



**Baldwin Wallace University
Student Handbook**

2023-2024

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Overview of Baldwin Wallace University Student Handbook

Baldwin Wallace University (“BW,” “the 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.

What students may expect of BW is articulated in the University’s mission statement and policies, including those in this Student Handbook. Further, the Student Handbook defines the University’s expectations of its students and what students should expect of one another.

The Student Handbook is reviewed and revised on (at least) an annual basis in a collaborative process involving students and employees, including ideas and suggestions from community members.

Beyond the policies included and referenced in the Student Handbook, the University may establish and operate under guidelines and protocols to manage public health and other emergencies. Updates to the University’s guidelines and protocols will be communicated to students.

Questions or ideas about the Student Handbook may be directed to the Office of the Dean of Students at (440) 826-2160 or lcraib@bw.edu.

Welcome from President Helmer



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 peers – 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 life, 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 178th 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 from the Vice President for Student Affairs



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 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 engagement: 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 also serves as a guide to our community standards of conduct and the way we treat one another.

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 from the Student Government President



Welcome to Baldwin Wallace University!

My name is Matt Perry, and I am honored to serve as your 2023-2024 Student Body President. I am a senior with a double major in Hospitality and Tourism Management and Marketing with a minor in Social Media Production. In addition to serving as your President, I run both Cross Country and Track for BW and am a Growth Practice Intern and a Student Ambassador. Getting involved in student organizations and other campus and community activities transforms your experience from basic to extraordinary. As the new semester begins, I encourage you to find new ways to get involved in the campus community, and I look forward to helping you along the way!

The BW Community is a special one and allows you to experience all that college has to offer. Together, our students, faculty, staff, and strong alumni network make up the BW community, which is focused on striving for excellence in and out of the classroom. While on campus, you'll have many experiences that will shape your path, so it is important to step out of your comfort zone and go for these opportunities. Through the ups and downs college has to offer, the BW Community has your back every step of the way.

I look forward to meeting everyone around campus and welcoming everyone back to the BW Community for another great year!

YJ4L!

Matt Perry
Student Body President, 2023-2024

Safety, Security, and Crime Reporting

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 campus. Safety & Security provides 24/7 walking escort services, vehicle lockout and battery jump 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 (emergency) or 440-826-2336 (non-emergency). 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 residence hall staff 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 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 pamphlet. This complete pamphlet can be viewed at www.bw.edu/about/offices/safety-security/index. A printed copy of this brochure will be provided upon request by contacting Safety and Security or Human Resources.

To communicate real-time safety information, BW uses RAVE Alerts to provide information regarding severe weather, building and campus closures, and other important situations by sending automatic text alerts to all students who have provided a mobile number to the University. Family members interested in receiving text alerts can sign up at getrave.com.

Student Code of Conduct

Baldwin Wallace University (“the University”) is committed to the learning and growth of its students and to fostering an environment and community that are conducive to academic inquiry, productive campus life, and thoughtful study and discourse. A community exists based on shared values and principles, and one such value is the University’s expectation of ethical conduct from its community members. The purpose of the Student Code of Conduct is to provide notice of the University’s expectations for its students and to articulate the University’s procedures for resolving reported violations.

A. General Provisions

1. Applicability to Students and Student Organizations

The term “University” means Baldwin Wallace University. 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. The University expects that students review, understand, and abide by the standards of conduct articulated in the Student Handbook and Student Code of Conduct (“Code”). This Code applies to all students, including those auditing classes at the University and who have matriculated. Persons who are not enrolled but who have a continuing relationship with the University, such as those on a leave of absence, and students who have been notified of their acceptance for admission are considered students under the Code. Persons who withdraw or attempt to withdraw after allegedly violating University policies will be governed by the Code until matters are finally resolved. Persons who seek to rejoin the University must first complete process or outcomes before returning to the University. If a report cannot be resolved before a student’s intended graduation, the University reserves the right to withhold a student’s degree until the matter has been finally resolved.

Student organizations, including athletic teams, are also subject to the Code (see Student Organizations policy, section 5C) and the Handbook for Student Organization Leaders. When members of recognized student organizations or individuals acting collectively, including but not limited to members of student groups, ensembles, and teams, act in violation of University policy, they may be accountable individually and as a group. When a student organization may have violated the Code, the University may disclose information to and participate in joint response with national organizations.

The Student Code of Conduct does not apply to students’ academic responsibilities, which are described in the Academic Honesty Policy. Classroom management is at the discretion of the instructor and may be reported to the Provost. Alleged violations of the University’s [Non-Discrimination Policy and Procedures](#) are subject to that policy, except where referred to the Student Code of Conduct by the Title IX Coordinator.

2. Jurisdiction

Baldwin Wallace University policies and processes apply to behavior that occurs (1) on University premises, including all land, buildings, facilities, and other property in the

possession of or owned, used or controlled by the University (including adjacent streets and sidewalks), (2) at University-sponsored or University-supported events at any location, (3) on electronic networks or social media, or (4) off University premises (including behavior reported through off-campus programs) when the behavior may adversely affect the University's interests as an academic community. Students may be held accountable for violations committed by the student's non-student guest. Students who attempt violation of or assist others in violating the Code may be held accountable to the same extent as a completed violation.

The policies and processes that govern students are designed to protect the interests of the community, chiefly safety, to balance individual and community rights, and to promote learning. Student conduct policies and processes are quite different from criminal and civil court proceedings. Student conduct proceedings are conducted with fairness, but do not include the same protections of due process afforded by the courts.

Student conduct proceedings may move forward without regard to pending litigation, arrest, or prosecution, and are not bound by the formal rules of evidence. On-campus processes do not preclude or limit a student's access to the state and federal judicial systems, and the University will cooperate fully with law enforcement and other agencies, in accordance with the Family Educational Rights and Privacy Act (FERPA). If a student's reported conduct subjects a student to action by law enforcement, the student may be required to provide the University with related documentation and/or an authorization for such authorities to disclose information to the University.

3. Reporting Violations

Reports of alleged misconduct may be submitted by any person within or external to the University. Reports may be filed in writing or verbally to the Office of the Dean of Students, Residence Life and Housing, or Safety & Security. While there is no time limit on reporting of violations, those who are aware of misconduct are encouraged to report it promptly. As necessary, the University reserves the right to initiate a complaint, to serve as complainant, and initiate conduct proceedings even without a formal complaint.

4. Administration of the Student Code of Conduct

The Vice President of Student Affairs ("VPSA") and their designees administer the Student Code of Conduct and its operation, including review of the Student Code of Conduct, and reserve the right to change the Code and its operation at any time. The VPSA or their designee may address a student or student organization in a manner alternative to these policies when the VPSA or their designee believes such action is warranted to protect the safety or interests of the University community, or if the accused student or student organization poses an ongoing threat of disruption of or interference with the normal operation of the University.

B. Definitions

1. Advisor: A University employee or student who may be chosen by the Respondent to accompany the Respondent to student conduct proceedings. Advisors cannot

be otherwise involved in the incident (e.g., as a witness or Respondent) and cannot have a law degree. Advisors are not permitted to speak, advocate, or participate directly in any way. The presence of an Advisor can be revoked by the conduct administrator. It is the responsibility of the student to identify and include their Advisor; resolution processes will not be altered to the schedule of an Advisor.

2. Conduct administrator: The University staff member designated by the VPSA to facilitate student conduct and conduct resolution processes.
3. Finding: The decision regarding whether a student has been found responsible or not responsible for a violation of the Code.
4. Organization: Any number of students who have joined as a group under the formal registration requirements of the University, including but not limited to clubs, ensembles, and athletic teams.
5. Outcome: Educational tools or statuses used to promote learning, growth, and accountability, generally issued when a Respondent is found responsible for violation of University policy.
6. Report: Information describing an incident that may have violated University policy. Incident reports may be submitted by any person within or external to the University community.
7. Reporting Party: An individual who may have been the subject of (e.g., complainant, harmed party) conduct prohibited under this policy, regardless of whether the individual reports the conduct.
8. Respondent: An individual or organization identified as possibly having engaged in conduct prohibited under this policy, regardless of whether a formal complaint is made.
9. Student Code of Conduct ("Code"): The University policy that sets forth standards of conduct and processes for addressing reported violations of those standards.

C. Standards of Behavior

Excepting matters noted above, the following guidelines summarize behaviors prohibited for students:

Integrity

1. Furnishing false, falsified, misused, or forged information to any University employee or emergency personnel.
2. Unauthorized possession, duplication, use of means of access (keys, cards, etc.), or access to any University property.

3. Action or inaction in collusion with a wrongdoer which fails to discourage a known and obvious violation of University policy or law.

Community

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. Theft or 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. Destruction or damage to University property or to the property of another person;
6. Misuse of University computing facilities, equipment, network, passwords, accounts or information, or violation of the Acceptable Use of Technology Resources and Copyright Infringement Policy or other [IT policies](#).
7. Gambling for money or other things of value while on campus or at University-sponsored activities is prohibited except as permitted by law.
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. Berea City Ordinances include, "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." Violations include:
 - a. Failure to evacuate a University-owned building during a fire alarm.
 - b. Improper use of fire and life safety equipment.
 - c. Tampering with or improperly engaging a fire alarm in a University building.
 - d. Intentionally or recklessly causing a fire which damages University or personal property, or which causes injury to any member of the community.
 - e. Obstructions in the hallways, fire escapes, and exits.
 - f. Parking in or obstructing a fire lane in any manner.

Fairness

1. Disruption or obstruction of University operations, including teaching, research, administration, other activities, or authorized non-University activities on campus.
2. Obstruction of freedom of movement by community members or visitors.
3. Retaliation, attempting to discourage an individual's proper participation in, or use of, the conduct system, including prior to, during, and after a conduct proceeding.

Respect

1. Threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health or safety of any person.
2. Harassment or bullying, which includes conduct that, in the view of a reasonable person, has the purpose or effect of creating an intimidating or hostile educational, work or living environment, or with an intent to intimidate, threaten, or cause harm.
3. Hazing (as defined in the Hazing Policy).
4. Disorderly, disruptive, or indecent conduct while on campus or at functions sponsored by, or participated in by, the University.
5. Eating or drinking contests, due to their high-risk nature, in support of persons experiencing food insecurity, in support of persons affected by disordered eating, and in solidarity with BW's Campus Plate and Swipe Out Hunger initiatives.
6. Failure to comply with directions of University officials or law enforcement officers and/or failure to identify oneself to these persons upon request.

Responsibility

1. Use, possession, or distribution of alcoholic beverages except as permitted by law and University policies. This includes possession/consumption while under the age of 21, providing alcohol to those under the age of 21, being in a room where alcohol is present and any person present is under the age of 21, possession or use of a common source container (e.g., keg) without prior written approval from the University, operating a vehicle while under the influence, public intoxication by persons of any age, or violation of the Alcohol Policy.
2. Use, possession, or distribution of illegal drugs or controlled substances or drug paraphernalia. Unauthorized possession, misuse, manufacturing, or redistribution of prescription or other legal drugs, synthetic drugs, or household products. Use of recreational or medical cannabis on university property.
3. Smoking or tobacco use, including the use of e-cigarettes, in any University building or grounds.
4. Violations of federal, state, or local laws, whether on or off campus.
5. Violation of other published University policies.

D. Resolution of Reported Behavior

1. Investigation

After alleged misconduct is reported to the University, the VPSA or designee may review the report for potential violation of University policies and/or seek additional information

to determine if no further action is necessary, require interim or supportive actions, and/or refer the matter for a resolution process.

2. Interim Actions

In certain circumstances following an incident of alleged misconduct, the University may impose interim or protective actions, including interim suspension (and/or cease of operations for a student organization), *prior* to resolution of an incident if there is reason to believe, in the VPSA or designee's sole discretion, that action is necessary to protect the safety of members of the community, the Respondent's safety, or the interests of the University community, or if the accused student or student organization poses an ongoing threat of disruption of or interference with the normal operation of the University.

3. No Contact Orders

When the University reasonably believes the directive is necessary to protect the safety or welfare of any member of the University community, including to prevent retaliation or harassment, the University may issue a directive to cease all communication and contact with one or more individuals for a specified period. The directive will be communicated to the involved parties electronically or in writing and prohibits the student from communicating or contacting the identified individual(s) through in-person, written, electronic, social media, third-party, or other means, except as set out in the directive.

4. Rights and Responsibilities

Students have rights and responsibilities associated with the conduct process. The University provides students with fundamentally fair processes that protect students' privacy and are decided impartially.

Respondents are expected to participate fully in the process and will normally receive email communication regarding reported misconduct and be invited to attend a meeting to discuss the report and its resolution (e.g., to be heard before a determination of responsibility is made), except in the case of a direct referral to resources. If the Respondent elects not to participate in any part of the process, resolution may proceed, and findings will be based on available information. If the Respondent believes the conduct administrator has a conflict of interest that would reasonably deny the opportunity to be heard fairly, the Respondent should promptly notify the VPSA.

Students with disabilities who require an accommodation to fully participate in the conduct process should seek reasonable accommodations from the Office of Accessible Education promptly after receiving notice from a conduct administrator.

5. Resolution Processes

When the action of a student or student organization violates the University's expectations, those actions are subject to a process of review and resolution. It is at the University's discretion to evaluate reports and means of resolution. The University will conduct a fair investigation of alleged misconduct to determine whether there is

reasonable cause to believe that a particular student or student organization may have violated the Code. The University may dismiss a complaint for lack of information or if the reported behavior is not within the scope of the Code.

Resolution processes are noted below and shall be selected at the discretion of the University considering factors such as the severity or community impact of the reported violation, frequency, or existence of a pattern of behavior or violation, or issues related to fairness and equity. The University reserves the right to assess additional alleged violations of University policy during resolution processes.

A. Alternative Resolution

At the discretion of the University, some incidents are most appropriately resolved without formal proceedings or indication on a student's record. Matters that are resolved alternatively, even where responsibility for policy violations is determined, are not considered to be part of a student's University conduct record but can be considered internally (e.g., when considering outcomes in case of a future Code violation or determining participation or recognition by the University). Alternatively resolved matters are considered finally decided, with no subsequent process or appeal. Forms of Alternative Resolution include:

- 1. Medical Amnesty ("MA"):** Medical Amnesty may be granted when students seek or call for help (e.g., to Safety & Security, 911, or an RA) for themselves or others who may need medical assistance due to alcohol or drug use. Amnesty is available to the student calling and the student needing assistance. Under MA, students receive substance education and are exempted from violations related to possession and use of alcohol and other drugs, but MA does not exempt response to other violations of the Code. Contingent upon completion of MA education, incidents resolved under MA are not considered to be part of a student's externally reported conduct record. If a student fails to complete MA education, incidents will be referred for formal resolution.
- 2. Direct Resource Referrals:** Some first-time or low-level violations can be directly resolved through completion of educational programs related to the type of violation. In the case of direct resource referral, meeting with an administrator is conducted only upon the Respondent's request. If the student fails to complete the assigned education, the matter will instead be resolved formally.
- 3. Facilitated Dialogue:** Facilitated dialogue is a meeting with a third-party facilitator who helps involved parties to reach an agreement for moving forward that best meets their needs. Participation is by mutual consent of the involved parties and does not require admission of a policy violation by any involved party. Facilitated dialogue often results in an agreement about future behavior, rather than outcomes, which is the key difference between facilitated dialogue and Restorative Justice. When parties are unable or unwilling to meet in person but wish to participate, a facilitator can provide "shuttle" dialogue and communicate between parties to help them reach agreement. If the involved parties are not willing or able to complete facilitated dialogue, the matter will instead be resolved formally.

4. **Restorative Justice:** Restorative Justice is a collaborative process that centers the voices of those involved in conflict and the input of those most harmed. A trained facilitator guides conversation between those involved, and the parties (rather than an administrator or board) decide what steps must be taken to repair the harm (articulated in an RJ agreement, which may or may not include outcomes). Participation is by mutual consent of the involved parties and does not require admission of a policy violation, though the Respondent must acknowledge that they caused harm and demonstrate willingness to repair the harm. If the harmed parties or Respondent are not willing or able to complete RJ, the matter will instead be resolved formally. Failure by the Respondent to fulfill the RJ agreement will result in referral to formal resolution.
5. **Outcome-Only Meeting:** If a student accepts responsibility for reported violations, particularly for first-time and/or low-risk incidents, the student may meet with a conduct administrator to discuss the incident. The conduct administrator will issue appropriate educational outcomes. Contingent upon completion of the outcomes, incidents resolved by outcome-only meetings are not considered to be part of a student's externally reported conduct record. If a student fails to complete outcomes, incidents will be referred for formal resolution.

B. Formal Resolution

Where alternative resolution may not be possible or appropriate, matters may be resolved via Formal Resolution as described below:

1. **Formal Resolution Meeting:** Respondents will first receive a written notice of the allegations and notice of reported policy violations to their University email account. Formal Resolution meetings include a procedural overview, opening remarks by the Respondent, presentation of reported violations and supporting or refuting information, questions by the conduct administrator, questions by the parties of one another and witnesses, and closing remarks by the Respondent. Responsibility for violation of the Code will be determined based on the preponderance of evidence; that is, whether the evidence indicates that it is more likely than not that the Respondent violated the Code. It is the Respondent's responsibility to provide any evidence, including identifying witnesses, no later than the time of their meeting. After the meeting, the Respondent will be informed in writing of the finding and outcomes.
2. **Appeals:** Any Respondent found responsible for a policy violation through Formal Resolution may submit an appeal to the Dean of Students (or VPSA, if the Dean of Students was the conduct administrator) no later than three (3) calendar days after the date of the outcome letter. The purpose of the appeals process is to provide a check and balance on the original process and decision, rather than substitute its judgment for that of the original decision. Appeals must be based only on one or more of the following grounds:
 - a. **New evidence:** New, relevant evidence is available that was not reasonably available at the time of the original decision and would have significantly

- affected the finding of the case. Character references are not considered to be new information and are not to be presented; or
- b. Procedure: The Formal Resolution process deviated substantially from policy and significantly impacted the Respondent's opportunity to be heard fairly; or
 - c. Disproportionate outcome: The outcomes imposed were substantially disproportionate relative to the violation(s) for which the Respondent was found responsible.

If the Dean of Students determines that previously unavailable relevant information is presented that likely would have significantly impacted the outcome of the case, the Dean of Students will ask the original decision maker to consider the information and render a determination after considering the new information. If the Dean of Students determines there was a substantial procedural deviation that significantly impacted the Respondent's opportunity to be heard fairly, the Dean of Students will order a new review by another administrator. If the Dean of Students determines the sanction to be disproportionate, the Dean of Students will order a new review and confirm the outcome is proportionate. The Dean of Students will email the result of the appeal to the Respondent and original decision maker(s). The Complainant, if any, will be notified to the extent consistent with law. All appeal decisions are final.

C. Student Organizations

When a student organization is involved in any proceeding under this Code, its president (or another listed officer, in the absence of the president) will represent the organization and are responsible for the organization's communication and participation in all conduct processes. The student organization's advisor and University staff may also be notified. At the discretion of the conduct administrator, student organizations may be referred for Alternative Resolution. When a matter cannot be resolved through Alternative Resolution, student organizations will proceed to Student Organization Proceeding as follows:

1. **Student Organization Proceeding:** The organization's president will receive a written notice of the allegations and notice of reported policy violations to their University email account. Student Organization Proceedings are presided over by a conduct administrator and may include a Justice of the BW Supreme Court of Students (Student Government). Student Organization Proceedings include a procedural overview, opening remarks by the president, presentation of reported violations and supporting or refuting information, questions by the conduct administrator, and closing remarks by the president. Responsibility for violation of the Code will be determined based on the preponderance of evidence; that is, whether the evidence indicates that it is more likely than not that the student organization violated the Code. It is the president's responsibility to provide any evidence, including identifying witnesses, no later than the time of their meeting. After the meeting, the president will be informed in writing of the finding and outcomes.

2. **Student Organization Appeals:** Any student organization found responsible for a policy violation through Formal Resolution may submit an appeal to the Dean of Students (or VPSA, if the Dean of Students was the conduct administrator) no later than three (3) calendar days after the date of the outcome letter. The purpose of the appeals process is to provide a check and balance on the original process and decision, rather than substitute its judgment for that of the original decision. Appeals must be based only on one or more of the following grounds:
 - a. **New evidence:** New, relevant evidence is available that was not reasonably available at the time of the original decision and would have significantly affected the finding of the case. Character references are not considered to be new information and are not to be presented; or
 - b. **Procedure:** The Formal Resolution process deviated substantially from policy and significantly impacted the organization's opportunity to be heard fairly; or
 - c. **Disproportionate outcome:** The outcomes imposed were substantially disproportionate relative to the violation(s) for which the organization was found responsible.

E. Outcomes

Outcomes are designed for a Respondent or student organization who has been found responsible for violation of the Student Code of Student Conduct. Outcomes may be applied singularly or in combination, influenced by mitigating and aggravating circumstances and the frequency and severity of violations. Some outcomes have an associated fee for which the Respondent is responsible. Any Respondent that fails to fulfill an outcome may be subject to additional actions, including loss of privileges or suspension from the University, because of that failure. Educational outcomes include but are not limited to the following:

1. **Alcohol and Other Drug Education and Assessment:** Tools to address alcohol and other drug use, including the BASICS (Brief Alcohol Screening and Intervention for College Students) program, other education and training, substance use assessments, meeting with a wellness educator, and reflection components. Some tools may have a user fee.
2. **Educational Programs:** Educational workshops (e.g., anger management workshop), address and assess decision making, connections between values, choices, and attainment of goals and well-being, accountability and skill building toward success. Participation may include advance or post assignments and program engagement. Some tools may have a user fee.
3. **Written Exercises:** Research and reflective exercises address various violations, decision making, contributors, consequences, community influence, and opportunities for repair.
4. **Restorative Outcomes:** Restorative practices help to address harm, either close to the location of harm or through proportionate investment in the community. Some examples of restorative outcomes are apologies, community service, and

restitution. For community service, students may be assigned to an on- or off-campus entity and the service supervisor must provide documentation of the service to the University.

5. **Loss of Privileges:** Students responsible for violations of the Code may be denied specified privileges, such as loss of access to specific facilities or events, participation in student organizations or eligibility for leadership roles, University driving or parking privileges, hosting of registered events, housing (re)assignment, and participation in Commencement and other activities.
6. **Fines:** Generally administered following a violation of alcohol- or drug-related policy, fines are used to support substance-free and wellness programming.
7. **Revocation or Deferral of Admission and/or Degree:** Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or for other serious violations committed by a student prior to graduation. The University reserves the right to delay conferral a student's degree as an outcome.
8. **Disciplinary Warning:** Official written notice signifying that in the event of further violation of the Code, increased consequences will be administered.
9. **Disciplinary Probation:** Disciplinary Probation is a status that designates a student or organization is not in good standing with the University and during which subsequent violation of the Code may result in more severe disciplinary action. During a period of Disciplinary Probation, a student may not hold any office or leadership role in any student or University organization or activity, may not participate in April Reign activities, may not join a fraternity or sorority, and may not represent the University in any on or off-campus event.
10. **Disciplinary Suspension:** Disciplinary Suspension is a status that separates a student from the University community for a designated period, normally with educational requirements to complete during the period of separation, after which the student becomes eligible to return. Upon suspension, students must depart the premises and return all University property (e.g., keys). During a period of suspension, students are prohibited from entering University premises and may not participate in any University-sponsored activity without advance written authorization from the VPSA or designee. Tuition and fees for the period of suspension are forfeited by the student and are not refundable. No academic credit will be earned for the semester in which the suspension is in effect, and a student may not graduate from the University while suspended from the University. To be reinstated to the University after a suspension, a student must meet all stipulated conditions to be completed during the suspension period.
11. **Disciplinary Expulsion:** This status indicates immediate and permanent separation from the University. No academic credit may be earned for the semester in which the expulsion has been imposed. Students who have been expelled are strictly prohibited from University premises and from presence at any University-sponsored activity without advance written authorization from the VPSA

or designee. Records of expulsion are permanently maintained by the Dean of Students and the Registrar.

The following additional outcomes may be issued to student organizations:

1. **Suspension:** This status indicates loss of University recognition for a period, including the loss of privileges to operate and use the University's name or represent it in any capacity or to use University equipment, facilities, or resources during the period of suspension. At the end of the suspension period, the organization may contact the Director of Student Engagement to initiate re-recognition.
2. **Termination:** Deauthorization by the University and permanent loss of University recognition, including the loss of privileges to operate and use the University's name or represent it in any capacity or to use University equipment, facilities, or resources.

F. Maintenance and Release of Student Conduct Records

The University will not release any information related to a student's record without the express written consent of the student, except where the Family Educational Rights and Privacy Act (FERPA) permits such disclosures. For example, the University has the authority to contact parents or guardians of tax-dependent students, and during health and safety emergencies regardless of the age or tax-dependency of the student. Further circumstances of disclosure are outlined below:

1. **Student Request to Review Conduct Records:** Under FERPA, students may inspect information in their record and can request to do so by email to the Dean of Students office no fewer than three days in advance. Materials in the file may be redacted to protect the information of students who are not the requesting party.
2. **Notification of Parents Regarding Drug and Alcohol Violations:** In accordance with the Family Educational Rights and Privacy Act (FERPA), the University has the authority to disclose information to a parent or legal guardian of a student regarding any violation of law or rule of the University governing the use or possession of alcohol or controlled substances when a student is under the age of twenty-one (21) at the time of disclosure.
3. **Notification to Harmed Parties in Crimes of Violence:** In cases involving crimes of violence, harmed parties may be informed in writing of policy violations committed, determination, and outcomes.
4. **Review of Conduct Records by External Agencies:** Students may request a waiver request to release information from the University to a third party. This grants the University permission to release information but does not require the release of information.

5. **Internal (University) Review of Conduct Records:** Some University entities (e.g., Center for Global Exploration, Residence Life and Housing) routinely check students' disciplinary history to perform evaluations or determine eligibility for programs. Each entity establishes its own criteria and has the discretion to make decisions, including to deny or remove a student from a program, based on conduct records.

Students' records pertaining to disciplinary violations, including findings and outcomes, may be shared where permitted by FERPA or a student's permission seven years after the student's graduation or withdrawal from the University, except for student records resulting in suspension or expulsion from the University, which will be maintained indefinitely. Student organization records remain on file with the University indefinitely.

F. Amendment of the Student Code of Conduct

The Code will be maintained on the University's website, and students will be subject to the Code as posted. The Code is reviewed annually under the direction of the VPSA, with inclusion of students and employees, and may be amended at any time.

Hazing Policy

All forms of hazing, on or off campus, by any individual student, student organization, employee, or alumni, are prohibited. The University will investigate and respond to all reports of hazing as outlined in this policy.

A. Definition of 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:

- Physical abuse (on or off campus), including but not limited to paddling, slapping, kicking, choking, scratching, exposure to extreme water temperatures (e.g., cold or hot), and the consumption of disgusting and/or dangerous concoctions;
- 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;
- Verbal abuse, including but not limited to shouting, screaming or use of derogatory, profane, or obscene language; and
- 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. Violation of this policy exists irrespective of the voluntary or consensual participation in the hazing activity by the person being hazed. Additional examples of activities that might be considered hazing include:

- 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 newspaper, filmed by a news crew, or appearing as a news headline?
- Would I feel comfortable participating in this activity if my parents, professor, coach, or university official were watching?
- 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.)

B. Reporting Incidents of Hazing

If you are aware of someone experiencing harm or 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.

To create a community free of hazing, it is imperative that everyone with knowledge of hazing reports it. Baldwin Wallace University takes seriously and investigates reports of hazing. All students, Baldwin Wallace University registered student clubs or organizations, and employees are required to report hazing, as the failure to prevent, intervene or report acts of hazing may also be considered acts of hazing.

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.”

To **report hazing**, please contact the Dean of Students at 440-826-2160 or submit a [Hazing Incident Report](#). Reports can be made anonymously. However, remaining anonymous can pose challenges to investigating report(s) promptly and thoroughly.

Individuals sometimes hesitate to help others out of fear that they may get into trouble (for example, a student who has been drinking underage might hesitate to call Safety and Security). The University practices limited amnesty for those who help to others in need.

C. Review and Investigation of Hazing Reports

The Dean of Students or their designee will coordinate the investigation of all hazing allegations, including assessing the need for interim measures (e.g., suspension of group activities). After alleged misconduct is reported to the University, the VPSA or designee may review the report for potential violation of University policies and/or seek additional information to determine if no further action is necessary, require interim or supportive actions, and/or refer the matter for a resolution process. Every effort will be taken to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in accordance with the Student Code of Conduct.

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. If an allegation 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.

D. Sanctions for Violations of Hazing Policy

Violations of this policy are subject to the full range of outcomes in the Student Code of Conduct, including but not limited to reprimand, education, disciplinary probation, suspension, and expulsion. 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.

E. Community Education

In addition to posting this policy in the Student Handbook, Baldwin Wallace University will provide a link to this policy to each student and recognized student organization. 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. Further, all recognized organizations must conduct mandatory training on hazing for any volunteer

who has contact with students. Failure to comply with the policy will be addressed through the appropriate University disciplinary process for students and employees.

F. Summary 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. 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 on January 1 and August 1 of each year and will post the updated report at <https://www.bw.edu/about/offices/student-affairs/hazing/>

There have been no violations of BW's Hazing policy in the past 5 years.

Resources to Prevent and Address Alcohol and Other Drug Misuse

Dear Students,

Baldwin Wallace University is committed to promoting safety and well-being for its students, employees, their families, and the public. Recognizing that the misuse of alcohol and other drugs poses a risk to health and safety, the University compiles and distributes information about alcohol and other drug-related policies and resources to all students, faculty, and staff on an annual basis.

Additionally, the federal Drug-Free Schools and Communities Act Amendments (DFSCA) of 1989 requires that as a condition of receiving funds or any other form of financial assistance under any Federal program, institutions of higher education must certify that they have implemented a program to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The Drug-Free Workplace Act of 1988 similarly defines requirements for the University, including notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited and specifying the actions that will be taken against employees for violations of that prohibition. This notification addresses the requirement of DFSCA and the Drug-Free Workplace Act of 1988. The [University's biennial report](#) can be found on the Student Affairs page of JacketConnect.

Baldwin Wallace has a legacy of promoting healthy behaviors related to alcohol and other drugs. As a result, the University remains committed to providing education and prevention programming while experiencing [relatively low reported instances](#) of alcohol and other drug use.

Our commitment is affirmed by data from the [National Institute on Alcohol Abuse and Alcoholism \(NIAAA\)](#), which outlines multiple short- and long-term health risks associated with alcohol and how to assess of risk related to alcohol. The [National Institute on Drug Abuse \(NIDA\)](#) publishes a list of drugs and associated information and health risks. Further, legal risks related to alcohol and other drug use are defined by the [Ohio Revised Code](#). For example, the use of alcohol by persons under the age of 21, use of illicit drugs, or use of substances in the workplace each carry penalties under the law.

The University invests in several prevention and education programs, including:

- Individual training and response resources to help individuals learn about their specific risk factors and usage vulnerabilities. All new students complete alcohol and other drug education. Students may self-refer or be referred to the [Brief Alcohol Screening and Intervention of College Students](#)
- Ample substance-free programming to emphasize an environment where alcohol and other drugs are not needed to participate fully in campus social life
- Frequent educational programming to inform students, faculty, and staff of healthy influences on their lives, including related to alcohol and other drugs
- The [Center for Awareness, Resilience, and Education \(CARE\)](#) provides educational activities to encourage the well-being of students with a primary focus

on reducing high-risk behavior associated with alcohol and preventing power-based personal violence

Expectations pertaining to students' use of alcohol and other drugs are defined in the [Student Code of Conduct \("Code"\)](#), the University policy governing students. The Code also outlines sanctions for students resulting from alcohol or other drug-related violations. The University's approach emphasizes education to transform behaviors toward healthy decision-making.

Finally, the University offers significant resources – most free and confidential – to answer your questions and address concerns related to alcohol and other drugs, including:

[Health Services](#) – free, confidential

[Counseling Services](#) – free, confidential

[TimelyMD](#) – free, confidential

Together, we can fulfill our commitment to an environment that supports holistic wellness. Please contact the Dean of Students at (440) 826-2160 with any questions about the information or resources included in this message.

Alcohol Policy for University-Sponsored On-Campus Events

A. Requirements for On-Campus Events

Baldwin Wallace University (BW, the University) is committed to an environment that promotes safety and well-being for its students, employees, their families, and the public. Recognizing that the misuse of alcohol potentially threatens that commitment, the University has requirements for on-campus events at which alcohol is served.

Under Ohio law, a person must be 21 years old to purchase or consume alcohol. It is against state law to carry an open bottle of any alcoholic beverage in public spaces (e.g., streets, sidewalks, parks) or in a motor vehicle. Further, BW enforces the following alcohol policies for on-campus University-sponsored events:

- **Event registration:** Events must be hosted by a University department and must be arranged through Event and Conference Services (440-826-2457). If alcohol will be served at the event, the event must be arranged through the BW Catering Manager (440-826-8167), who will send an alcohol request form to the client.
- **Venues and logistics:** The service of alcoholic beverages is restricted to University venues when available and permission is granted through Event and Conference Services. All alcohol must remain in the designated event space.
 - Alcohol may not be served, consumed, possessed, or manufactured in classrooms, or areas without secure access (e.g., parking lots, lobbies).
 - Alcohol is not permitted in restrooms, hallways, or any other areas outside of the event space.
 - The maximum length of alcohol service is five hours. All service of alcoholic beverages will end one-half hour before the scheduled end of the event.
 - Events must conclude by 12:00 am and sales or distribution of alcohol must end by 11:30 pm.
 - For event with a full bar, security officers must be present from the time the doors open to event guests until the venue is cleared and must be hired through Event and Conference Services. The cost of security for the event is the responsibility of the sponsoring organization.
- **Source of alcohol:** Beer and wine are permitted; liquor is not permitted, unless otherwise approved by BW Dining Services. All alcohol will be provided and served by BW Dining Services, unless otherwise approved by BW Dining Services.
- **Safe service:** To ensure legal distribution and prevent overconsumption of alcohol, BW Dining Services staff are TIPS trained. At the discretion of BW staff and security officers, individuals may be refused entry and service of alcohol, and persons who appear intoxicated may be removed from the event. Additionally:
 - Events will designate one secure area from which all alcohol will be served.
 - No one under the age of 21 will be served alcohol. Individuals will be required to provide proof of legal age, which must be an unexpired state-issued driver's license, unexpired state-issued personal ID card, or unexpired passport.

- Food and nonalcoholic beverages (determined by BW Dining Services in relation to the size and duration of the event) must be served and accessible in areas where alcohol will be served.
- No more than two alcoholic drinks per person may be served at one time.
- High-risk drinking activities, such as chugging, drinking games, devices for rapid consumption (e.g., funnels), and offering alcohol as contest prizes, are prohibited. Common sources (e.g., kegs) are not permitted.

Additional Requirements for Student Organizations

The Alcohol Policy supplements, rather than replaces, the Code of Student Conduct, University policies, and local, state, and federal law. The Student Organization Handbook and national organization standards also apply; student organizations should refer to both documents when planning events. Off-campus events may have different requirements. In addition to the above, student organizations must adhere the following requirements:

- Hosting organizations must designate an advisor aged 21 years or older as the event sponsor. Event sponsors, whether present or not, will be held accountable for any incident related to the event, and are responsible for maintaining and providing proof of insurance with the event request form.
- A minimum of two sober hosts per fifty event guests must abstain from alcohol use, be present throughout the event, and identify themselves to security officers at the start of the event.
- Security for all student org events
- Event sponsors must work with BW Dining Services to designate systems for controlling access to alcohol (e.g., guest lists, wristbands).
- University funds cannot be used to purchase alcohol.
- Hosting organizations are responsible for restoring spaces to their previous condition. Damages may result in charges to individual students, referral to Student Conduct, and loss of hosting privileges.

When planning events, especially those with themes, be attentive to climate and prohibit cultural appropriation. Cultural appropriation can be defined as “Taking intellectual property, traditional knowledge, cultural expressions, or artifacts from someone else’s culture without permission. This can include unauthorized use of another culture’s dance, dress, music, language, folklore, cuisine, traditional medicine, religious symbols, etc. It’s most likely to be harmful when the source community is a minority group that has been oppressed or exploited in other ways or when the object of appropriation is particularly sensitive, e.g., sacred objects.” (Scafidi, 2005) To be considerate, consider: What are you borrowing? Where did it come from? Are you including exaggerations or stereotypes, especially negative ones? How might someone from that identity group feel? If you are unsure whether your theme is culturally appropriative, misogynistic, or otherwise inappropriate, please contact the Dean of Students (440-826-2160) for guidance.

Further and specifically, date or other human “auctions” are prohibited. Regardless of their intent, such events tend to have the appearance of auctions of enslaved people that were a real and tragic part of the history of this country. In a community where equity and inclusion are valued, any activity that suggests the auctioning of one person’s services to another or emphasizes the power dynamic of servitude is inappropriate.

Statement of Non-Discrimination and Resources

BW is committed to a safe campus free from discrimination, harassment, and violence, and takes every allegation of misconduct seriously. The University's policies and procedures to respond equitably to reports of discrimination, including sexual misconduct, can be found in full via the linked [Non-Discrimination Policy and Procedures \("Policy"\)](#). All students and employees are accountable to the Policy, and it is imperative to read the Policy to understand your rights and responsibilities.

Mandatory Reporting Notice

All University employees are required to report sexual misconduct of which they become aware, except for counselors, health care providers, athletic trainers, and the University Chaplain, which are confidential resources.

Reporting Options

When a student or employee reports to BW that they have been a victim of dating violence, domestic violence, sexual harassment, sexual assault, or stalking, whether the offense occurred on or off campus, BW will provide the student or employee with a written explanation of rights, options, resources, and services.

The following options are available to report sexual misconduct or other discrimination:

[BW Incident Reporting Form](#)

Title IX Coordinator: (440) 826-2160, lcraib@bw.edu

Grievance Resolution Coordinator: (440) 826-2122, ngussett@bw.edu

Department of Safety and Security 24-hour dispatch, (440) 826-2377

Resources

Confidential resources provide support and guidance and can receive privileged information regarding possible misconduct in the context of a professional relationship with the reporter of that information. They are not required to report allegations of sexual misconduct unless required by law, such as in the event of imminent threat to self or others. Confidential campus and local resources include:

BW Counseling Services: (440) 826-2180

BW Health Services: (440) 826-2178

Cleveland Rape Crisis Center Support Line: (216) 619-6192

24-Hr Sexual Assault Nurse Examiner at Southwest General Hospital: (216) 619-6192

Non-confidential resources provide support and guidance but may have obligations to act or provide you with information if you disclose your experience. They can help parties who are interested in pursuing campus, criminal, or civil action, including filing a police report or preserving evidence, as may be necessary for the proof of crimes or in obtaining a protection order. Non-confidential campus and local resources include:

BW Safety & Security: (440) 826-2000
Berea Police Department: 911 or (440) 234-1234
BW Title IX Coordinator: (440) 826-2160

Supportive measures are non-disciplinary, non-punitive, individualized services offered to Complainants and Respondents as appropriate and when reasonably available, before or after the filing of a formal complaint or where no formal complaint has been filed. Contact the Title IX Coordinator at (440) 826-2160 to explore supportive measures, including those related to academics, housing, and employment.

Resolution options are intended to stop the behavior, remedy its effects, and prevent its recurrence. Resolution options include alternative resolution, such as education, facilitated dialogue, or restorative justice, and the formal grievance process, which may include investigation, notice of reported behavior, review of the investigation report, hearing, sanctions, and appeal.

Regardless of whether you wish to make a formal complaint, resources and supportive measures remain available to you. If you wish to discuss your options, ask questions about the process and resources without the need to report, or if you wish to report your experience, contact the BW Title IX Coordinator at (440) 826-2160.

Residential Living Policies and Procedures

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 \$150 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 \$150 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 \$150 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. While awaiting a roommate, a resident may:

- request a space buyout and, if approved, 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. Residents are not permitted to refuse a roommate.*

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

Emotional Support Animals (ESAs)

Students with a diagnosed disability who use an emotional support animal (ESA) to lessen the impact of their disability on major life functions can apply to have an exception to the Animal policy made as an accommodation. To learn more about the ESA application process, guidelines for qualifying, and procedures for keeping one please contact Residence Life and Housing. Upon request, a student will receive the most up-to-date application forms, as well as guidance to help ensure proper verification is submitted.

Caution should be used regarding online services, such as userviceanimals.org or pettable.com, that claim to offer certifications or registration for ESAs - federal guidelines do not recognize any certification process or registration database for ESA. Letters

provided from clinicians employed by these services have also been deemed as “insufficient” to establish need for an ESA.

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 procedures 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.

- C. Reasonable Suspicion: Reasonable suspicion of policy violation may exist when any one of the following circumstances occurs:
 - Odor of cannabis, alcohol, burnt matter, incense, or candles
 - Presence of drug paraphernalia such as, but not limited to bongos and clips
 - Towels under a door and/or 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

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.

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.

Fire Evacuations

- A. In the event of a fire alarm sounding (including fire drills), residents and guests must do the following:
 - Evacuate the building immediately
 - Move at least 100 feet away from the building, and do not block the street or parking lot to allow fire department access

- Remain 100 feet away from the building until the fire department personnel give an “all clear”

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 of Student Affairs and/or Dean of Students, 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) must meet the residency requirements. Students entering Baldwin Wallace University starting Fall 2023 are required to live on campus for 3 years. Students who entered prior to Fall 2023 have a 2 year live on requirement.

Qualifying Residency Exemptions Include:

- a) Students 21 years of age or older prior to September for that academic year (for students who began at Baldwin Wallace prior to Fall 2023 only)
- 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
- 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

Potential Residency exemptions include:

- a) Student has documentation from a medical professional indicating a medical necessity to live off campus. If student's medical need can be met with on campus housing, the exemption will be denied and student will be directed to complete an accessible housing application.
- b) Extreme financial Hardship. Please include any documentation that supports financial hardship. Student must have completed FASFA and Special Circumstance Review with financial aid for consideration.
- c) Religious exclusions. Provide detailed documentation on what needs cannot be met by living on campus.
- d) Special hardship. Documentation of severe and compelling circumstance that exist prior to the initial semester of enrollment. Include personal statement and any supporting documentation.

To read the full policy and application process, please visit <https://www.bw.edu/Assets/residence-life/residency-exemption-form.pdf>.

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

Keys

Each resident is issued keys to their assigned campus housing. These keys are not transferable (e.g., loaned to other people) and may not be duplicated. When a room key is lost, a \$65 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.
- Residents may only use lofts that are rented through Baldwin Wallace University's preferred partner, Bedloft.
- 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.

Vacation/Breaks

The Residence Halls are closed during winter and spring breaks (Floreske and Hamilton House apartments will remain open during winter and spring break). 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 \$50 fine billed to the

Behaviors that manifest academic dishonesty can be classified in three ways.

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;
- Violating the copyright of images or music taken from written, recorded, spoken, or internet sources;
- Copying or reproducing source code without written permission from the original creator; or
- Missing or inadequate attribution of direct quotations.

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.

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.

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 dialogue 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 Policy.

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 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 Use of Student and Employee Images/Recording

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:

- c. 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:
 - i. on internal displays (including video and audio) on digital and conventional notice boards within the University premises;
 - ii. in communications with the University community (prospective students, parents, current students, staff, trustees, alumni, donors and community partners);
 - iii. 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;
 - iv. 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.

1. 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.
2. 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.

Policy on Instructional Planning in Response to Health

Following a sustained response to the COVID-19 pandemic, the Centers for Disease Control and Prevention and health authorities have communicated that we are now in an endemic response, equipped with tools and resources to better protect ourselves and our communities. We must continue to work together to manage ongoing public health needs – including COVID-19 and other illnesses and injuries – including by actively partnering with students and being attuned to changing terrain.

If students, faculty, or staff are symptomatic, they are instructed NOT TO ATTEND class and to seek immediate/timely medical guidance to clarify what might be causing those symptoms before returning to class. This cautious approach will necessitate flexibility, grace, and understanding when enforcing attendance policies.

Frequent, timely, and clear communication is paramount. When students are impacted by COVID, they are expected to communicate with you to keep pace with any class content they miss. When faculty members are impacted by COVID, they are expected to communicate with students about any changes to the course delivery method/content/assignments, etc., that must be made.

Guideline	Faculty Expectations	Student Expectations
<p>Attendance: Class attendance policies must be responsive to student needs in light of the COVID-19 pandemic.</p>	<p>Faculty must not attend classes in person when they are ill, symptomatic, or are in isolation. When physically able and the discipline allows, faculty will be expected to teach remotely in these circumstances.</p> <p>Faculty are expected to remain sensitive to the unique challenges imposed by the COVID-19 pandemic and strive for empathy and flexibility in responding to student concerns that may affect attendance.</p> <p>Faculty may not be able to accommodate all make-up work for missed assignment or deadlines—alternative make-up work may be provided at the discretion of the instructor.</p> <p>A faculty member's attendance policy must take into account both in person and remote attendance.</p>	<p>Students are NOT to attend classes in person if exhibiting symptoms of COVID-19 such as coughing or runny nose. In this case, students must notify their faculty and take classes remotely. Students who attend class with symptoms may be asked to leave class.</p> <p>Students are no longer required to inform the Health Center of positive COVID test results, as public health reporting requirements have changed. Rather, students are expected to communicate promptly (in advance, if possible) and clearly with faculty about any situation that would prevent attendance and participation in regularly scheduled class meetings.</p> <p>Additionally, students are expected to attend class remotely or gain access to recorded instruction. Students learn best when they are in attendance in class. Remote attendance is not a substitute for in-person attendance unless students are ill, symptomatic, or are in isolation.</p> <p>Students are expected to work proactively with their faculty to plan make-up work and complete the assignments outside of scheduled class time.</p>
<p>Regular Communication: The use of Canvas will be essential to keep lines of communication open.</p>	<p>Faculty are expected to maintain up-to-date modules, announcements, and gradebook entries in Canvas. Faculty are expected to respond in a timely manner to emails from their students, especially those who are isolating. Prompt, supportive communication significantly reduces the stress of isolation.</p>	<p>Students are expected to log in to Canvas at least once a day to avoid missing any important updates and course announcements. Students will be expected to check daily their BW email account.</p>

Finally, showing respect through support of each other and assumption of individual responsibility regarding health practices will continue to guide us. Pertinent COVID-19 guidelines and BW's practices for which BW community members are responsible are below:

Guideline	BW Practices
<p><u>Face Coverings:</u> Members of the campus community can decide on an individual basis whether to continue masking. Individuals are encouraged to respect the decisions of others and to take personal precautions against COVID-19.</p>	<p>Baldwin Wallace University is not requiring face coverings/masks be worn anywhere on campus.</p>
<p><u>COVID-19 Testing:</u> COVID-19 testing will continue to be available at the BW Health Center.</p>	<p>Athletes will be subject to additional health protocols as outlined by the NCAA and OAC. Some programs (e.g., theatre) may implement regular testing of students participating in performance-based sessions.</p> <p>Students participating in off-campus clinicals, off-campus experiential education, service trips or competitions will be required to follow the host site's health protocols.</p>
<p><u>Vaccinations and Boosters:</u> The COVID-19 vaccine is the single most effective way to protect our community from the spread of COVID-19.</p>	<p>Students can receive a vaccine at the BW Health Center or at retailers within walking distance from campus. Call the BW Health Center at (440) 826-2178 to schedule a vaccination appointment. Bring your picture ID for vaccinations and boosters and your COVID-19 Vaccination Record Card for boosters.</p> <p>Students participating in off-campus clinicals, off-campus experiential education, service trips or competitions will be required to follow the host site's health protocols, including vaccination requirements.</p>
<p><u>Isolation Protocols:</u> If a person tests positive for COVID-19, following CDC guidance for isolation and masking is the best way to protect public health.</p>	<p>Based on current CDC guidelines, isolation will be for 5 days minimum, followed by strict masking for an additional 5 days. Dining and housing supports will not be provided to students in isolation.</p>

COVID-19 Vaccine Policy for Students

Baldwin Wallace University does not have a COVID-19 vaccine requirement for students or employees. However, some organizations and programs with whom BW partners for internship, service, clinical, and other experiences may require vaccination.

Students Participating in Off-Campus Programs

In cases where BW's partnering organizations and programs do not have their own COVID-19 vaccine policies, BW's policy will be in effect. When BW's partnering organizations have their own COVID-19 or other policies, students must follow the policies of their host sites. Vaccinated students who are participating in experiences at host sites that require the COVID-19 vaccine must upload proof of vaccination to [Med+Proctor](#) to give permission to share the student's vaccination status with the host.

Medical or Religious Exemptions

Students who are not vaccinated for medical or religious reasons and who are participating in curricular/cocurricular experiences at host sites that require the COVID-19 vaccine must submit an exemption request form as described below. Completed forms will be shared with host sites and reviewed by the host organization.

Students with medical or religious exemptions must abide by all other health safety regulations in place at host sites, which may include masking, COVID-19 testing, and other risk mitigation measures. Exemptions are subject to change, including revocation, due to legal and regulatory requirements. Exemptions granted through this policy are applicable only to host sites with whom BW has a formal relationship or partnership (e.g., internships, practicums or clinical placements, service-learning experiences, etc.) and only if those sites do not have their own vaccination exemption policy.

Process for Seeking Medical Exemption

Individuals can request a health-related exemption with supporting documentation from the health care provider(s) providing treatment for the condition that necessitates the medical exemption. Students may request an exemption form by emailing medicalexemption@bw.edu. After completing and returning the forms, students will receive emailed notification of their medical exemption. Student's exemption status will be shared with the host site(s).

Process for Seeking Religious Exemption

Exemption based on an individual's religious beliefs or religious practices can be requested by the requesting individual attesting to their reason for exemption. Students may request an exemption form by emailing religiousexemption@bw.edu. After completing and returning the forms, students will receive emailed notification of their religious exemption. Students' exemption status will be shared with the host site(s).

Quick Links

This list is a non-exhaustive gathering of resources for students. Additional resources, information, and contacts can be found on JacketConnect.

Academic Affairs & Provost	https://www.bw.edu/about/offices/academic-affairs/
Athletics	https://www.bwyellowjackets.com/landing/index
Brain Center for Community Engagement	https://www.bw.edu/about/offices/community-engagement/
Campus Access Services (Parking Services, Jacket Express Card)	https://www.bw.edu/about/offices/campus-access-services/
Campus Recreation	https://www.bw.edu/about/offices/recreational-sports-services/
Career Center	https://www.bw.edu/career-center/
Center for Academic Success & Achievement	https://www.bw.edu/academics/academic-success/
Center for Global Exploration	https://www.bw.edu/academics/study-abroad/
Center for Inclusion	https://www.bw.edu/about/offices/diversity-affairs/
Center for Philanthropy & Alumni Engagement	https://jacketconnect.bw.edu/philanthropyalumni/home/
Clubs & Organizations	https://www.bw.edu/student-life/organizations/
Commuter Services	https://www.bw.edu/student-life/services/commuters/
Counseling Services	https://www.bw.edu/about/offices/counseling/
Dining Services	https://www.bw.edu/student-life/dining/
First-Year & Sophomore Year Experience	https://www.bw.edu/academics/student-success/first-year-experience/
Fraternity & Sorority Life	https://www.bw.edu/student-life/organizations/fraternities-sororities/
Graduate Programs	https://www.bw.edu/academics/graduate/
Health Services	https://www.bw.edu/about/offices/health/
Libraries	https://www.bw.edu/libraries/
Office of Accessible Education	https://www.bw.edu/about/offices/accessible-education/
Office of Multicultural Student Services	https://www.bw.edu/student-life/services/multicultural/
Office of the President	https://www.bw.edu/about/president/
One Stop (Academic Advising, Billing, Financial Aid, Registration & Student Records)	https://www.bw.edu/one-stop/contact/
Orientation	https://www.bw.edu/orientation/
Parent & Family Programs	https://www.bw.edu/family/
Religious & Spiritual Life	https://www.bw.edu/about/campus/chapel/
Residence Life and Housing	https://www.bw.edu/student-life/housing/
Student Life Center	https://www.bw.edu/about/offices/student-life/