organization Travel Policy
Before registering their travel, a student organization should read the _Student Organization Off Campus Travel Policy_, as registering their trip means they agree to all terms and conditions outlined in the policy.

Compliance with University Policies
All participants must understand that University policies, outlined in this Student Handbook, for faculty, staff and students are still in effect and apply to trips regardless of the location. Instructional activities and settings should be consistent with BW policies including, but not limited to, policies on alcohol and drug use, vehicle use, student misconduct, principles of academic freedom policy on sexual harassment and consensual relationships.

Forms
Students must complete the following REQUIRED FORMS for all overnight travel: Trip Participant Emergency Contact Information, Health Information Statement and the Student Agreement Statement and Waiver. These forms can be found on the myBW site for the Office of Risk Management.

Failure to Comply
Failure to comply with these policies may result in revocation of travel allowances for the entire organization for a length of time to be determined by the Director of Risk Management and the Vice President for Student Affairs and possible adjudication by Student Conduct.
2022 – 2023
CENTER FOR GLOBAL EXPLORATION
STUDENT CONDUCT POLICY

Basic Behavior Policy
Students who participate in a Center for Global Exploration 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 Center for Global Exploration programs. Students will not be eligible for a program if they have 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 them 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 Center for Global Exploration. The Center, in conjunction with the Dean of Students and Student Conduct, will determine the appropriate outcome.

General Cancellation/Refund Policy
A participant in any Center for Global Exploration 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 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 or apartment. 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 staff member of Residence Life and Housing since you will be held accountable for all new and existing policies and procedures.

Residence Life Procedures

Abandoned Property
Residents will be notified via their BW e-mail address with instructions for retrieving personal belongings left behind in any room or apartment when a resident is no longer a student, has checked out, or at the end of the academic year. The University will only store items valued at approximately $50 or more. The University reserves the right to donate or discard any of these items after thirty days.

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 are wired with a keyless card reader entry system. Per Campus Access Services, all students should setup their Mobile Jacket Card on their phone (to use in place of a plastic card). Questions regarding Mobile Jacket ID should be directed to Campus Access Services office during business hours. If a student is given a physical card (ex: temporary card) and loses it, there is a charge for loss of a card.

Check-in/Check-out/Room Condition Reports
When you move into a room or apartment, 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 or apartment. 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 and Housing staff member. This $125.00 charge will be assessed to any resident who does not follow the checkout procedures outlined by Residence Life and Housing.
A registered student occupying a space they are not assigned to or occupying an assigned space prior to or after the approved time to do so will result in a $125.00 improper occupancy fee.

If a student is no longer enrolled in classes, they have 48 hours from their change in status to vacate the space and follow proper checkout procedures. Failure to do so will result in a lock change and implementation of the abandoned property procedure, charges for which will be billed to the student’s account.

**Consolidation**
Residents who find themselves with an open bed in their room or apartment may face consolidation. Residents in a room or apartment 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 Residence Life and Housing to assign a new roommate*
- transfer to another room or apartment with an open bed. An exact additional charge may be obtained by contacting Residence Life and Housing 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, Residence Life and Housing 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 and Housing policies and to ensure the well-being of residents, members of Residence Life and Housing staff may enter campus housing at any time.

**A. Buildings and Grounds Personnel:** Buildings and Grounds (B&G) or approved outside contractors 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 and Housing 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 Residence Life and Housing staff members will conduct the inspection. Anytime a Residence Life and Housing 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.
Health Emergencies
When responding to students with medical conditions that constitute a threat to self or others, or who have made threats of or statements alluding to harm to self or others, staff will consult with and work with campus and community partners including counselors, medical professionals, local police, and emergency medical staff to determine an appropriate response. Students are expected to comply with directions of university officials in these instances. If Residence Life and Housing staff are made aware of a student hospitalization or serious emergency, the student’s emergency contact will be contacted.

Residents who experience 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 may be required to meet with appropriate staff at Baldwin Wallace University’s Health and Counseling Center to provide information that would assist in determining the following:

1. If 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. If the resident is likely to be seriously disruptive to the educational process or mission of the University.

The Senior Director of Residence Life and Housing, in consultation with the Vice President for Student Affairs and using the above criteria along with other information available to Residence Life and Housing, will determine whether the resident may reside on campus.

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 $70.00 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 BW Safety and Security, there will be no charge for the lock change. A BW Safety and Security report must be provided to Residence Life and Housing in order for the charges to be waived.

Kitchens
Special attention needs to be given to the cleanliness of hall kitchens. Residence Life and Housing 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.
- Items left in hall kitchen refrigerators should be labeled with resident’s name and room number.
- 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 and Housing staff members will schedule 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 requesting housing accommodations under the Americans with Disabilities Act (ADA), or Section 504 should follow the procedures outlined by Baldwin Wallace University’s Office of Accessible Education. All attempts will be made to provide reasonable accommodations for every student who qualifies, as determined by Baldwin Wallace University’s Office of Accessible Education. 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 February 1st each year.

Personal Property
Baldwin Wallace University is not responsible for the loss of any personal property. Residents are encouraged to carry personal property insurance, lock their doors at all times to prevent easy access and possible theft, and to not leave personal belongs in public areas such as kitchens and lounges.

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 Residence Life and Housing 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 affect 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 Life and Housing staff are authorized to post on student room doors.

Power Outages
During a building-wide power outage, 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.).
- Any furniture brought into a shared room by a resident that is not meant for use by all residents of the room (e.g., beds, printers, desks, chairs, etc.) may not take up a larger percentage of space in the room than would be allotted to each resident (i.e., 50% of a double, 33% of a triple, etc.).
- Residents may not remove University furnishings from the lobby, lounges or any public or private 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 may only use masking tape on the exterior and interior of room doors to decorate in order to avoid permanent damage.
- Painting, wall borders, contact paper and wallpaper 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.
- Residents may use carpet and window treatments as long as they are non flammable. Curtains may be hung using tension rods in the window frames. Drilling holes in walls or using nails/screws to hang curtain rods is prohibited.
- Carpet may 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 affixed to walls must be non flammable. Crepe paper or other material may not be wrapped around any light fixture.
- Tacks, screws, nails, duct tape etc. may 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.

• Residents are responsible for all smoking related cleaning charges, including but not limited to repainting, recarpeting, mattress replacement, furniture replacement, blind replacement, etc.

Room Selection
Room Selection is an 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 $30 non-refundable room reservation fee that will be billed to their student account by July 1. Prior to room selection residents will be able to view their countdown on https://bw.erezlife.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 and Housing publications are the only valid source of Room Selection information, and information is updated yearly.

Security
Residence Life and Housing offers a variety of services that contribute to the development of a safe and pleasant living environment, including security cameras in select locations. 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:

- Escort guests/non-residents of the building at all times.
- Confront and/or report any unescorted non-residents to the Hall Director, Area Coordinator, RA, or Safety and Security.
- Report suspicious activity to Safety and Security (special awareness of security is needed during vacation/break periods when there are fewer students on campus)
- Do not prop open any doors, or block exit doors or fire exits at any time.
- Close any door that is propped open.
- While not in your room, or sleeping, make sure the door to your room is closed and locked.
- Do not forcefully enter any residence hall door (yanking the door to open).
- Report broken locks and lights, lost keys, or any other potential security problems to Residence Life and Housing staff or Safety and Security as soon as possible.

Sustainability in the Residence Halls
Residence Life and Housing encourages sustainable practices in the residence halls and apartments. For suggestions on saving energy, managing waste, and other tips, please contact our office.

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 Residence Life and Housing staff or Safety and Security at 440-826-2000. 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 are 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 Safety and Security. Lost Jacket Express Cards should be 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 restrooms 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 increased costs. 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 break period. BW does not provide personal storage over the summer months.

Break closing instructions will be provided by Residence Life and Housing prior to all closings. Failure to comply with these instructions may result in a $25 fine billed to the resident’s account. Residence Life and Housing has the option to split this cost between roommates or suitmates. This charge is determined by Residence Life and Housing and cannot be appealed.

For questions about Residence Life and Housing procedures, please contact Residence Life and Housing during business hours via phone (440-826-2114), email (reslife@bw.edu), or in-person at 110 Bonds Hall.
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 or apartment. 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 resident(s)
- The right to expect that a roommate will respect others’ personal belonging
- 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
- The right to be treated with respect by members of the residential community

Basic responsibilities of a resident include:

- The responsibility to address grievances (Residence Life and Housing staff are 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
- 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, Hall Director, and/or Area Coordinator

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

Air Conditioning for Non-Air-Conditioned Rooms/Apartments
Students assigned to non-air-conditioned rooms/apartments are permitted to bring one portable floor air-conditioning unit per room/apartment. The floor unit must be 6,000 BTUs or less. Students should review the updated policy here.

Animals & Pets

A. Fish (defined as animal with a skull and backbone that has gills throughout life and whose limbs, if any, are in the shape of fins) kept in a 20 gallon or less sized tank are the only pets allowed in residential facilities. No more than 2 tanks are allowed per room.
B. Lab specimens, living or dead, are prohibited in residential facilities.
C. Residents are prohibited from feeding or leaving food outside for any animal, domestic or wild.
D. Killing, cleaning, or dressing game or purchased animals in or near residential facilities is prohibited.
E. Emotional Support Animals (ESAs) must be registered and approved through Residence Life and Housing in advance of the animal’s presence in any residential facility, and the contract must be adhered to.
**Candles/Open Flame**
A. Candles (wickless, decorative, or otherwise), incense lanterns, potpourri, cookers, flammable fluids and candle (or wax) warmers, and similar items whether lit or not, 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 an Area Coordinator or Assistant Director prior to the religious event.

**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 and Housing policy updates or temporarily implemented procedures
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**
Drones and related unmanned flying vehicles are not permitted anywhere on campus (unless approved by University Relations).

**Electrical Appliances**
A. The following appliances are not approved for use in any residential facility unless otherwise approved by an Area Coordinator or Assistant Director:
   a. Halogen lamps
   b. Appliances with an exposed heating surface (e.g., toasters, toasters ovens, hot pots, hot plates, portable stove burners, etc.
   c. Space heaters
   d. Freezers
   e. Refrigerators larger than 5.0 cubic feet
   f. Microwave ovens larger than 2.0 cubic feet
   g. George Foreman Grills and similar type grills
B. Any extension cord must be three-pronged, heavy-duty cords with a minimum of 14-gauge wire. 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. Refrigerators must be plugged directly into a wall outlet, not a surge protector.
D. All electrical appliances must be unplugged during winter break. Only refrigerators and fish aquariums may be left plugged in during spring break.

**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 Equipment and Procedures

A. Residents may not tamper with fire safety equipment. 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:
   o Propping any doors
   o Setting off a fire alarm that is result of another policy violation (e.g., playing sports in the hallway)
   o Tampering with fire safety equipment (including fire extinguishers and pull stations)
   o Using fire escapes for non-emergency purposes
   o Inappropriately discharging a fire extinguisher
   o Destroying or removing door fire safety evacuation document
   o Pulling false fire alarms
   o Failing to exit a building when a fire alarm sounds regardless of the reason
   o Tampering with smoke detectors is prohibited (e.g., covering, removing the battery, etc.)

B. In the event of a fire alarm sounding (including fire drills), residents and guests must do the following:
   o Evacuate the building immediately
   o Move at least 100 feet away from the building, and do not block the street or parking lot to allow fire department access
   o Remain 100 feet away from the building until the fire department personnel give an “all clear”

C. Residents may not decorate, cover, or obstruct exit signs, hallway lights, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, audible fire signals/strobe lights, exit doors and/or any other life safety devices (decorations must be kept a minimum of 18 inches from any safety device).

D. Residents found repeatedly setting off fire alarms due to unsafe cooking practices (e.g., leaving a stove unattended) may be referred to the office of Student Conduct.

Fire Safety

*The policies in this section include decoration guidelines for holidays.*

A. 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.

B. Residents in buildings where items may be attached to doors may only cover 2/3 of their room door with decorations, wrapping paper, etc.

C. Residents are prohibited from using real Christmas trees, pine roping or garland and any flammable decoration made of cotton batting, straw, vines, leaves and shrubbery.

D. Live trees, straw, hay, and other live plants/foliage are not permitted. Uncarved pumpkins with any spots of rot or mold, carved pumpkins that have been carved for longer than 2 days, or any pumpkin deemed a health and/or safety concern by hall staff must immediately be disposed of in the outside dumpster.

E. Residents may decorate with lights to decorate a room or hallway, but they must be UL approved and in good condition. NO more than two strings (35 lights per string) of miniature lights are permitted in an outlet. Circuits must not be overloaded with too many lights. Manufacturer’s recommendations should be followed as to how many strings or lights can be plugged together and not exceed two. Lighted decorations or light sets may not be left unattended when plugged in.

F. There should not be pinch points in the electrical cords. Electrical cords are not to be run through door openings or under rugs. They are to be placed in such a manner so not to become a tripping hazard.

G. Decorations may be hung in public areas including hallways, however, decorations hung from the ceiling or walls should be no lower than the top of the residence hall room doors. The decorations being used must also be labeled as non-flammable or non-combustible (Ohio Fire Code FM-306.1-5). Decorations should in no way obstruct a person’s vision or walking path.
H. Exit signs, hallway lights, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, audible fire signals/strobe lights, exit doors and/or any other life safety device cannot be decorated covered or obstructed in any way (minimum of 18 inches from any safety device is required).

I. Candles, as defined by the Candles/Open Flame policy, may not be used in any decorations.

J. Fall decorations must come down the Tuesday before Thanksgiving and spring decorations must come down before the Sunday going into finals week.

K. Residents that choose to decorate a wing or floor for a program/contest must decorate so that they meet the above guidelines, and decorations are to be removed immediately following the program/contest (unless approved by the Area Coordinator or Assistant Director in advance). The decorations for these events must be done the same day as the event unless ongoing decorating in advance is monitored by the hall staff. A written agreement must be made in advance outlining clean up. Any group or organization that fails to clean up their decorated areas will be charged for additional cleaning.

Guests

A. All guests (any person not assigned to that living space) must abide by all Residence Life and University policies. Residents are responsible for the actions of their guests.

B. Guests may stay overnight (anytime between 2:00am and 10:00am) no more than three consecutive nights and no more than six nights per month without the permission of the Hall Director or Area Coordinator. Guests and hosts must comply with the rights of roommate(s)/suitemate(s) and other residents.

C. Twenty-four-hour visitation is permitted in residence hall lounges but cannot be used for sleeping purposes.

D. Guests must be met at the entrance and be escorted throughout the building by a resident at all times.

E. Guests are not permitted to stay overnight in the residence halls during early arrival, break, and extended stay periods.

Healthy Practices

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. If a resident uses a student room or common space to cut hair, the area must be fully cleaned immediately. The practice of cutting hair cannot interfere with other residents’ ability to use a shared space and must follow all University policies.

C. Hallways and public lounges are to be kept free of residents’ furniture and other personal items.

D. Residents must maintain a clean and sanitary living space.

E. Residents are expected to consistently demonstrate sanitary and hygienic practices in the community environment.

Hoverboards

Hoverboards and related battery powered 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 any room or apartment 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 (including Mobile Jacket 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 or used in or near residence halls in a manner that disturbs other residents.
Public/University Property
A. Residents may not possess street signs in apartments or residence hall rooms.
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. Residents may not possess stolen property.
D. Residents are not permitted to take University furniture, including lounge furniture, outside or to their rooms.
E. Residents are not permitted to leave personal items (e.g., couches, rugs, tables) in public areas.

Restrooms
A. Restroom stalls and showers are single person use facilities.
B. Any behavior that interferes with all residents’ ability to use any restroom facility peacefully, comfortably and with privacy is prohibited.

Solicitation and Selling
A. Residents may not run a business within any residential facility on campus.
B. Residents are not permitted to solicit or post signs, selling or buying back of any items (e.g., t-shirts, haircuts, food items, magazines, books, etc.) by non-BW recognized organizations.
C. Campus organizations wishing to sell or solicit must obtain permission from the Director of Residence Life at least one week prior to the event.
D. Residents may not post unauthorized materials on student room doors, hallway doors, building entrance doors.

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, scooters, 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 Residence Life and Housing 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. Vandalism may result in criminal charges.
D. Residents 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. Residents are not permitted to cover air vents or otherwise obstruct the output of air from the HVAC system.
E. Grilling is only permitted using BW provided equipment, and in the location designated for the equipment. Persons renting charcoal grills from Dining Services are responsible for appropriately disposing of coals and ashes.
**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, tasers, archery equipment, metal-tipped darts, hunting equipment, knives with blades 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.

**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.

E. Residents in Front Street residence hall may not remove the window stops from the window frame.

*For questions about Residence Life and Housing policies, please contact Residence Life and Housing during business hours via phone (440-826-2114), email (reslife@bw.edu), or in-person at 110 Bonds Hall.*