



2020-2021 Student Handbook

Tiffin University

Revised August 2020

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Part I – Opening

Letter from Student Affairs

Welcome to Tiffin University!

We are incredibly excited and humbled that you have made the decision to be a Tiffin University Dragon. The Office of Student Affairs is committed to high quality and excellence while serving as the primary advocate for student life. We help you take full advantage of the countless resources available to you both in and out of the classroom. Over the past years, Tiffin University has experienced unprecedented growth and development in terms of enrollment and campus resources while maintaining the student-centered approach. Whether our students are on-campus, online, or at a satellite campus in Ohio and around the globe, we are committed to your success.

Over the past five months, our world has changed completely, but we as Dragons have tremendous resolve and will continue to face all challenges as a family. Our compassion, courage, and conviction are the hallmarks of what we do and who we are. While you spend your time with us, make sure to take full advantage of the opportunities given to you. Fully participate in classroom discussions, connect with your fellow students outside of the classroom, meet individuals from around the world, get involved! So many doors are open to you at Tiffin University and it is up to you to walk through them.

As you begin, continue, or complete your academic journey, please know that the Office of Student Affairs is a resource to you. Whether you are living and learning with us on campus in Tiffin, Ohio or joining us online, get to know us. We are privileged to work with professionals who are fully dedicated to the student experience and work arduously to transform lives through education.

Please remember that your time in the classroom is incredibly important. But also, what you do with your time outside of the classroom. Practice what you are learning, going through your day to day life, becoming a global citizen, is what will truly set you apart from other competent individuals. Take the time to hone your skills and you can go on to make a difference after your time with us.

Respectfully,



Mike Herdlick

Dean of Students



Jacob Simon

Associate Dean of Students



GUIDING PRINCIPLES

PURPOSE

What we are about:

Transforming lives through education.

MISSION

What we do:

Educate students by linking knowledge to professional practice.

VISION

What we want to be:

A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.

STRATEGIC PRIORITIES

Where we will focus:

- Create an environment focused on *student success*. (Students)
- Grow innovative *academic programs*. (Academics)
- Optimize our *organizational capacity*. (People)
- Strengthen and increase *institutional financial sustainability*. (Finances)
- Enhance our *critical infrastructure*. (Facilities and Technology)

VALUES

How we behave – ICARE

Interdependence

We are an inclusive and caring community that emphasizes service as a foundation of success.

Communication

We engage in authentic dialogue, timely exchanges of information, and fact-driven discussion, civil debate, and decision-making.

Accountability

We make ethical, responsible decisions that have a high degree of integrity, are data-informed, and are results-oriented.

Respect

As a portal of equal access to education and information, we model civility and compassion; we embrace diversity as an essential component of creating a rich university experience for everyone.

Entrepreneurship

We prize innovation and creative thinking as hallmarks of successful participation in the global marketplace.

TIFFIN UNIVERSITY

Tiffin University Purpose, Mission, and Vision

The Purpose of Tiffin University as an institution of higher education is to transform the lives of students through education. Our Mission is to educate our students by linking knowledge to professional practice. Finally, our Vision is to be a premier University for challenging students to enhance their global competencies and 21st century skills for success in a diverse world.

Strategic Priorities

- Create an environment focused on student success
- Grow innovative academic programs
- Optimize our organizational capacity
- Strengthen and increase institutional financial sustainability
- Enhance our critical infrastructure

Values (How We Behave-ICARE)

1. *Interdependence*-we are an inclusive and caring community that emphasizes service as a foundation of success
2. *Communication*-we engage in authentic dialogue, timely exchanges of information, and fact-driven discussion, civil debate, and decision-making
3. *Accountability*-we make ethical, responsible decisions that have a high degree of integrity, are data-informed, and are results-oriented.
4. *Respect*-as a portal of equal access to education and information, we model civility and compassion, we embrace diversity as an essential component of creating a rich university experience for everyone.
5. *Entrepreneurship*-we prize innovation and creative thinking as hallmarks of successful participation in the global marketplace.

Nondiscrimination Policy

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, socioeconomic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost for Equity, Access, & Opportunity/Title IX Coordinator, PerryFantiniS@tiffin.edu 419.448.3504 or tiffin.edu/institutionaldiversity/

Student Right to Know

Effective October 1, 1998, Post-Secondary Institutions are required to notify currently enrolled and prospective students of the availability of certain information. The following is available to current and prospective students from the following sources and locations:

- Rights under the Family Education Rights and Privacy Act
 - Right to inspect and review student's education records
 - Registrar's Office
 - 419-448-3270
 - Seitz Hall
- Direct Loan Deferment for Peace Corps or Volunteer Service
 - Information regarding deferment of loan payments while performing volunteer service
 - Financial Aid Office
 - 419.448.3279
 - Seitz Hall
- Available Financial Assistance
 - Various Sources of financial aid and how to apply
 - Financial Aid Office
 - 419.448.3279
 - Seitz Hall
 - <http://www.tiffin.edu/finaid/>
- Institutional Information
 - Information regarding the College
 - Academic Bulletin
 - 419.448.3270
- Athletics
 - Information regarding athletic programs, schedules, etc. Gillmor Student Center
 - 419.448.3334
- Title IX & Civil Rights
 - Gender equity, discrimination, harassment, retaliation, and sexual assault
 - Office of Institutional Diversity and Equity
 - 419.448.3504
 - Friedley Hall
- Completion and Graduation Rates
 - Annual graduation rates for full-time Undergraduates
 - Registrar's Office
 - 419.448.3270
 - Seitz Hall
- Campus Security Report-Clery Statistics
 - Statistics of criminal offenses for the three most recent calendar years concerning the occurrence of crime involving students Student Handbook
 - 419.448.3264
 - Student Affairs
 - Gillmor Center
- Voter Registration and Constitution Day
 - Voter registration forms must be made available to all students for any state
 - Student Affairs
 - 419.448.3264
 - Gillmor Center
 - Voter Registration Forms
 - Web site <http://www.sos.state.oh.us/sos/voter/>

- Reporting alleged fraud, theft of University assets, misstated financial statements, or misuse of University equipment and buildings
 - www.RedFlagReporting.com
 - 1-877-647-3335
 - Tiffin University Client Code- 88009686446

Student Records and Right to Privacy

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

1. The right to inspect and review the student's education records within 30 days of the day University receives a request for access. Students should submit to the registrar, vice president, or dean, a written request identifying the record(s) to be inspected. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should notify the University official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of their right to have a statement by the student entered into the record.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, billing agency, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the University discloses education records without consent to officials of another school at which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tiffin University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. Complaints may also be directed to Tiffin University's Office of Human Resources or the Office of Registration and Records.

Directory Information

The University designates the following items as directory information, which may be disclosed without the student's written consent.

The student's

- name
- local address
- telephone listing
- home address
- email address
- date and place of birth
- major field of study
- class standing
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance
- enrollment status
- degrees and awards received
- most recent previous educational institution attended by the student
- photograph

The student's parents' or legal guardians'

- name
- address
- telephone listing

A student may inform the institution that all of the categories of information should not be designated as directory information with respect to that student, but must do so in writing. (The University cannot accommodate requests for partial non-disclosure.) Written requests for non-disclosure must be made, each year, through the Office of Registration and Records.

Photo Release Public Areas

Photographs or recordings of students may be taken by the college or its designees in public areas of the Tiffin University campus and at college events. The college may use such photographs or recordings for non-commercial activities of the college and its programs without prior consent by students depicted or recorded in them. Public areas include but are not limited to outdoor areas, classrooms, laboratories, library, athletic facilities, residence hall common areas, dining and gathering facilities, meeting rooms, and performance spaces.

COVID-19 Policies and University Protocol

For information regarding COVID-19 response and COVID-19 policies, please visit The Dragon Plan, the University's restart plan for fall 2020:

https://www.tiffin.edu/sites/default/files/media/the_dragon_plan_-_tus_restart_plan_for_fall_2020.pdf

Part II – Equal Opportunity, Harassment and Nondiscrimination

Policy Rationale

Tiffin University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise. Tiffin University has developed internal policies and procedures that will provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status. Tiffin University values and upholds the equal dignity of all members of its community, and strives to balance the rights of the parties in what is often a difficult time for all those involved.

Tiffin University affirms the commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the institutional Equity Resolution Process (ERP), as detailed below. When the responding party is a member of the University community, the ERP is applicable regardless of the status of the reporting party who may be a member or non-member of the campus community, including students, student organizations, faculty, administrators, staff, guests, visitors, campers, etc.

Applicable Scope

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment advancement. Sometimes, discrimination takes the form of harassment or, in the case of sex-based discrimination, encompasses sexual violence, stalking, sexual exploitation, or intimate partner violence. When violation of these anti-discrimination policies is alleged, the allegations are subject to the resolution process as detailed below.

When the responding party is a member of Tiffin University community, the resolution process is applicable regardless of the status of the reporting party, who may or may not be a member of Tiffin University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, guests, visitors, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the climate, all of which may be addressed and investigated in accordance with this policy.

Title IX Coordinator

The Vice Provost for Equity, Access & Opportunity serves as the Title IX & 504 Coordinator and oversees implementation of the discrimination, harassment, and retaliation policy. The Vice Provost for Equity, Access & Opportunity has the primary responsibility for coordinating efforts related to investigation, resolution, and implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy for Tiffin University.

Administrative Contact Information

Allegations of violations of policy, or inquiries about or concerns regarding this policy and procedure, may be made internally to:

Dr. Sharon Perry-Fantini
 Vice Provost for Equity, Access & Opportunity /Title IX & 504 Coordinator
 Office of Equity, Access & Opportunity
 155 Miami St, Tiffin, OH 44883
 (419) 448-3504
 perryfantinis@tiffin.edu

Deputy Coordinators

Dr. Sandra Miller Deputy Coordinator, Academic Affairs 419.448.3168, millersj@tiffin.edu Reichard 14 C	Mr. Rudy Brownell Deputy Coordinator, Athletics 419.448.3286, rbrownel@tiffin.edu Heminger Center
Mr. Jacob Simon Deputy Coordinator, Student Affairs 419.448.3421, simonja@tiffin.edu Gillmor Center	Ms. Nadia Lewis Deputy Coordinator, Human Resources 419.448.3433, lewisna@tiffin.edu Seitz Hall

Inquiries may be made externally to:

Office for Civil Rights (OCR) U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-1100 Phone: (800) 421-3481 TDD: (877) 521-2172 Email: OCR@ed.gov Web: http://www.ed.gov/ocr	Local Office for Civil Rights (OCR) Office of Civil Rights One Government Center Room 936, Jackson & Erie Streets Toledo, Ohio 43604 (419) 245-2900	Equal Employment Opportunity Patrick V. McNamara Building 477 Michigan Avenue Room 865 Detroit, MI 48226 Phone: 1-800-669-4000 Fax: 313-226-4610 TDY: 1-800-669-6820 Inquiry: https://publicportal.eeoc.gov/portal/ Web: https://www.eeoc.gov/
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Reporting Discrimination, Harassment, and/Retaliation

Reports of discrimination, harassment and/or retaliation may be made using any of the following options:

1. Report directly to the Title IX Coordinator or to a Deputy Coordinator(s) – Refer to contact information above
2. Report online, using the reporting form posted at (this can be submitted anonymously)
 - https://publicdocs.maxient.com/reportingform.php?TiffinUniv&layout_id=40
3. Faculty, Staff, or Administrators may report to their direct supervisors, who are responsible for reporting to the Title IX Coordinator.
4. Students may report to the Dean of Students, Faculty, Administrators, or Staff, who are responsible for reporting to the Title IX Coordinator.

All reports are acted upon promptly while every effort is made by the University to preserve the privacy of reports¹.

Anonymous Reporting

Reports may also be made anonymously, without identification of the reporting party. Anonymous reports will be preliminarily investigated to the extent possible, both to assess the underlying allegation(s) and to determine if remedies can be provided. However, anonymous complaints typically limit the ability of Tiffin University to investigate, respond, and provide remedies, depending on what information is shared. Additionally, all employees of Tiffin University, with the exception of those who are designated as confidential resources, are mandated reporters and must promptly share all known details of a report with the Vice Provost for Equity, Access & Opportunity/Title IX & 504 Coordinator.

Confidentiality and mandated reporting are addressed more specifically below.

Confidentiality and Reporting – under this Policy

ALL Tiffin University employees (faculty, staff, Coordinators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a reporting party has requested this information be shared. If a reporting party expects formal action on their allegations, reporting to any employee can connect them with resources to report crimes and policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the reporter), who will take action when an incident is reported to them.

The following describes the reporting options at Tiffin University:

A. Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff
- On-campus Victim Advocate
- Off-campus (non-employees):

¹ For the purpose of this policy, privacy and confidentiality have distinct meanings. **Privacy** means that information related to an allegation will be shared with a limited number of Tiffin University employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the institution’s response to allegations under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in the institution’s FERPA policy. The privacy of employee records will be protected in accordance with Human Resources policies. **Confidentiality** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. Tiffin University has designated individuals who have the ability to have privileged communications as confidential resources. For more information about confidential resources, see Confidentiality and Reporting. When information is shared by an individual with a confidential resource, the confidential resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

On-Campus Services		
Victims Advocate Brianna Fox 155 Miami (567) 268-6021 foxbr@tiffin.edu	Health & Wellness Center – Medical Fran Ford, Nurse 142 Jackson St. (419) 448-3429 fordfr@tiffin.edu	Health & Wellness - Counseling Julie Richards, Director Friedley Hall (419) 448-3578 richardsjl@tiffin.edu
Off-Campus Assistance		
Tiffin Police Department 51 East Market St Tiffin, OH 44883 911 or (419) 447-2323	Tiffin Fire Department 53 S Monroe Tiffin OH 44883 911 or (419) 447-1234	Mercy Hospital 45 Lawrence Dr Tiffin, OH 44883 (419)447-3130
Firelands Counseling & Recovery 76 Ashwood Tiffin, OH 44883 (419) 448-9440	Seneca County Victims Assistance 71 S. Washington Tiffin, OH 44883 (419) 448-5070	

All of the above-listed individuals will maintain confidentiality (excluding Tiffin Police) except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors [and/or the Employee Assistance Program] are available to help free of charge and may be consulted on an emergency basis during normal business hours. Tiffin University employees listed above will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, or patient.

B. Formal Reporting Options

All University employees have a duty to report, unless they fall under the “Confidential Reporting” section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared with the Title IX Coordinator. Employees must promptly share all details of the reports they receive.

Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made. Remedial actions may result from such disclosures without formal University action.

Failure of a Mandated Reporter to Report

Failure of a non-confidential employee, as described in this section, to report an incident of sex/gender harassment or discrimination of which they become aware is a violation of Tiffin University policy and can be subject to disciplinary action for failure to comply.

The complete manual is available at <https://www.tiffin.edu/institutionaldiversity/titleix>

PART III – CODE OF STUDENT CONDUCT

SECTION I – MISSION

The mission of the Tiffin University Code of Student Conduct is to develop, disseminate, and uphold campus policies and procedures. The Code and Student Conduct Process educates Students of their civic and social responsibility as Tiffin University community members, as well as future global citizens through proactive educational outreach and formal conduct processes. The Code also supports the Mission of Tiffin University by providing Students educational opportunities that can positively impact their future goals. Student rights are an integral part of the Code and Student Conduct Process. All elements of the Student conduct process and Code of Student Conduct are designed to foster the ethical development and personal integrity of Students.

SECTION II – JURISDICTION

The Student conduct process and Tiffin University Code of Student Conduct inform the rights and responsibilities of Students and Student organizations. This Code of Conduct and process addresses misconduct that occurs on Tiffin University property, as well as off-campus incidents (including study-abroad experiences and/or student sponsored trips), and online interactions when the possibility or reality of a negative impact on the campus community exists.

The University, at its discretion reserves the right to pursue action, through the established Student conduct process against a Student’s behavior while the Student is also subject to criminal proceedings. The University reserves this right even if criminal charges/proceedings are pending, reduced, or dismissed.

The University at its discretion reserves the right to enter any campus facilities and/or conduct searches of any of its facilities (including residential communities i.e. residence hall rooms, apartments, or houses). These searches can be conducted with or without prior notice from the institution and intended to ensure the safety and security of the campus community and the adherence to University policy.

SECTION III – PHILOSOPHY

The core philosophy of Student Conduct at Tiffin University is one of education. While the use of punitive sanctions is a possibility in any given situation, the goal of the Student conduct process is to foster student development and uphold community standards.

SECTION IV – DISTINGUISHING CODE OF STUDENT CONDUCT FROM THE LAW

The Student Conduct Process is an educational and administrative process of Tiffin University. Its purpose is not to mirror a court of law, but rather to further the educational mission of Tiffin University and foster student development. Consequently, the behavioral expectations found in the policies and procedures in the Code of Student Conduct may be higher than those found in criminal law.

Members of the Tiffin University community and visitors are subject to all University policies, procedures, rules and regulations. Additionally, students are simultaneously subject to any local, state, and federal laws. Consequently, some conduct may result in a violation of law as well as the Tiffin

University Code of Student Conduct. In these cases, the University reserves the right to uphold the established Code of Student Conduct and investigate alleged student conduct, etc. without awaiting outcomes of any criminal trial, police investigations, etc.

Additionally, the University reserves the right to exercise its authority to invoke interim measures such as an interim suspension upon notification that a student is facing criminal investigation of serious criminal activity and/or a student's or student organization's continued presence on campus presents a threat to the safety and wellbeing of the Tiffin University community and property, as well as the physical and/or emotional well-being of any Student(s) or Student Organization(s).

SECTION V – STUDENT RIGHTS AND RESPONSIBILITIES

Students documented for alleged violations of Tiffin University Policies within the Tiffin University Code of Student Conduct have the following rights:

- To have a hearing.
- To be notified through written communication (e-mail) of specific alleged policy violations, as well as the date, time, and location of any conference or hearing on the alleged violation.
- To introduce new documents, to call witnesses/submit witness statements, and present other evidence that are relevant to the incident in question. The right to request a witness must be made three business days in advance of a Student's hearing (requests up to the discretion of the hearing body).
- To have an advisor accompany them for their Student Conduct appointment. An advisor is not permitted to actively participate in the proceedings or to represent a student.
- To review a copy of documents relevant to their alleged incident and/or case.
- To receive timely written notification of any decision made.
- To appeal the decision or sanction(s) of a hearing in accordance with Tiffin University procedures.
- To review the record that exists of any hearing in accordance with all state laws and the Family Educational Rights and Privacy Act (FERPA).

**The University reserves the right to accelerate this process in order to ensure the safety of the University community.*

Upon enrolling at Tiffin University, an individual is indicating they acknowledge and accept this statement of Student Rights and Responsibilities as well as all other University policies, rules, and regulations. Further, upon enrolling, an individual is indicating they acknowledge and accept that all other University policies, rules, and regulations are to be interpreted by the University.

These policies, rules, and regulations may be affected by the obligations of individual programs, which may have additional requirements pertaining to licensing or participation, and related laws and regulations specific to their disciplines. Tiffin University reserves the right to make changes to the Code as necessary. Changes made to the Code are made accessible to Tiffin University Students through the Tiffin University website. Students are encouraged to check online for the most updated version of this document:

<https://mytu.tiffin.edu/studentlife/studentconduct/Pages/default.aspx>

SECTION VI – DEFINITIONS

In order to make the Student conduct process at Tiffin University accessible to Students, the following terms have been defined below.

- A. Advisor** - A person that can accompany a Student accused of a violation of the Code of Student Conduct to a Student Conduct Hearing. An Advisor/Support Person is not permitted to speak on behalf of the Student in a hearing.
- B. Complicity** - Complicity is condoning, supporting, and/or inaction toward any violation of the Tiffin University Code of Student Conduct.
- C. In Violation** – A finding determined by a Student Conduct Hearing Officer that a Student is in violation of the Code of Student Conduct.
- D. Preponderance of Evidence Standard** – The standard with which all student conduct cases are determined. The preponderance of the evidence standard means that it is more likely than not that a particular behavior or incident took place.
- E. Reporting Party** - A student that files a report alleging a violation of the Code of Student Conduct involving other student(s) or student organizations.
- F. Respondent** - A student who is alleged of violating the Code of Student Conduct and provided with the opportunity to respond to the complaint.
- G. Not in Violation** - A finding determined by a Student Conduct Hearing Officer that a Student is not in violation of the Code of Student Conduct.
- H. Sanction** - An outcome of the Student Conduct Process for Students found responsible of violating the Tiffin University Code of Student Conduct. Sanctions are determined by Student Conduct Hearing Officers. (For more information and/or specific examples of Sanctions, see Section IX).
- I. Student** - A Student is any person enrolled or scheduled to be enrolled for credit at Tiffin University. This includes on- campus, residential, commuter, online, post-secondary option, and all other students who are admitted to Tiffin University.
- J. Student Conduct Hearing** - A formal meeting between a Student Conduct Hearing Officer/or Hearing Body and a Tiffin University Student.
- K. Tiffin University Student Conduct Hearing Officer** - A full-time employee or graduate student responsible for conducting Student Conduct Hearings, interpreting the Tiffin University Code of Student Conduct, and adjudicating Sanctions in accordance with the Tiffin University Code of Student Conduct. In the event of overwhelming stress on the Student Conduct Process, additional conduct officers may be trained by the Assistant Director of Student Conduct or Associate Dean of Students and implemented to adjudicate special incidents or to alleviate stress on the process.
- L. (The) University** - Tiffin University.

SECTION VII – CONDUCT POLICIES: CODE OF STUDENT CONDUCT

University Policies

Any student found to have committed or to have attempted to commit the following prohibited conduct is subject to the conduct sanction(s) outlined in the Sanction Section of the Code of Conduct

1. Academic Policies

Please refer to <http://www.tiffin.edu/academics/calcat/> for the most updated version of the Academic Bulletin.

2. Alcohol Policy

- a. Any of the following: possession, purchase, unlawful manufacture, distribution, dispensing, being under the influence, the unlawful use, or being in the proximity of alcohol or any alcohol containers by anyone under the age of 21.
 - b. Alcohol stored in common spaces (living rooms, common area fridges, etc.) if all residents in the apartment/house are not over the age of 21.
 - c. Abuse/Misuse: Consumption of alcohol that impairs a Student's personal health and/or safety, regardless of age.
 - d. Common Source/Keg: Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punch bowls, punch cans, beer balls, etc.) and/or keg.
 - e. Devices: Use and/or possession of mass consumption devices (ie. beer bong, funnels, etc.).
 - f. Mass Consumption: Participation in activities and/or drinking games (i.e. beer pong, water pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.
 - g. Public Intoxication: Public intoxication and/or drinking in public.
 - h. Underage Guests: Students that are of legal drinking age are prohibited from having underage guests (including Students) in the presence of alcohol containers of any kinds (whether empty or full).
 - i. Students may not possess or consume alcoholic beverages in any academic building, athletic event, including intercollegiate, club, or intramural practices or contests.
- 3. Disorderly Conduct:** Any conduct occurring when a Student is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior.

4. Drug Policy

- a. Any of the following: the possession, use, being under the influence of, furnishing, distribution, sale, or sharing of illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia.
- b. The distribution, use, or possession of prescription medication contrary to a valid prescription.
- c. All medication, prescription or otherwise (including vitamins, etc.) must be kept in its original container or packaging.
- d. Marijuana, including medical marijuana, is prohibited on campus regardless of age. Students with prescriptions for medical marijuana should contact the Office of Disability Services to register and develop a reasonable accommodation plan involving responsible off-campus use. Federal law, including the Drug Free Schools & Communities Act of 1989 continues to prohibit the unlawful possession, use, or distribution of marijuana and other drugs on college campuses, regardless of state law.

Drug Testing Policy - Tiffin University maintains a drug free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances. We

encourage the physical and mental well-being of all our students, faculty, staff, and visitors to campus. Thus, Tiffin University has established the following policies:

Reasonable Suspicion Testing - A Student may be subject to drug testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing, at the expense of the Student, billed as a student-conduct related fee, if related to a student conduct case, may be required whenever the Office of the Dean of Students, or their designee, suspect or have reason to believe that a student might be engaging in the unlawful and /or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus.

Testing and Disciplinary Action - Drug testing will be conducted at a lab selected by Tiffin University and certified to conduct drug testing. A Student, who refuses to submit to a request for drug testing from an authorized University official, refuses to authorize the release of test results to the University, or tampers with a drug test sample may be disciplined up to and including dismissal from Tiffin University. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus, may result in disciplinary action. This action could include, but is not limited to, suspension or dismissal from the University. The University also reserves the right to mandate professional counseling and treatment programs for a student which may be at the expense of the student.

Amnesty Policy - Student health and safety are of primary concern to Tiffin University. As such, there can be times where Good Samaritan Policies or Medical Amnesty Policies apply to campus life. Sometimes, reporting parties or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. To encourage reporting, the University pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident in certain situations.

Actively assisting requires that an individual contact either the police, a representative of Student Affairs, Campus Security, or a Resident Assistant to assess the condition of the situation. The following situations would NOT be covered by the Amnesty Policy:

- Students waiting until the police or other authority arrive before seeking assistance
- Action by police or other law enforcement personnel
- Violations of conduct policies other than the alcohol policy
- Possession with the intent to distribute drugs

The intoxicated student and possibly those involved in helping the student will be required to meet with a member of the Office of Student Affairs who may issue educational sanctions that may include but are not limited to alcohol/drug education, counseling, or substance abuse assessment. In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization may be held responsible for violations of University policies. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations.

Assistance Animal Policy

Individual's Responsibility for Assistance Animal - If the University grants an individual's request to live with an Assistance Animal, the individual is solely responsible for the custody and care of the Assistance Animal and must meet the following requirements:

General Responsibilities

1. The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual's responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.
2. The owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by the University.
3. The owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Assistance Animal and/or discipline for the individual.
4. Tiffin University will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Assistance Animal; however, an individual with a disability may be charged for any damage caused by their Assistance Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the University's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a university-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence facilities. The university shall have the right to bill the individual's account for unmet obligations under this provision.
5. The owner must fully cooperate with University personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).
6. Assistance Animals may not be left overnight in University Housing to be cared for by any individual other than the owner. If the owner is to be absent from their residence hall overnight or longer, the animal must accompany the owner. The owner is responsible for ensuring that the Assistance Animal is contained, as appropriate, when the owner is not present during the day while attending classes or other activities.
7. The owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
8. The animal is allowed in university housing only as long as it is necessary because of the owner's disability. The owner must notify the Office of Disability Services in writing if the Assistance Animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the new animal must be necessary because of the owner's disability and the owner must follow the procedures in this Policy and the Reasonable Accommodation Policy when requesting a different animal.
9. University personnel shall not be required to provide care or food for any Assistance Animal including, but not limited to, removing the animal during emergency evacuation for events such

as a fire alarm. Emergency personnel will determine whether to remove the animal and will not be held responsible for the care, damage to, or loss of the animal.

10. The individual must provide written consent for the Office of Disability Services to disclose information regarding the request for and presence of the Assistance Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

Removal of Assistance Animal

The University may require the individual to remove the animal from University housing if:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others – not on speculation or fear about the harm or damages an animal may cause;
2. The presence of the animal results in a fundamental alteration of a University program;
3. The owner does not comply with the Responsibilities outlined in this policy; or

The University will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Office of Disability Services, Housing Operations, and Student Conduct and may be appealed to the Office of Equity, Access, and Opportunity/Section 504 Coordinator following the procedure set forth in University Civil Rights Resolution Policy. The owner will be afforded all rights of due process and appeal as outlined in that process. Should the Assistance Animal be removed from the premises for any reason, the owner is expected to fulfill their housing obligations for the remainder of the housing contract. (This policy was adopted from USA vs University of Nebraska at Kearney, et. al.) For additional information, please refer to the Assistance Animal Policy and Agreement in the Office of Disability Services.

Anti-Hazing Policy

As an educational institution, Tiffin University has a special set of interests and purposes essential to its effective functioning. These include:

- the opportunity for students to attain their educational objectives;
- the creation and maintenance of an intellectual and educational atmosphere throughout the University;
- the protection of the health, safety, welfare, property, and human rights of all members of the University and the safety and property of the University itself

The University has a clear responsibility in the area of student conduct to protect and promote the pursuit of its goals.

Furthermore, Tiffin University maintains autonomy over campus organizations. Initiation into campus organizations, athletic teams, and other activities undertaken by such organizations or individuals must be consistent with the stated purposes of the organizations and the educational mission of Tiffin University. Any activities that may be construed as hazing are specifically and unequivocally prohibited. This policy applies to any campus, academic, athletic, music, extracurricular, and student groups or

organizations.

Examples of hazing include, but are not limited to the following:

- Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. ***Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.*** [Note: this incorporates some of the language in Ohio Rev. Code § 2903.31 (the criminal definition of hazing). The failure to intervene sentence is also helpful because Ohio statutes create civil liability for recklessly condoning the conduct or failing to report under certain circumstances. See R.C. § 2307.44 (civil hazing liability); see also R.C. § 2921.22 (criminal liability for failing to report a felony).

Any individual or organization suspected of authorizing or being complicit to hazing will be subject to investigation through the established Tiffin University Code of Student Conduct. Any individual or organization suspected of hazing may face legal ramifications as well. Any active member, pledging or new member, advisor, faculty, staff, coach, or director is expected to report possible incidents of hazing. Failure to report incidents of hazing after being made aware of the possible hazing, is a violation of this policy.

*Retaliation for Reporting Hazing: Retaliating against individuals or groups that report hazing is prohibited under the University Retaliation Policy.

Bullying and Harassment Policy- (outside of protected classes considered under Title IX)

Intimidation/Harassment, Bullying, or Cyber-Bullying

- Any intentional written, verbal, electronic, or physical act toward another on more than one occasion, that causes mental or physical harm and is sufficiently severe, persistent, or pervasive that causes an intimidating, threatening, or abusive environment for the harassed.
- It fosters a climate of fear and disrespect that may seriously impair the physical and/or psychological health of its victims by the creation of conditions that negatively affect learning, thereby undermining the ability of another to achieve their full potential.

Harassment is repeated, persistent, severe, or pervasive actions directed toward specific individual(s) with the intent or effect to harass, harm, or alarm, including attempted or threatened physical contact, or acts that create the reasonable apprehension of unwanted contact.

Complicity Policy

Tiffin University encourages an environment of self and peer accountability. As a result, complicity in a potential violation of the Code of Student Conduct is also a violation of the code. Complicity is condoning, supporting, and/or inaction toward any violation of the Tiffin University Code of Student Conduct.

Computer Network/Internet/Email Policies and Procedures

Please refer to <http://www.tiffin.edu/its/policy/> for the most updated version of the ITS Policies webpage.

Conduct System Abuse

Any act(s) by a person(s) that attempts to inhibit or disrupt the Tiffin University Student Conduct process. This includes but is not limited to: Attempting to influence the impartiality of a representative of a student conduct body or intimidation or harassment of witnesses.

Disorderly Conduct

Behavior that impairs or interferes with the orderly functions or processes of the University and/or the reasonable safety, security, or use of members of the University community.

Disruption/Obstruction

Disruption or obstruction of teaching, administration, research, or other University activities and/or the unauthorized performance of duties/tasks of University personnel or contractors.

Emergency Equipment Policy

Tampering, damaging, or inhibiting the use of emergency equipment in any residence spaces is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, sprinkler systems, fire hoses, fire doors, exit doors, exit lights or panels, door alarms, electronic emergency alert systems (including RAVE) or any other emergency equipment.

Failure to Comply

Students are advised that the University expects full cooperation, respect, and honesty with University officials, Tiffin University Security, Tiffin Police, Seneca County Sheriff's Deputies, civil officers, or Residence Life at all times. The failure to act in such a manner results in formal disciplinary action. This includes, but is not limited to when a student:

- Is being contacted by a Student Conduct Hearing Officer in regard to a conduct meeting and does not report.
- Is assigned a sanction as a result of a conduct meeting and does not complete it within the given deadline.
- Is asked to identify themselves to Residence Life, Campus Security, and/or other University officials.
- Is uncooperative, disrespectful, or evasive toward University Officials (including RAs and Campus Student Security).

False Information

Providing false information to a University official, Residence Life staff member, Campus Security, law enforcement officer, or to the University is prohibited. Additionally, the falsification of any University documentation is also prohibited.

Gambling Policy

Ohio law defines a "game of chance", i.e., gambling, to be "poker . . . or other game in which a player gives anything of value in hope of gain, the outcome of which is determined largely by chance." Under Ohio law, when a person pays to play a game of chance (including poker) in hopes of winning a prize, the game qualifies as illegal gambling. To avoid having your event qualify as illegal gambling one of the following conditions must be met:

- Participants do not pay anything or give anything of value to participate in a game of chance.

- All those in attendance at your event pay to enter, and the game of chance is part of a larger event (but not the focus of the event), prizes can be offered to the winners. No currency or items of value may be exchanged inside of the event. Organizations may use play money as long as each participant starts with the same denomination of play money.
- Participants pay to participate in a tournament but no prizes are provided. In this situation, however, all proceeds must either benefit a charity and/or your student organization.

Fire Safety Policy

Violation of local, state, federal laws, or campus fire policies including, but not limited to:

- Intentionally or recklessly causing a fire which damages University property and/or causes injury.
- Failure to comply with established evacuation procedures in the event of a fire alarm, including remaining in campus buildings during drills or alarms,
- Improper or reckless use of fire safety equipment; or
- Tampering with, or intentionally engaging fire alarms under false pretenses. Any of these actions can result in action from local action, as well as action from the University.
- Disruption or distracting others during the evacuation process.
- Smoke detectors are installed in each room, and as fire safety equipment, are not to be obstructed or tampered with in any way. A smoke detector that beeps about once per minute indicates that the battery needs to be replaced. Residents should notify their RA, AC, or the Office of Housing Operations of the need for replacement or other problems and should not attempt to change the battery themselves.

Harm to Others

Intentionally, knowingly, or recklessly endangering the safety or threatening the safety or well being of any person, including others, or their property.

Hoverboard Policy

Hoverboards are not permitted on Tiffin University's campus and property. The term "hover board" includes, but is not limited to: Self-balancing scooters, battery operated scooters, hands-free segways, and electric powered skateboards.

Retaliation

Retaliation is defined as taking an adverse action against an individual or subject an individual to conduct that has the purpose or effect of unreasonably interfering with educational experiences, work, or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further this policy, including but not limited to filing a complaint or being a witness in, or supporter of, or against a complaint.

Smoking/Tobacco Policy

Smoking and the use of tobacco or tobacco/nicotine delivery related products is prohibited in all campus buildings (including University Housing), University or University contracted vehicles, as well as outside spaces used by the University for University related events (i.e. athletic events). Smoking (electronic cigarette or tobacco products) or vaping is prohibited within a distance of 25 feet of entrances, exits, windows that open, and ventilation intakes that serve an enclosed area. Devices that are prohibited from use inside of campus facilities include but are not limited to cigarettes, cigars, pipes, all forms of

smokeless tobacco, clove cigarettes, and any other device that uses tobacco, such as hookahs, or simulate the use of tobacco such as electronic cigarettes or vaping devices. This includes stick, pen, pod, and any other types of nicotine delivery system (including JUUL devices).

Because of the fire hazard they present, hookahs are prohibited from being stored in residence facilities under the Prohibited Items Policy.

Theft

The theft of any property is prohibited. Additionally, the possession of any stolen property, or property obtained and/or used without permission of the owner is also prohibited.

Vandalism/Property Misuse Policy

Intentional or reckless damage, destruction, or defacement to Tiffin University property (including signage and/or bulletin boards), or to property of any Student/faculty/staff and/or guest's property is strictly prohibited.

Weapons Policy

The possession or use of firearms, pellet guns, bows, and arrows, slingshots, fireworks, illegal knives, stun guns, or any objects that can be used with the intent to endanger student welfare and safety is strictly prohibited on Tiffin University campuses and at all University-sponsored functions. This also includes objects that may resemble weapons such as water pistols or toy pistols such as nerf guns or other toy weapons or anything made to resemble a weapon. Students that violate this policy will be subject to disciplinary action and/or criminal action. The laws of the State of Ohio are strictly followed by Tiffin University in regard to possession of weapons of any kind.

Concealed Carry - Students, staff, and/or visitors that have a concealed carry permit are strictly prohibited from possessing and carrying weapons on Tiffin University campuses, or at Tiffin University events, in accordance with Ohio Law. A concealed handgun license does not authorize a person to carry a concealed handgun on premises owned or leased by a college, university or other institution of higher education, unless the handgun is in a locked motor vehicle; or the licensee is in the immediate process of placing the handgun in a locked motor vehicle. [Note: this is from the text of R.C. § 2923.126.]

Title IX Gender-Based Discrimination & Sexual Harassment/Misconduct Grievance Policies & Procedures

Please refer to the most recent updated version of the Tiffin University Gender-Based Discrimination & Sexual Harassment/Misconduct Grievance Policies & Procedures for policies regarding Title IX. For more information on Title IX, please visit: <http://www.tiffin.edu/institutionaldiversity/titleix/>.

Residence Life Student Conduct Policies -

Bicycle Policy

Students may bring bicycles to campus. It is recommended that bicycles be secured in Students' rooms, or with high security shackle locks in bicycle racks located outside most residence facilities. Bicycles may not be stored in public areas, including stairwells, near exit doors, in living rooms of houses, etc.

Check-In/Out Policy (General Comments)

All residential Students are responsible for the condition of rooms and room furnishings. The University recognizes that there are differences in the conditions of the rooms in the various facilities. Similarly, the condition of the contents of each room varies. At check-in, it is important to review the general condition of the room and its contents including the quantity of furnishings in the room. Any concerns at the time of check in must be noted and communicated to the resident assistant assigned to that space so that appropriate maintenance requests can be submitted.

Entertainment Units Policy

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

Residents should not place speakers or subwoofers in/facing windows or turn the volume/bass to an excessive level. Outside antennas (including satellite dishes, etc.) are not permitted and will be removed at the cost of the student. Running an antenna wire to a metal window screen or architectural metal on a building is interpreted as an outside antenna.

Fireworks Policy

The possession and/or use of firecrackers or fireworks (including stink bombs and smoke bombs) are strictly prohibited in University buildings and on University property and are sufficient cause for disciplinary action.

Furniture Movement Policy

Furniture may not be removed from rooms without prior written authorization from the Area Coordinator. Students will be charged full replacement value for furnishings missing from their rooms at checkout. The addition of furniture made to the room should be with good judgment. Always consider the safety and availability of room exits. Metal hangers should never be placed over doors. They ruin the door, hinges, frame, and walls behind the door. Permanent furniture may not be altered or removed from its permanent location. Students may not move their room furniture to hallways or lounge areas. Furniture purchased by Students must be removed when they move from residence facilities. Students are charged for any personal furniture that must be removed by University personnel. Students are not to place beds together or utilize furniture that is reserved for a roommate or other occupant. Furniture designated for another occupant must be able to be used at a moment's notice. This creates an atmosphere that is not inviting for someone who may arrive later to find all of the furniture has been inappropriately utilized.

Games/Sports In the Hallway

For reasons of safety and sanitation, games and sports in hallways (water fights, corn hole, Frisbee, practical jokes, etc.) are prohibited within the residence facilities. Such actions may result in disciplinary sanctions and restitution.

Guest/Escort Policy

A guest is defined as a non-resident of a room or building who is present at the invitation of a Tiffin University Student or is received by a Tiffin University Student. Residents are responsible for the behavior of their guests at all times and are required to escort them when inside the residence facilities. Guests who are Students of Tiffin University share responsibility for their behavior with their hosts.

Hosts are required to inform guests of all pertinent University regulations. The host assumes financial responsibility for any damage that may occur. Residence life staff, Campus Security, and University officials reserve the right to remove guests from the building if their behavior is inappropriate or constitutes a violation of university policy or regulations. Students are permitted to have overnight guests in their rooms though guests are not permitted to sleep in residence lounges/living rooms. Guests age twelve and under may stay in rooms with their hosts, but Students must have the permission of the Office of Student Affairs. A Student wishing to host a residential Student or other guest must acquire permission from roommate(s) prior to a guest's arrival. You may not pressure or force your roommate(s) to tolerate the presence of a guest against their will. The rights of the roommate(s) and floor/hall members must be respected at all times. An overnight guest may stay for no longer than three consecutive nights per visit within a seven day period (this also applies to Students who reside in a single room) unless the Area Coordinator grants special permission. An overnight guest may not circumvent the policy by leaving for a day and then returning for an additional stay. Overnight guests may stay a maximum of 3 days per week (consecutive or otherwise) unless given explicit and documented permission from a professional staff member within the Office of Residence Life and Housing. An extended pattern of visitation may lead to immediate removal of the guest/visitor.

If a staff member has reason to believe that a resident is cohabitating, the Area Coordinator should be informed immediately.

Escorts - Visitors entering a residence facility must be escorted at all times. A guest may not occupy your room or common area when you are not also present. Visitors who are unescorted may be asked to leave the residence facility immediately.

Health/Safety Hazard

Students are responsible for maintaining a safe and healthy living environment in both their specific residence facility (in residence halls, houses, and apartments) as well as in the common areas, bathrooms, and hallways of their housing units and the Tiffin University campus in general. Should Students create an environment either intentionally, maliciously, or unintentionally that creates an unhealthy, unsanitary, or hazardous environment for others, they will be subject to action through the Student Conduct Process. This includes but is not limited to propping exterior and interior doors to residence halls, houses, and apartments.

Laundry Policy

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

Ledges/Roof/Fire Escape Policy

Students are not allowed on ledges or roofs of any buildings at any time. Fire escapes are to be used only during drills and alarms. There is to be no furniture moved out onto a roof or ledge at any time.

Loft/Bunk Policy

No homemade or purchased lofts may be used in the residence facilities. Many of the beds on campus can be lofted off of the provided wardrobe. If a resident wishes to loft their bed, the RA must be notified and a maintenance request will be made. Residents should provide a time that they will be available and

present in order for maintenance to know which furniture is to be utilized. Residents must be present for this process unless specifically instructed otherwise by Maintenance or Housing.

Lounges - Furniture/Television/Microwave Use Policy

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

Below are rules that should be followed in the common areas on campus. These are basic and can be supplemented at the discretion of residence life staff members in that area.

- TV must be kept on low volume
- Voices must be kept low
- No sleeping is permitted
- No rowdy or drunken behavior is permitted
- Staff members have the authority to ask people disregarding these rules to leave.

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

Maximum Occupancy Policy

Each student is allowed no more than two guests in their living unit at a time. For example, a double residence hall room can accommodate the two residents who live there as well as four total, non-overnight guests.

Noise/Quiet Hour Policy

Residence facilities should maintain reasonable quiet hours at all times because they are primarily educational facilities. At all times certain obvious activities are to be avoided, such as playing musical instruments, radios, and stereos, at objectionable levels, and any other activity that distracts from studying and disturbs other residents. Courtesy hours exist 24 hours a day, which means that anyone may ask another person to decrease the noise level as a courtesy with a reasonable expectation for compliance.

During designated quiet hours, audio/visual equipment (e.g. stereos, TVs, gaming systems) must be used at a low volume, with headphones, or with the room door closed, so they are not heard outside the room or living unit. During courtesy hours, this equipment should be used at moderate volumes so as to not disturb others from sleeping or studying. The University reserves the right to remove any items which are repeatedly used in a manner disturbing to other residents.

Quiet hours may be adjusted, with the approval of the Housing and Residence Life Office.

Specific quiet hours are maintained from 11:00p.m. to 10:00a.m., Sunday through Thursday and 12:00a.m. (Midnight) to 12:00p.m. (Noon), Friday and Saturday. Each living unit may establish quiet hours beyond this time. If a Student has a complaint about noise during quiet hours, the owner of the disturbance should be contacted first. If satisfaction is not obtained, then the Resident Assistant should be notified. Twenty-four hour quiet hours are mandatory during the final week of each semester.

Pet Policy

Fish are the only pets allowed in residence facilities and fish are the only inhabitants permitted in an aquarium (no greater than 10 gallons). For health reasons and potential damage to the facilities, no other pets of any kind are allowed in residence facilities at any time. When considering whether to have fish, Students should be aware that during break periods, electrical items are unplugged, and residence halls are closed so that care and feeding are disrupted. If a resident is found to have a pet other than a fish, Students will meet with a Student Conduct Hearing Officer to discuss the incident and a fine of \$200 per day may be administered for the time the pet was on campus.

Exceptions to this policy will be made for students that have Assistance Animals and Service Animals through the Tiffin University Office of Disability Services. All Assistance Animals must be registered with the Office of Disability Services prior to being brought to campus. Students who have not registered their animals with the Office of Disability Services may be found in violation of the University Pet Policy. Animal negligence or abandonment by any student, including animals that are not approved as Assistance or Service Animals, may still be subject to disciplinary action from the Office of Student Conduct.

Posting Policy

Posted or distributed materials do not necessarily reflect the opinions of Tiffin University.

The Director of Student Engagement or designee must approve materials distributed through campus mail. Any materials from off-campus businesses or organizations will not be distributed through the mail. They may however be posted on campus bulletin boards or distributed to central locations within the campus center and academic buildings with prior approval from the Director of Student Engagement or in their absence, the Dean of Students or designee according to the guidelines listed below. Materials posted in residence halls, campus houses, or campus apartments must be approved by a professional staff member of the Office of Residence Life or designee.

Sponsors of printed materials must boldly display their name on all said literature. Posters regarding sales, rental properties, job listings, etc. must identify the name of the sponsoring person in addition to the phone number and an expiration date for the information. Must also include a contact person to whom questions should be directed.

Posted Materials and Distribution - Posting is limited to designated bulletin boards provided by Tiffin University in public areas of academic buildings, the campus center, residence hall lobbies, television lounges, vending areas, etc.

Floors, table tops, trees, interior walls, exterior walls, lampposts, doors, windows, cars, trash receptacles, signposts, and telephone poles are NOT designated posting areas. (Areas around individual offices and residence hall rooms may be excluded - check with the Director of Student Engagement or

designee if there is a question).

- Permission for any exception to this policy must be obtained from the Director of Student Engagement, the Dean of Students or their designee.
- Only registered campus organizations and college departments may post materials in classrooms.
- One piece of printed literature per event will be allowed in any one designated posting area.
- All posted literature is to be removed by the sponsor within 24 hours following the conclusion of the event.
- Posters and other printed literature other than banners will be limited to dimensions of 11" x 17" or smaller unless authorized by the Director of Student Engagement.
- Other equipment such as easels, tables, and chalkboards are available through the Gillmor Student Center for special displays or for use in rooms where bulletin boards are unavailable.
- Yard signs are not permitted on University property.
- Large signs, banners or displays of any kind may not be posted outside of campus buildings without prior approval of the Director of Student Engagement or in their absence, the Dean of Students.

Prohibited Appliance/Items Policy

Possession of the following items in University residence facilities, including all residence halls, houses, and apartments is against policy. Some of these items constitute a serious fire hazard; others invite either rodents or potential damage to physical facilities.

Air conditioners	Electric fryers/frying pans/Airfryers	High wattage spot/flood lights	Oil lamps
Broiler/toaster/convection ovens	Electric heaters	Hoverboards	Portable Dishwashers/Garbage Disposals
Candles	Electric saucepans	Hot plates	Potpourri burners
Crock pots/Rice cooker*	Electric skillets	Lava lamps	Sun lamps
Dartboards	Grills	Live holiday trees	Toasters*
Tattoo gun/machine/utensils	Spray paint	Incense	Smoke Machines
Devices that interfere and/or extend wireless networks	Halogen lamps	Microwave ovens	Wax heaters (including "Scentsy" type or cosmetic wax)

**Toasters, Crock pots, and Rice cookers are permitted in units that are provided with a stove.*

This is not an exhaustive list of the prohibited items that are not suitable for use in residence facilities. The Area Coordinator must approve any appliance not included in these lists before usage. All appliances used in the residence facilities must have the original Underwriter's Laboratory seal. If an unapproved appliance or item is found in a resident's space, the item is confiscated and the owner will be required to go through the Student Conduct Process.

Refrigerator Policy

Refrigerators are permitted in residence hall rooms, and must be 3.2 cubic feet in size or smaller. For ventilation and sanitation purposes, all refrigerators must be located in an open space, outside closets. During break periods, refrigerators must be emptied, defrosted, unplugged and left standing open. The University reserves the right to inspect refrigerators to ensure they meet proper specifications and are in good condition.

Room Damage Policy

Students are responsible for any damages that occur to their room, or to university property within their room. This includes any damages caused by guests or other Tiffin University Students. Additionally, students are not permitted to remove or alter fixtures or furniture of the room such as doors or attached tables.

Room Decoration Policy

Excessive paper is considered a fire hazard. The placement of posters, signs, etc., outside Students' rooms is limited to the exterior side of the room door. Students are not permitted to attach items to the walls outside their rooms. Nails, thumbtacks, tape of any kind, and other items (decals on mirrors and doors, etc.) which damage any paint or wood surfaces are not permitted.

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

Room Access Policy

Students are prohibited from entering spaces in which they have not been given permission by the designated resident of that space.

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

Improper/Unauthorized Room Change Policy

All room changes must be made with the approval of the Office of Housing and Residence Life. Any room change that takes place without permission of Housing and Residence Life are against policy. This includes moving into an otherwise unoccupied, moving into a room before the check in date, or staying in a room after the checkout date without permission. Those found to be non-compliant or occupying a space other than their own may be charged for all rooms affected by the unapproved room change.

Room Windows/Screen Policy

Residents may not remove the screens from their room windows or other windows at any time, nor take any action that may damage the windows or screens. Residents should notify the Resident Assistant if their windows or screens are in need of repair. If screens are missing from individual rooms at the end of the academic year, damage assessments are made to those Students who occupied the room. Failure to

keep screens in place results in disciplinary action, including a fine. It is against policy to use a window as a point of entry or exit in any situation other than an emergency.

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

Solicitation

No Students or other outside individuals or groups are allowed to go from door to door in the residence halls selling or soliciting information or goods. Outside vendors may leave information in Student Affairs that can be made available to Students or posted on a common residence hall bulletin board.

Subletting Policy

The parties that sign a Housing Contract (the Student and the University) do not intend that an estate, a tenancy, or any other interest in the property should pass from the University to the student, nor is it intended that a usufruct (a right to enjoy something that belongs to someone else) be granted to the student. Instead, it is the intention of the parties that the relationship between the University and the student be that of licensor and licensee and that the sole right of the student to use their assigned room as a living unit shall be based upon the license granted in this contract.

In the sole discretion of the University, upon any violation of this license agreement, University rules and regulations, on-campus housing policies, federal/state/local laws, or if, in the University's sole discretion, the health, safety or general well-being of the resident or others is threatened in any way, the resident may be provided with the opportunity to remedy the violation, may be immediately evicted and/or may be referred for action through the Student Conduct Process. In the event that a resident is provided with the opportunity to remedy the violation and fails to do so to the University's satisfaction and within a reasonable time period, the resident may be immediately evicted and/or referred for action through the Student Conduct Process.

Student Organization Conduct

Please refer to the most recent updated version of the Tiffin University Student Organization Handbook for policies on Student Organization conduct.

SECTION VIII – STUDENT CONDUCT PROCESS - (FOR TITLE IX PROCESS, PLEASE SEE PART II)

- A. Notice of Incident and Documentation of Alleged Violation of Code of Student Conduct** - The first step in the Tiffin University Student Conduct process is documentation of an incident that is an alleged violation of the Student Conduct Process. This documentation can be completed by university officials (such as professional residence life staff, resident assistants, and/or TU Security). Additionally, any person may file a complaint against a Student or a Student Organization using the following link:
<https://publicdocs.maxient.com/incidentreport.php?TiffinUniv>.

Once an incident is documented, a Tiffin University Student Conduct Administrator will assign the incident to a Student Conduct Officer. If there is insufficient evidence of a potential violation of the Code of Student Conduct, the case will be dismissed. If there is enough evidence of a

potential violation of the Tiffin University Code of Student Conduct, a case will be created. If there is a community standards concern that does not meet the level of a policy violation, the Student Conduct Hearing Officer may require the student to meet for a Community Standards Concern Meeting. *Certain policy violations, including prohibited items (low level) may be handled through the use of the University's Informal Resolution Process.*

Informal Resolution Process - Upon determining that the complaint is appropriate for further processing, the Office of Student Conduct will contact the student or student organization. The respondent will be offered an opportunity to participate in a virtual informal resolution process, where the student may accept responsibility for low-level violations without the need for additional hearings.

There are three possible results at this stage:

1. The respondent is found to have no responsibility and/ or that there is insufficient basis to proceed against the respondent. If that occurs, the case does not proceed to a hearing; or
2. The respondent accepts responsibility and appropriate sanction(s) is/are agreed upon. If that occurs, the case is considered informally resolved; or
3. The respondent does not accept responsibility and the conduct officer determines that the complaint warrants a hearing. If that occurs, the case proceeds to a formal hearing before a University hearing officer.

Once an informal resolution is reached, the decision is final and will only be revisited based on applicable appeal guidelines set forth in the Student Conduct Process. Please see Outcomes and Appeals (pg. 38) for additional information regarding the appeal process.

Community Standards Concern Meeting - There are times where a student behavior concern is made known to a conduct officer, either via submitted incident report, or other channels of communication. Often these behaviors may not constitute a policy violation, but can negatively impact the community. At the discretion of a Student Conduct Hearing Officer, a Student may be required to attend a Community Standards Concern Meeting.

Community Standards Concern Meetings are designed to provide a forum for informal conflict resolution and/or an opportunity to address concerning Student behavior. Additionally these meetings provide an opportunity to remind Students of Tiffin University policy/procedures, and expectations.

B. Interim Measures

Interim Suspension - In certain instances, the Dean of Students or Designee may suspend a Student or Student Organization in the interim, until such time that the Student Conduct Process can be completed. An Interim Suspension will be enacted to ensure the safety and well-being of the Tiffin University community and property, as well as the physical and/or emotional well-being of any Student(s) or Student Organization(s) involved. Additionally, an Interim Suspension may be put into place if the University learns that a student is undergoing criminal investigation for a serious offense. Interim Suspensions are not subject to appeal.

Other Interim Measures:

- **Interim Housing Relocation** - Relocation within Tiffin University Housing at the discretion of the Student Conduct Hearing Officer until Student Conduct Processes can take place, and/or it is determined that said Student can return.
 - **Interim Housing Removal** - Removal from Tiffin University at the discretion of the University Officer for a period of time until Student Conduct Processes can take place and/or it is determined that said Student can return.
 - **Interim Loss of Privilege** - Suspension from University sponsored events, sports, clubs, organizations, or other activities until Student Conduct Process can take place and/or it is determined that said Student can resume participation.
 - **No Contact Directive** - In sensitive situations, Students may be given a No Contact Directive. The No Contact Directive prohibits Students from contacting other parties involved in alleged incidents.
- C. Student Conduct Hearing Scheduling** - Once a case has been created, the Student Conduct Hearing Officer will contact the respondent (as well as any potential witnesses) via email through the Maxient Student Conduct System. This email will contain any alleged violations of policy, conduct hearing times, and contact information for the appropriate Student Conduct Hearing Officer. Once this date has been established, Students may also receive letters via email using the Maxient system to re-inform them of:
- The alleged policy violations;
 - The assigned Student Conduct Hearing Officer
 - The date, time, and location of their hearing. Should a Student fail to attend their Student Conduct Hearing, a Failure to Comply charge may be added to the Student's alleged policy violations
 - Schedule changes, which can be made per the discretion of the conduct officer based on academic reasons only.

A Student can be placed on Disciplinary Hold for failure to schedule or appear for a Student Conduct Hearing. Once on Disciplinary Hold, a Student cannot register for classes or receive transcripts from Tiffin University. To have the hold lifted, the Student must attend a Student Conduct Hearing.

- D. Student Conduct Hearing Process** - Student Conduct Hearings are developmental at their core. Student Conduct Hearings provide the university the opportunity to investigate alleged policy violations, and serve as an opportunity for Students to present any information and/or their perspective of alleged policy violation(s). Students also learn about their rights within the process, policies and procedures, and potential sanctions, should Students be found responsible. Also, a respondent is permitted to have a support person accompany them to a Student Conduct Hearing. A support person is not permitted to verbally participate in the proceedings or argue the case for the Respondent.

Failing to appear for a hearing may result in the Student Conduct Hearing Officer conducting a hearing and determining an outcome and/or sanction without the benefit of the Respondent(s) and/or Witness participation. Additionally, failing to appear may result in documentation for the Failure to Comply Policy.

After the hearing has concluded and the Student Conduct Hearing Officer has met with all

involved parties in a case, the assigned Student Conduct Hearing Officer will adjudicate the case.

- E. Outcomes and Appeals** - All student conduct hearings are adjudicated using the “preponderance of evidence standard.” Next, the respondent(s) will be notified of the outcome of their case via Maxient email. This email will contain determinations for all alleged policy violations (either “responsible” or “not responsible”), as well as any sanctions levied (if applicable), and an outline of the appeal process.

Appeals Process - Students who have been found responsible for a violation may request an appeal of the finding(s) or sanction(s) adjudicated in their case to the Office of Student Conduct. Requests for appeal must be made within three business days of the original outcome letter being sent. It is the discretion of the Office of Student Conduct to either approve or deny Appeal Hearings.

Appeals Responding individuals and/or reporting party have the right to appeal the decision if;

- 1. A procedural error occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.)
- 2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision. In this case, the Director or Assistant Director of Student Conduct will review with the conduct officer and render a recommendation (if applicable). Disagreement with the investigation findings or determination is not, by itself, a ground for appeal

The avenues for appeal are:

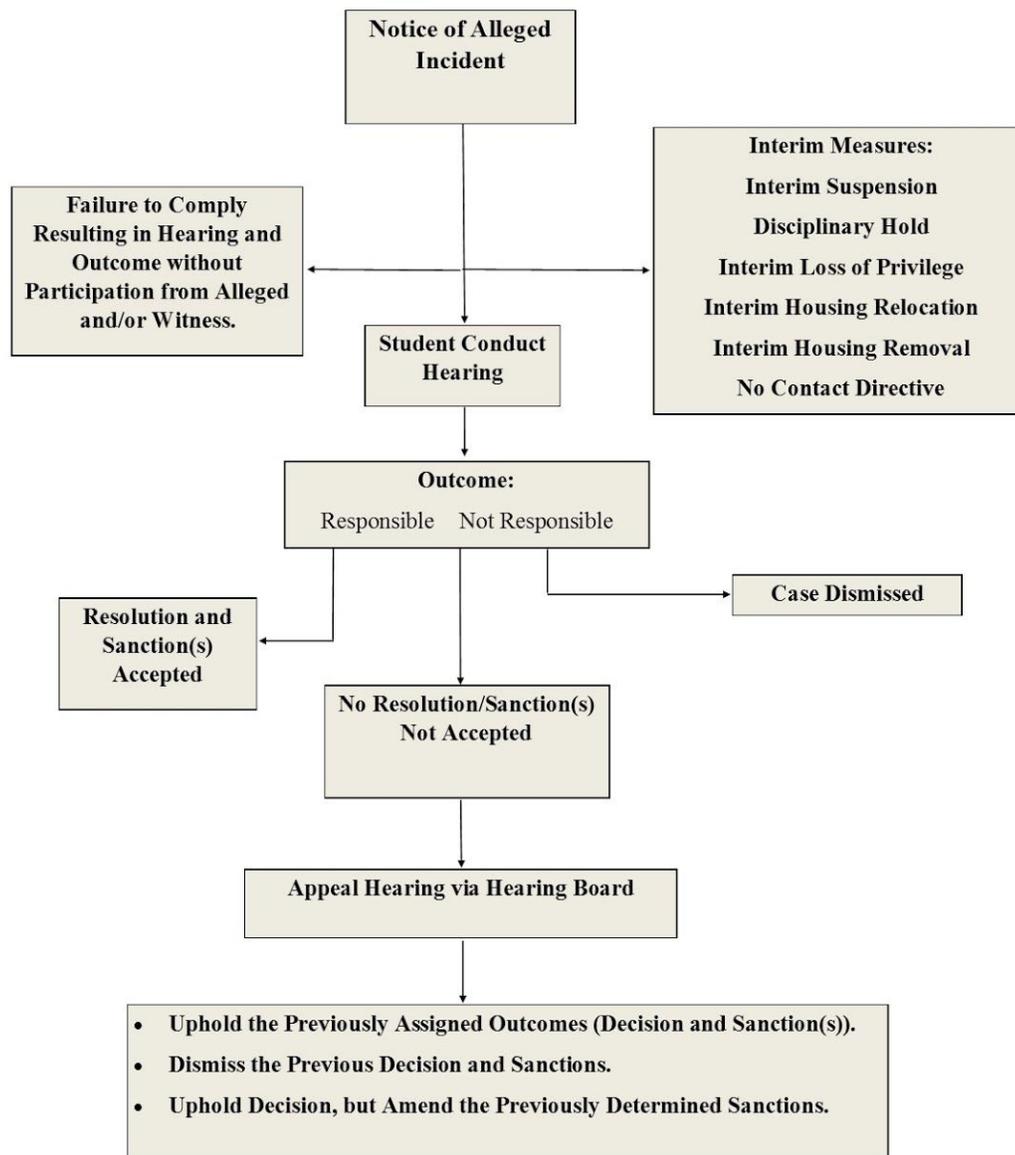
- Appeal Hearing via Hearing Board - Students have the option to request an Appeal Hearing before a Hearing Board. The makeup of an Hearing Board is as follows:
 - Hearing Boards are comprised of 4 members:
 - One Tiffin University Faculty Member
 - One Tiffin University Staff Member
 - One Student
 - One Full-Time Conduct Hearing Officer without prior involvement in the case to chair the hearing board. The chair of the committee does not vote on the outcome.

All members of the Hearing Board receive Appeal Hearing Board training from the Office of Student Affairs. Students may formally object to the participation of any voting member of an Appeal Hearing Board. All objections will be reviewed and approved or denied by the chair of the committee.

Outcomes - Appeal bodies can:

- Uphold the previously assigned outcomes (decision and sanctions);
- Dismiss the previous decision and sanctions;
- Uphold decision, but amend the previously determined sanctions.

F. Tiffin University Student Conduct Process Flowchart



SECTION IX –SANCTIONS & OUTCOMES DEFINED

The following are Tiffin University sanctions that may be assigned as a result of a Student being found responsible for violating the Tiffin University Code of Student Conduct. Sanctions may be assigned independently or in combination with other sanctions listed. Sanctions can be assigned to individual Students, teams, groups of Students, or Student organizations. For more information on group sanctioning please see the end of this Section.

- A. **Campus Accessibility Restriction** - A temporary or permanent restriction of access to certain campus areas, properties, buildings, living units, public spaces, parking lots, activities, etc.
- B. **Community and/or University Service** - Completion of a designated number of hours of service

on campus or in the community.

- C. Disciplinary Probation** - A status set by a University Officer for an established amount of time where any further violation of the Code of Student Conduct will result in further sanctions and/or jeopardize the Student's status with Tiffin University.
- D. Dismissal** - The permanent separation of Tiffin University and a Student. Any Student that is dismissed is not permitted to be on campus, unless given prior permission from the Dean of Students. Students found to be in violation of their dismissal may face legal action by the University.
- E. Educational Sanction or Assignment** - Educational Sanctions and/or Assignments are designed to assist in the development of students found responsible for violating the Code of Student Conduct. Examples of Educational Sanctions or Assignments include, but are not limited to: Paper assignments, bulletin board creation, Reslife.net, and the Tiffin University Community Standards workshop (for more information, see Item P.)
- F. Housing Sanctions or Restrictions** - The University reserves the right to remove anyone from housing immediately should circumstances warrant it. This action can be temporary or permanent. Once a person has been removed from housing or placed with restrictions, that person no longer has guest access to residential areas of campus. Housing Sanctions or Restrictions include:
 - a. **Housing Relocation** - Students may be required to relocate their housing arrangements.
 - b. **Housing Removal** - The immediate removal from Tiffin University Housing either permanently, or for a set period of time.
 - c. **Loss of Privilege** - The withdrawal of a privilege, use of a service, participation in a program, event, or activity for a set period of time. This sanction may prohibit a student or organization from participating in extracurricular or athletic activities.
- G. Meeting with University and/or Community Resources** - Meeting with a University employee, office, or community resource to learn about resources offered to support students at the institution or in the community.
- H. Monetary Fine** - Monetary fines may be imposed for any Student found in violation of the Code of Student Conduct. Additionally, Students may be fined for any damages that occur in incidents where Students are found responsible.
- I. No Contact Directive** - In sensitive situations, Students may be given a No Contact Directive. The No Contact Directive prohibits Students from contacting other parties involved in alleged incidents.
- J. Parental/Guardian Notification** - The University reserves the right to notify parents/guardians of dependent students regarding any student conduct situation as it deems necessary. The University may also notify parents/guardians of dependent and non-dependent students of alcohol and/or other drug violations (if the student is under age 21), of any health or safety emergencies, or of any involvement with law enforcement.
- K. Counseling Referral** - A student may be sanctioned to consult with a counselor for an assessment and any follow-up appointments that stem from that assessment. Responsibility for costs related to counseling may be placed on the Student. Failure to keep appointments will be documented separately as a Failure to Comply violation.
- L. Removal of Animal** - In instances where the Animal policy has been violated, an Emotional Support Animal or Service Animal may be removed from campus on either a permanent or temporary basis.
- M. Restitution** - A Student may be sanctioned to pay for damage to property, for personal injury expenses and/or other expenses. Students may also be required to complete restitution through

service. (For example: A student that intentionally vandalizes a bathroom could be sanctioned to assist Tiffin University Housekeeping Staff in cleaning efforts). Additionally, a Student can be sanctioned Restitution through community service.

- N. Suspension** - A set period of time in which the student is physically separated from the University for violations of the Code of Student Conduct. Certain requirements may be placed on the student that must be completed before the student may return to campus. Any student that is suspended is not permitted to be on campus, unless given prior permission from the Dean of Students. Students found to be in violation of their suspension may face legal action and further disciplinary action by the University.
- O. Tiffin University Community Standards Workshop** - A monthly educational workshop offered through the Office of Student Affairs. This workshop will focus on an in-depth look at policies and procedures, as well as the importance of being a responsible-minded community member of Tiffin University.
- P. Warning** - Students may receive either verbal or written warning as a result of being found in violation of the Tiffin University Code of Student Conduct. Any repetition of the same or similar behavior will result in further disciplinary action.

SECTION X – SANCTIONS, OFFENSES, AND OUTCOMES

Any student involved in a violation of Tiffin University Code of Student Conduct policies or other institutional policies will face action from the Student Conduct process, utilizing the following procedures which are subject to revision based on the nature of the incident, conduct history of the respondent, impact on the community, etc. Any repeated policy violation under the Student Code of Conduct may result in the increase of level of offense. For example, a second Level I offense may be considered a Level II offense.

Alcohol Sanctioning Guidelines - Incidents that result in:

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than two semesters, and \$200 fine.	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than one semester, and \$100 fine.
Second Offense	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, possible suspension from the University, parental/guardian notification, and \$250 fine.	Substance abuse assessment, disciplinary probation of no less than two semesters, possible housing sanctions or restrictions, parental/guardian notification, and \$150 fine.
Third Offense	Suspension from the University for no less than one academic year, housing sanctions or restrictions, parental/guardian notification and \$300 fine. Further violations may result in Dismissal from the University.	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and \$200 fine.

Drug Sanctioning Guidelines - Incidents that result in:

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than one academic year, parental/guardian notification, and \$300 fine.	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than two semesters, parental/guardian notification, and \$200 fine.
Second Offense	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, possible suspension from the University, parental/guardian notification, and \$350 fine.	Substance abuse assessment, disciplinary probation for no less than two semesters, possible housing sanctions or restrictions, parental/guardian notification, and \$250 fine.
Third Offense	Suspension from the University for no less than one academic year, housing sanctions or restrictions, parental/guardian notification, and \$400 fine. Further violations may result in Dismissal from the University.	Completion of outpatient substance abuse program, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and \$300 fine.

The above sanctions are guidelines. Sanctions may be increased or decreased on a case-by case basis, based on the nature of the incident, the impact on the community, and/or the Student’s disciplinary history.

At any time, the University has the right to consult with or turn over incidents to the Tiffin Police Department.

Other Policy Violations Sanctioning Guidelines

Level I Policy Violations	
Example Policy Violations:	
Bicycle Policy	Lounges – Furniture/Television/Microwave Use Policy
Complicity Policy	Media Copyright/Usage Policy
Entertainment Units Policy	Noise/Quiet Hour Policy
False Information Policy	Posting Policy
Fireworks Policy	Prohibited Appliance/Items Policy
Furniture Movement Policy	Refrigerator Policy

	Games/Sports in the Hallway	Room Decoration Policy
	Guest/Escort Policy	Room Key/Access Card Policy
	Health/Safety Hazard Policy	Room Windows/Screen Policy
	Hoverboard Policy	Smoking Policy
	Laundry Policy	Solicitation
	Loft/Bunk Policy	
Possible sanctions include but not limited to:		
	Apology Letter	Monetary Fine: \$50-\$150
	Campus Accessibility Restriction	No Contact Directive
	Community and/or University Service	Restitution
	Disciplinary Probation	Restorative Justice Session
	Educational Sanction or Assignment	Tiffin University Community Standards Workshop
	Loss of Privilege	Warning
	Meeting with University and/or Community Resources	Housing Sanctions or Restrictions

Level II Policy Violations		
Example Policy Violations:		
	Bullying/Cyberbullying	Incapacitation
	Coercion	Ledges/Roof/Fire Escape Policy
	Complicity Policy	Sexual Harassment
	Discrimination	Stalking
	False Information Policy	Vandalism/Property Misuse Policy
	Health/Safety Hazard Policy	
Possible sanctions include but not limited to:		
	Apology Letter	Monetary Fine: \$150-\$250
	Campus Accessibility Restriction	No Contact Directive
	Community and/or University Service	Meeting with University and/or Community Resources

Counseling Referral	Parental /Guardian Notification
Disciplinary Probation	Restitution
Educational Sanction or Assignment	Restorative Justice Session
Housing Sanctions or Restrictions	Tiffin University Community Standards Workshop
Loss of Privilege	Warning

Level III Policy Violations

Example Policy Violations:

Assistance Animal Policy	False Information Policy
Bullying/Cyberbullying	Fire Safety Policy
Coercion	Fireworks Policy
Complicity Policy	Incapacitation
Dating Violence	Retaliation
Discrimination	Sexual Assault
Disorderly Conduct	Sexual Exploitation
Disruption/Obstruction	Sexual Harassment
Domestic Violence	Stalking
Emergency Equipment Policy	Vandalism/Property Misuse Policy
Failure to Comply Policy	

Possible sanctions include but not limited to:

Apology Letter	Monetary Fine: \$250-\$350
Campus Accessibility Restriction	No Contact Directive
Community and/or University Service	Parental /Guardian Notification
Counseling Referral	Removal of Animal
Disciplinary Probation	Restitution
Dismissal	Restorative Justice Session
Educational Sanction or Assignment	Suspension

Housing Sanctions or Restrictions	Tiffin University Community Standards Workshop
Loss of Privilege	Warning

Level IV Policy Violations

Example Policy Violations:

Assistance Animal Policy	Fire Safety
Bullying/Cyberbullying	Fondling
Coercion	Harm to Others
Complicity Policy	Hazing
Conduct System Abuse	Incapacitation
Dating Violence	Retaliation
Discrimination	Sexual Assault
Disorderly Conduct	Sexual Exploitation
Disruption/Obstruction	Sexual Harassment
Domestic Violence	Stalking
Emergency Equipment	Theft
False Information Policy	Weapons Policy

Possible sanctions include but not limited to:

Apology Letter	Loss of Privilege
Campus Accessibility Restriction	Monetary Fine: \$350-\$450
Community and/or University Service	No Contact Directive
Counseling Referral	Parental /Guardian Notification
Disciplinary Probation	Removal of Animal
Dismissal	Restitution
Educational Sanction or Assignment	Suspension
Housing Sanctions or Restrictions	Warning

Level V Policy Violations	
Example Policy Violations:	
Assistance Animal Policy	Fire Safety
Bullying/Cyberbullying	Harm to Others
Coercion	Hazing
Complicity Policy	Incapacitation
Dating Violence	Retaliation
Discrimination	Sexual Assault
Disorderly Conduct	Sexual Exploitation
Disruption/Obstruction	Sexual Harassment
Domestic Violence	Stalking
Emergency Equipment	Weapons Policy
False Information Policy	Any offense or series of offenses which indicates that a student is a threat to the University community and others.
Possible sanctions include but not limited to:	
Campus Accessibility Restriction	Monetary Fine \$450-\$550
Community and/or University Service	No Contact Directive
Counseling Referral	Parental /Guardian Notification
Disciplinary Probation	Removal of Animal
Dismissal	Restitution
Housing Sanctions or Restrictions	Suspension
Loss of Privilege	

The above sanctions are guidelines. Sanctions may be increased or decreased on a case-by case basis, based on the nature of the incident, the impact on the community, and/or the Student’s disciplinary history. At any time, the University has the right to consult with or turn over incidents to the Tiffin Police Department.

SECTION XI – STUDENT CONDUCT RECORDS

Student Conduct Records are considered educational records of the University and are maintained by

the Office of Student Affairs in compliance with the 1974 Family Educational Rights and Privacy Act (FERPA).

The Family Educational Rights and Privacy Act of 1974 is a law, which protects Students' rights and privacy and the release of information about Students by educational institutions. Tiffin University policies regarding Student records are designed to operate within the provisions of this law.

In adherence with FERPA requirements, Students can request access from the Office of Residence Life to review their educational records (i.e. student conduct records). The Office of Student Affairs then will accommodate requests within 45 days on a case-by-case basis.

SECTION XII – IMPLEMENTATION AND REVISIONS

The Code of Student Conduct is implemented by Officials of Tiffin University. This Code will be reviewed annually, under the direction of the Office of Student Affairs. Tiffin University reserves the right to make changes to the Code of Student Conduct as deemed appropriately by University Officials. The most up to date version of the Code of Student Conduct can be found at

<http://www.tiffin.edu/campuslife/student-conduct/code/>. For questions or concerns regarding the Code of Student Conduct, contact the Director of Student Conduct.

PART IV – CAMPUS SERVICES OVERVIEW

Academic Advising

Tiffin Campus Undergraduate Academic Advisors provide information, awareness and exposure to college services and activities. Advisors promote student motivation and effectiveness so students are successful at Tiffin University. The Academic Advisor serves as the “go to person” for students and acts as a liaison for the student by providing information to multiple departments on Tiffin campus.

Academic advisors help students understand academic policies and procedures and assist students in selecting courses needed to meet graduation requirements. After registration, advisors review student schedules to ensure students are proceeding toward graduation in a satisfactory manner and take intentional steps to find solutions if problems arise.

Academic Advisors Provide:

- A main point of contact
- Drop-in advising year round and appointments during advising weeks
- Plan for Graduation (4-year plan)
- Undecided students—assistance with major and career exploration
- Provide unofficial Senior audits and applications for graduation
- Provide students with proper forms
 - dropping/adding classes
 - course substituting
 - midterm grades
 - requesting 6th class
 - change or addition of major or minor
- Review student schedules after grades are posted to ensure students are repeating failing classes and have met prerequisite requirements
- Outreach, presentations and scheduling of incoming first year and transfer students
- Assist in the outreach to students with attendance issues
- Campus events with admissions office and faculty mentor event
- A communication plan by phone, text, email or mail to inform students about upcoming deadlines and important information concerning
 - advisor and mentor information
 - Moodle information
 - academic calendar/refund policy
 - attendance policy and issues
 - information concerning advising weeks and registration
 - missing documents hold
 - reminder to view midterm and final grades
 - follow-up with students not scheduled
 - campus services and co-curricular
 - graduation

Disability Services

The Office of Disability Services supports the institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and

services in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. In addition, the office serves as a resource to the University community by providing consultation and advocacy services related to compliance.

Tiffin University is committed to providing equal opportunities in higher education to academically qualified students with disabilities who demonstrate potential for success in college and an inclusive workforce to faculty and staff with disabilities who demonstrate potential for success in the working environment. Individuals with disabilities will be integrated as completely as possible into the campus community. For that reason, the Office for Disability Services collaborates with and empowers individuals with disabilities in order to coordinate support services that enable equal access to an education and university life.

The application for service is available online at:

https://publicdocs.maxient.com/reportingform.php?TiffinUniv&layout_id=42

Direct questions to: Juli Huston, Coordinator for Disability Services, (419) 448-3021, hustonjr@tiffin.edu.

Bookstore

The Tiffin University Bookstore is a service facility operated by Follett for students, faculty, staff, families of students, and the community. TU branded merchandise, required textbooks, office supplies, and many other products are available in the book store.

All returns must have a receipt. A photo ID is required for check, credit/debit and student account charges. All merchandise must be in new and reusable condition, with the exception of used textbooks. New textbooks must not be marked, written in, damaged or soiled in any way. Any books that were purchased in plastic must be in plastic. Custom books and cases are non-returnable. For our full return policy, please check our website at bookstore.tiffin.edu. At the end of each semester the Bookstore will arrange for a BOOK BUYBACK which will be held in the Lower Lobby of the Gillmor Center, by the Bookstore.

Campus Security

Basic Responsibilities - The Campus Security Department is charged with first line responsibility to:

- A. Assure the safety of persons, including University employees and students, guest of and visitors to the Campus;
- B. Assure the safety, security, and protection of University property, including buildings, grounds, equipment, and other assets of the University, as well as non-University property located temporarily or permanently on University grounds;
- C. Respond to emergency situations or conditions and provide assistance or take actions appropriate to the crisis situation within legal limits of the department's authority.

Basic Duties - In fulfilling these three primary responsibilities (protection of persons, protection of property, and emergency-response services), the duties of Campus Security Members include, but are not limited to, the following:

- A. Patrolling campus grounds, either on foot or in an authorized University vehicle;
- B. Conducting regular checks and inspections to insure building safety and security;
- C. Reporting damage, malfunctions, faulty equipment or utilities, or any unusual or questionable or

- dangerous or suspicious conditions or activities anywhere on campus, indoors or outdoors;
- D. Assisting all persons to comply with University regulations, any University policies on campus, and state laws, including issuing parking citations when appropriate;
- E. Providing security coverage for special University functions;
- F. Providing crowd control when necessary;
- G. Responding to requests for routine departmental services (e.g., unlocking a classroom for a person authorized to enter or vehicle unlocks);
- H. Providing escort services for faculty, staff and students to promote safety.

Basic Authority

Citations- Campus Security members are authorized by the University to issue written citations for parking violations. Such citations may be issued to any person, employee or non-employee, student or non-student, who violates parking regulations on University property; and violators receiving such citations are subject to fines or other disciplinary actions by the University as specified in University regulations. Vehicles without the Tiffin University parking permit, vehicles that are parked in no-parking areas (in handicapped slots, in loading zones, beside fire hydrants, on grass, on sidewalks, etc.) shall normally have a parking citation issued and be subject to being towed at the owner's expense.

Identification Requests – Campus Security members are authorized to request to see the identification of any person on campus property, whether that person is an employee or non-employee, student or non student. Any University student who refuses to comply with a Campus Security member's request for identification is subject to disciplinary action by the University. If the person is a non-student or non-employee and fails to provide identification, that person will be requested to leave campus property and if they do not comply, Tiffin Police will be called.

Career Services

The Career Services Office, located on the first floor of Seitz Hall, offers a variety of services and resources. Visit us for assistance in choosing a major or career; improving resume and interviewing skills; job and internship search resources; preparing for graduate and professional school; and connecting with employers. Participate in our career center events and services and give yourself a competitive advantage in discovering your passion and achieving your career goals!

For more information, please contact either Mandi Hummel, Executive Director of Career Services or Celinda Scherger, Director of Career Development at careerservices@tiffin.edu

Club and Recreation Sports

The club sports program provides students with the opportunity to grow, learn, lead and experience athletic activities at the non-varsity level while still competing against outside competition. The goal is to develop programs that will enhance the college experience and foster a lifetime appreciation of the total development of the mind, body and spirit.

A majority of our club sports teams are members of leagues that travel and compete against other colleges. All club & recreational sport programs will be student lead with an advisor who will report to the Director of Club Sports. When there is a desire to initiate a new club activity, students must contact the Director of Club Sports who will then address all questions and concerns.

Some club and recreational sports will have required fees and expenses that will not be covered by the

budget. Participants or Teams are responsible for covering all outside fees and expenses not covered in the sport specific budget. Fundraising is suggested and is the responsibility of the club or organization and its members.

Dining Services

The University's dining services are operated by AVI Foodsystems. Cole Dining Hall is located in the Gillmor Center. The Dining Service staff desires the service to be pleasant and efficient and requests the cooperation of each person to observe common courtesies.

Students are expected to follow these rules:

- All students must present to the cashier a valid ID with a Bar Code identifying their meal plan choice upon entering the Dining Hall.
- The ID and meal plan is for personal use only and are not to be loaned, shared, transferred, or misused by other students.
- Meal plan identification barcodes must be obtained in the first week of school.
- All guests must pay on a cash basis.
- Shirts, shoes and appropriate clothing are to be worn in the dining room. University officials and AVI personnel may refuse service to anyone who does not comply with this policy.
- Students are to bring their plates, bowls, glasses and flatware to the dish/service area upon completion of meal for cleaning.
- Push in your chairs as you leave your table and remove all trash.
- Utensils or service-ware are not to be removed from the dining room
- Outside beverage containers are not permitted in the dining room
- The cafeteria provides all you can eat while in the dining room. It is the expectation that no food will be removed from the Dining Hall once the dining experience is completed. Theft from the Dining Hall will be investigated by AVI and the Office of Student Affairs and may be referred to further disciplinary sanctions.
- Students are limited to one entrée per trip to the serving line. Unlimited trips to the serving line are permitted. This procedure helps eliminate waste and keeps the food cost down.
- Radio and tape/disc players are not permitted in the dining hall.
- No use of cellphones in serving lines.
- Boxed lunches or other meals may be obtained from the Dining Hall under a normal meal plan
- Special meals including vegetarian options may also be prepared ahead of time by formally requesting an option through AVI.
- The Dean of Students reserves the right to exclude from the dining hall with no refund, permanently or temporarily, anyone who fails to comply with the regulations and/or for improper behavior. This includes but is not limited to vulgar language, fighting, and causing other disturbances. No member of the campus community, including staff of AVI, will be subject to harassment or bullying.

Hours of Operation (Subject to Change)

Monday – Friday		
	Open	Close
Breakfast	7:30am	10:30am
Lunch	11:00am	4:00pm
Dinner	4:30pm	8:00pm

Dinner (Friday Only)	4:30pm	7:00pm
Saturday – Sunday		
Brunch	11:00am	1:00pm
Dinner	4:30pm	7:00pm

The University and AVI reserve the right to make changes to the dining hall policies at any time during the year based on situations that may impact food service to students such as power outages, force majeure events, or University functions. This includes all camps and conferences and other entities on campus that are operated in conjunction with the University such as the Dragon. Dates and times may also be subject to change.

First-Year Experience

The Office of Student Success and First-Year Experience (FYE) assists incoming students with their transition to Tiffin University through programs, services, and resources designed to prepare and support them socially, personally and academically. Our goal is to coordinate first-year programming that significantly improves the college experience, enhances student satisfaction, and encourages engagement early in the collegiate career. These include the First-Year Interaction and Registration Experience (FIRE), Welcome Weekend held in August, Dragon Education Core (four-course sequence in general education curriculum), and other programs. Peer Mentors assist faculty and staff members who are teaching the DEC courses as a mentor to the students. All first-year students are assigned a First-Year Advisor (FYA) who provides focused attention on the success of students by providing quality and personalized academic planning and mentoring throughout their first year. The FYA serves as a main point of contact for all questions, concerns, and connections while promoting student motivation and holistic campus engagement. All first-year students meet with their FYA during their first year on campus to explore their academic and personal goals.

Health, Wellness, and Counseling Services

Health

Tiffin University Health Services will work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to educate about proper attitudes and habits regarding personal and community health. Tiffin University Health Services is generally staffed by a nurse practitioner or physician during hours of operation. Services available include diagnosis and treatment for common illnesses; routine preventive care; physicals; allergy shot administration; immunization counseling; mental health counseling referral; and sexually transmitted disease counseling, diagnosis, and treatment. The Health Services Clinic also carries a variety of health education materials. To contact Tiffin University Health Services or to schedule an appointment, please call 419-448-3429.

Wellness and Counseling

Tiffin University Counseling and Wellness Center is available to provide counseling services to its students. Referrals may be made by any member of the Tiffin University Community or via health care professionals from the University Health Services. The counselor on duty will make an assessment of the student's overall physical and mental state in order to make the appropriate counseling referral. The Office of Student Affairs (419-448-3264) will aid any student who may seek counseling, or may make counseling referrals for assessments that are in the best interest of the student and the university. Contact Dean of Students, Michael Herdlick: office 419-448-3582. Individual appointments can be

scheduled with the Director of Counseling and Wellness Services, at Counseling@tiffin.edu

Student in Crisis Situations:

In the event a student is in a state of crisis and requires immediate attention or intervention by counseling services, an immediate referral will be made to the University Counseling and Wellness Center. If the student is in crisis during the normal operating hours of the University Health Services, the student will be taken to the facility and placed under the immediate care of the health professionals. They will then make the necessary referrals for the specific type of counseling that is most beneficial to the student. If the student is in crisis outside of the normal operating hours of the University Counseling and Wellness Center, the Student Affairs Office will contact a health care or counseling professional on call to aid in making the necessary referral and/or aid in making the necessary wellness recommendation for the student's overall welfare.

The University may impose a leave of absence or require a student to live off campus after an individualized assessment by a licensed counselor. The assessment should consider whether there is a significant risk that the student will harm themselves or another and whether the risk cannot be eliminated or reduced to an acceptable level through accommodations. In addition, Tiffin University may require a release form from the respective doctor, attending physician, or mental health counselor before the student can attend classes or resume living on campus.

Referrals:

For students who are not in crisis situations, but who are deemed by the Director of Counseling and Wellness as someone who is in need of psychiatric services, the Director of Counseling and Wellness will make the referral or necessary mandatory requirement in order to aid the student with the issues they are facing. Some of these referrals may be part of a judicial sanction or an intervention and it will be necessary for the student to complete the assessment/counseling process to the satisfaction of the health care professionals in order for that student to continue to be enrolled at Tiffin University.

PLEASE NOTE: In all cases of counseling, information regarding the student will be kept confidential. Students who request general counseling services will be referred to the University Counseling and Wellness Center and it is up to the student to keep those appointments. All contact regarding counseling for those students will be between the University Counseling and Wellness Center and those students directly. The University Counseling and Wellness Center health care professionals will not offer any updates regarding those students to the administration, faculty or staff of Tiffin University, or to any parents unless the disclosure is deemed appropriate and authorized by law.

For those students who are referred through a judicial sanction or intervention for counseling services, the University Counseling and Wellness Center will confirm only that information that is deemed appropriate to the situation to satisfy the requirements of the sanction or intervention. Students in these situations may be asked to sign a release for partial shared further information as necessary. If a mandatory referral for the wellness of the student or for assessment purposes to ensure the safety of the student and others, only information regarding attendance at sessions may be shared between the University Counseling and Wellness Center and the Office of Student Affairs.

Counselors assist students with personal concerns on a one-to-one basis, but also by working with small groups. The following are some student concerns that counselors often address:

- Study skills enhancement and time management
- Strategies to overcome loneliness, depression, test anxiety

- Campus life or roommate concerns
- Coping with stress, relaxation techniques
- Becoming more assertive
- Sexual information or pregnancy concerns
- Alcohol and drug abuse concerns
- Decision making strategies
- Coping with death or divorce

All concerns are kept confidential. Doctors or counselors may refer a student to the Firelands Counseling Center (76 Ashwood Dr. Tiffin, OH 44883, 419-448-9440) in Tiffin or to a counselor or psychiatrist for more specialized concerns or medication concerns.

TU Identification Cards

All students are required to have a current identification card from Tiffin University. ID cards are used for identifying oneself as a TU student for the Pfeiffer and Tiffin/Seneca libraries, athletic events, student activities and other campus functions. In addition, ID cards are needed by the dining hall in order to utilize meal plans. A fee of \$35 may be charged for replacing a lost ID card.

Information Technology Services (ITS)

Tiffin University's Information Technology Services (ITS) Office offers the resources students need during their collegiate career, leading to your classroom success. Students on our main campus, studying at one of our regional campuses, part of our online community of students, faculty or staff member, can visit ITS for all of their needs related to ITS. The ITS department is located on the second floor of the Hertzner Technology Center, which includes the ITS Help Desk, staff, and student workers who assist with technology related issues and questions pertaining to account access, computers, printers, software and other technology related topics.

Murphy Academic Support Center

The Murphy Academic Support Center helps students become more effective and efficient learners. It provides access to in-person and online academic support with one on one peer tutoring services. Students may visit the center, located adjacent to the Pfeiffer Library, for individual or group tutoring. All tutors are trained to assist students with basic study skills challenges. Tutors have also demonstrated superior ability in certain subjects that enable them to provide help related to specific courses. The center also provides supplemental instruction to several core classes in English, math, and biology. This program is called PAL (Peer Assisted Learning). A student who has already successfully taken the class runs two one-hour study sessions each week to help support the students in each class. The center also proctors tests for students with documented disabilities and students who miss tests because of illness or athletic trips. Finally, the center is a place where students go to work on projects together, use the computer lab, complete study table requirements, or simply relax between classes.

Performing Arts (PAL-Performing Arts Laboratory)

Music

All Tiffin University students are invited to participate in music, visual arts, and dance. All TU students can take private vocal, instrumental, or turntablism and beat making lessons for academic credit, pursue a degree in Professional Music or Music Industry, a music minor, or take advantage of a variety of coursework in music business, performance, history, and theory. Regular non-credit monthly workshops

and seminars in popular music performance and music business are also open to all members of the Tiffin University community.

In conjunction with TU's degrees in Professional Music, Arts Administration and Music Industry, the TU Music Program gives experience and opportunities that mirror and prepare students for a career as a performer or in the music business. Students can serve on TU's Concert Production Team, which is responsible for the planning, promotion, and production of concerts on campus and at other local venues, or on the Visual Arts Team, which produces visual arts-related work on campus and in the community. These programs offer valuable practical experience for students majoring in professional music, music industry, arts administration, marketing, accounting or communication, and are great resume-builders for all students. For information, please call the Music Department at 419-448-3366 or email gig@tiffin.edu.

Theatre

Tiffin University offers students the opportunity to learn, demonstrate their talent, and become a part of its growing theatre program. With two main stage productions a year, students can learn or refine artistic skills in acting, stage managing, set constructing, set décor, sound effects, special effects, costumes, tickets, advertisement, or refreshments, to name a few. By enrolling in theatre classes or by contacting Aly Horn, Director of Arts Recruitment, students can become part of a close-knit team dedicated to producing lively and polished productions by such playwrights as Neil Simon, Noel Coward, Pat Cook, and A.R. Gurney. Students get hands-on experience, earn class or co-curricular credit, make new friends, and reap the rewards of bringing excellent productions to fruition. Scholarships are available to incoming first year students. For information, please visit the theatre website or contact Aly Horn at 419-448-3376 or HornA@tiffin.edu.

Dance Team

Tiffin University's Dance Team performs in support of university athletic events and in public events on campus and around the community. Members may perform in several different smaller dance ensembles that specialize in specific styles, and all members participate in regular classes in hip hop, jazz and lyrical dance. The Dance Team is coached by director Laura Schalk. For information, please call the Music Department at 419-448-3366 or email gig@tiffin.edu.

Pfeiffer Library

Pfeiffer Library provides the highest quality of information access to the Tiffin University community. As an OPAL and OhioLINK member, you have access to millions of books and articles physically or online for your scholarly and professional needs. The library as a place has computers and internet access; free black & white printing; free scanning services; immediate access to books, movies, and periodicals; study rooms for group and independent work; and friendly librarians that are happy to help. You can reach the library at 419-448-3435 or at Library@tiffin.edu.

Library Barcode

You will need a barcode number to borrow library materials and to access material online when off-campus. You can get a barcode at the circulation desk with your University ID.

Finding Materials

The best way to find research, scholarly materials, or library materials is through DragonQuest. DragonQuest meta-searches most of Tiffin University's subscription databases. It will locate materials available online, available at Pfeiffer Library, and/or available via OhioLINK. The DragonQuest search box

is centrally located at <http://www.tiffin.edu/library>.

- Individual database/catalog listings can be found at <http://libguides.tiffin.edu/az.php>.
- Looking for search hints? Visit to <http://libguides.tiffin.edu/>.
- Can't find what you need? Contact the Reference Librarian, Catie Carlson, at CarlsonC@tiffin.edu.

Borrowing Physical Materials

Your university ID is required to borrow any material from the library; however, it is not required when returning the material. All borrowed material will have a due date, which may be eligible for renewal. Any material not returned, returned after that due date, or returned damaged will be subject to fines.

- To avoid fines, patrons may view and/or renew items at <https://cat.opal-libraries.org/patroninfo>, or visit the circulation desk.
- Circulation policies and information about fines can be found at <http://libguides.tiffin.edu/circulation>.

Complete information about all Pfeiffer Library services and policies can be found at <http://www.tiffin.edu/library>.

Residence Life and Housing Operations

Our mission is to support the Tiffin University community by providing affordable residential facilities that empower our students to achieve holistic success. We strive to offer living environments that inspire academic achievement, student involvement, personal, and professional development, while focusing on community, safety, wellness, inclusion, and respect. Residence Life aspires to develop students who want to be civically engaged, professionally focused, and life-long learners.

- At Tiffin University, we believe in the development of independent decision-making skills. This process is an important part of the family style approach to small group living, as well as the traditional congregate living options. Tiffin University is committed to providing an excellent residence life experience for all students regardless of national origin, race, ethnicity, creed, sexual orientation, or gender identity, or any other characteristic protected by law.
- The keyword to campus living is community. Community provides an excellent opportunity for interaction with others, which leads to greater maturity, a development of self-identity, realization of strengths and weaknesses, and a broadening of perspectives. When you live together in a community, there are many opportunities to learn from each other. You will find that you are willing to share talents, experience and skills.
- All university housing units are under the supervision of a Resident Assistant (RA) who functions as a student administrator for the residents.
- The RAs are responsible for helping maintain an atmosphere conducive to learning. Throughout the year, the RAs will plan or assist in the planning of educational, cultural, and recreational activities that are designed as community builders. Additionally, the RA provides a great variety of services from mediating roommate conflicts to initiating needed maintenance or repairs.
- RAs are on duty each evening to provide assistance to residents. In addition, each neighborhood is also supervised by an Area Coordinator (AC) who monitors the entire neighborhood and supervises the Resident Assistants.
- The campus is divided into three neighborhoods: Downtown, Coast, and Uptown.

- The University will provide a bed, mattress, dresser, desk and chair and closet space for each student. These items must remain in the room for the entire year. Any missing furniture will be charged to the student's account.
- The general cleanliness of all housing units is the responsibility of the residents of that unit. The University's maintenance staff handles any repairs or equipment problems in the residences. Residents in houses are expected to schedule and keep up on housekeeping chores. Cleanliness of the house and individual rooms in the residence halls is the responsibility of the residents. The University reserves the right to perform Health and Safety Inspections on any residential common area or individual room. These inspections may or may not be announced. Any violations of policy, including Health/Safety Hazard policy violations will be documented.
- All University circuit breaker boxes are maintained by University personnel. Any attempts to tamper/misuse electrical circuit breaker boxes is a violation of the Student Code of Conduct and may result in referral to the Office of Student Conduct.
- The resident is responsible for the proper care of their room and its equipment. The resident shall keep it in good order at all times. The rooms are subject to inspection by members of the staff, and charges will be made for littered or dirty rooms, soiled or defaced surfaces and furniture, and for missing or damaged equipment. Damages to common areas are billed equally to each resident of a hall, house or apartment unit when the individual(s) responsible for billable damages cannot be identified.
- Room Condition Reports (RCRs) are completed upon the student moving into their residential space. All students residing on campus are responsible for accurate reporting of existing damages to the room and furniture. The student is then also responsible for making sure the RCR is accurate when they vacate the room.
- Students are required to be enrolled in at least one academic course or internship to be considered for campus housing, including during summer terms.

The University reserves the right to:

- Allow authorized personnel entry into any room at any time.
- Change or cancel housing assignments in the interests of health, safety, student behavior, or other reasons as deemed appropriate.
- Change rates after due notice to the student.
- Levy and collect charges and fines.
- Allow rooms to be used by other persons during vacation periods.
- Assign any reasonable number of students to a room without an adjustment in housing charges.
- Maintain a two-week housing freeze at the beginning of each academic semester. During this time, no room changes will be completed outside of emergency situations.
- Adjust and consolidate room reservations to maximize effective use of facilities.

Residency Requirement - The Tiffin University Board of Trustees has set a requirement for three (3) years of residency in University housing subject to the following exceptions (one or more of the following)

- If the student will be 24 years of age as of the first day of fall classes; if
- If the student has completed 6 semesters of undergraduate classes as of the first day of fall classes;
- if the student has attained senior level status as of the first day of fall classes;
- if the student will be commuting daily from the permanent home address of their parent(s) or

legal guardian(s) within a 45 mile driving distance to TU main campus;

- The student is married (proof of marriage required);
- The student is a parent with custodial care responsibilities (proof of custodial care required);
- The student will fulfill one of the requirements to be considered an independent student (as determined by the Office of Financial Aid) as of the first day of fall classes

Please note that the Office of Residence Life and Housing Operations considers the permanent home address of the student's parent(s) or legal guardian(s) to be the address of record on file with federal, state and local tax agencies and where a minimum of one of the student's parent(s) or legal guardian(s) reside. Students who qualify to reside off-campus under this clause do not need to complete a housing contract. See also, Subletting Policy.

Housing Agreement - The housing contracts signed by the students do not intend that an estate, a tenancy, or any other interest in the property should pass from the University to the student, nor is it intended that a usufruct (a right to enjoy something that belongs to someone else, aka squatters' rights) be granted to the student. Instead, it is the intention of the parties that the relationship between the University and the student be that of licensor and licensee and that the sole right of the student to use their assigned room as a living unit shall be based upon the license granted in the contract.

In the sole discretion of the University, upon any violation of this license agreement, University rules and regulations, on-campus housing policies, federal/state/local laws, or if, in the University's sole discretion, the health, safety or general well-being of the resident or others is threatened in any way, the resident may be provided the opportunity to remedy the violation, may be immediately evicted and/or referred for disciplinary action. In the event that a resident is provided with the opportunity to remedy the violation and fails to do so to the University's satisfaction and within a reasonable time period, the resident may be immediately evicted and/or referred for disciplinary action.

Housing and Meal Plan Appeal Committee - Tiffin University strives to meet individual student needs on a personal basis. For special circumstances, students may apply to move off-campus or change their meal plan before their required room and board obligations are fulfilled. Applications may be obtained in the Office of Housing Operations. Upon completion of the application, it will be forwarded to the Housing and Meal Plan Appeal Committee. **Applications are due to the committee before September 11, 2020, for any requests regarding the Fall semester and January 31, 2021, for the Spring Semester. No applications will be accepted after this date.** Students will then be notified in writing through the Office of Housing Operations as to the status of their application or the Committee's final decision, which is not appealable.

Food Service Program - The campus food service offers a variety of meal plans for all students living on or off campus. Students are encouraged to speak with representatives from AVI for dietary restrictions, food allergies, or other food related inquiries.

- Students who live in the residence halls, houses and apartments are required to participate in the food service program.
- First-year students (0-27 credit hours completed) are required to have the Gold Meal Plan (19 meals per week).
- Sophomore students (28-54 credit hours completed) are required to have at least the Green Meal Plan (14 meals per week) or Gold Meal Plan.
- Junior students (55-81 credit hours completed) are required to have at least the Dragon Plan (7

meals per week) or the Green or Gold Meal plans.

- Senior students (82+ credit hours completed) may opt for any of the meal plans or opt out of the meal plan completely.
- Commuter students have access to the Fire Meal Plan (50 meals per semester) as well as any meal plan described above. Senior students may also choose the Fire Meal Plan.

Meal plans do not roll over from one semester to another; thus the meal plans, regardless of size, will terminate after each semester and cannot be used for the following semester. Meal plans will be prorated if there is a change after the meal plan has started (i.e., cost per day, which varies based on meal plan). Any and all meals or Dragon Dollars not utilized will not be reimbursed.

The last day to make a change to a meal plan, without requiring an appeal to the Housing and Meal Plan Appeal Committee, is the first Friday at the beginning of each semester. Meal plans can be changed, within the requirements outlined above, only up to the fifth day of class each semester. For Fall 2020, this is Friday, August 21st, 2020. For Spring 2021, February 5th, 2021 is the last day to make meal plan adjustments without requiring Housing and Meal Plan Appeal Committee approval.

Any maintenance requests are to be submitted through the resident assistant responsible for the area. Any maintenance requests regarding bed lofting, raising, or bunking must be submitted before September 1st, 2020 for the fall semester and February 23rd, 2021. For the spring semester. Requests outside of these dates will only be honored as part of an Office of Disability Services approved accommodation. All bed lofting procedures are completed at the sole discretion of Maintenance & Facilities personnel. Not all furniture provided in residential spaces have the ability to be raised, lofted, or bunked. No students, family, or unapproved staff are to adjust the furniture due to safety and security concerns.

Room Assignments -

1. For first year and new students, a \$100 confirmation deposit must be submitted with the Housing Application. The housing application and deposit are collected through the Tiffin University Housing Portal.. This deposit shall be applied as a credit on the students account with Tiffin University.
2. After the housing/board contract has been filed, a space will be reserved for the student and the student must pay the room fee for the full academic year unless the student withdraws from the University or receives the University's permission to withdraw from the residence halls during the academic year, in which case the student must pay the full semester room fee for each semester in which they are enrolled and/or has lived in the residence halls.
3. Returning students may make room reservations in the spring semester by completing the housing application online. The agreement constitutes an understanding between the University and the student under the stated residence life policies and conditions.
4. Students are not able to reserve a housing placement until they are registered for classes during the term in which they would like to live on campus (including summer).
5. Returning students may not occupy rooms until the date and time specified by the Director of Operations unless they are invited to return early or unless special permission has been granted by the Director of Housing Operations. Students returning under special permission will be charged daily by the University.
6. Residents are encouraged to select their own roommates in advance, but the final right to assign

rooms or to terminate occupancy is reserved by the University.

Resident Withdrawals -

1. If a student withdraws from the University, A prorated refund for room and meals, as determined by the Business Office, will be credited to the student's account upon completion of the withdrawal process.** The amount of the refund is based upon the official date of withdrawal and the scale below. Notification of withdrawal must be made in writing to the Registrar and Office of Student Affairs by the student.
 - a. · 100% refund if student withdraws during first week of classes for the semester.
 - b. · 75% refund if student withdraws during second week of classes for the semester.
 - c. · 50% refund if student withdraws during third week of classes for the semester.
 - d. · 25% refund if student withdraws during fourth week of classes for the semester.
 - e. · No refunds will be issued if student withdraws after the fourth week of the semester.
2. A student is required to vacate their room within six hours or other agreed upon reasonable length of time after their dismissal from Tiffin University.
3. All keys must be returned to the Office of Residence Life upon leaving school or the student will face a charge of \$200 for room keys and \$25 for mailbox keys.
4. Withdrawals must be reported to the Associate Dean of Students.

****The University reserves the right to alter or remove the housing refund policy should circumstances outside of University control restrict access to residential campus.**

Summer Storage -

1. The University is unable to provide summer storage.
2. The University is not responsible for belongings left in the residence.
3. All items remaining after the official closing date may be discarded or donated to charity.

Items Left Behind-

1. Students are required to remove all personal belongings from their former residential unit at the conclusion of their housing contract or if they withdraw or take leave from the University. Students who are not able to pack and/or move their own property for whatever reason are required to contact a moving company or make other arrangements prior to vacating their residential unit. Personal property left in residential units shall be considered abandoned property. A fee may be applied to a student's account for the disposal of abandoned property left in their former/vacated room and students shall also be responsible for any and all costs above that amount that are incurred by the University in disposing of abandoned personal property. Such costs shall be applied to the student's account in the same manner as room damage charges. Abandoned property may be disposed of in a manner deemed reasonable by TU Housing without further notice to the student. If TU determines, in its sole and exclusive judgement, that the circumstances warrant, TU may, in its sole discretion, attempt to contact the student. Notwithstanding the foregoing, the responsibility for maintaining custody and control over all personal property rests with the student, and Housing is under no duty or obligation to contact a student about personal property left in a residential unit. Tiffin University assumes no responsibility for lost, stolen, or damaged personal property; therefore, the student

waives any claims against Tiffin University and its employees for damage or loss of any personal property left in a residential unit.

Keys -

1. Keys that are found should be turned into a Residence Life Staff member or to the Student Affairs Office. Students using or possessing unauthorized keys will be referred to the Office of Student Conduct.
2. Residents must return room keys to a Student Affairs, Residence Life, or Housing Operations staff member when vacating assigned spaces and at the end of the academic year, regardless of whether or not assignments are held for the succeeding year. If a key is returned in such a manner that is not clear to whom it belonged, then the key is considered to be lost.
3. All locks and keys are the property of the University. Locks are to be repaired or changed only by University maintenance staff members. Residents shall not add locks of their own to University doors or equipment.
4. Only the University may duplicate keys. Unauthorized duplication of a key is subject to University action, up to and including expulsion from the University.
5. Students should leave their door locked when they are not present in the room. This encourages a safe and secure living environment and assists students in keeping their belongings secure in their spaces.
6. A fine of \$200.00 will be assessed for lost keys. The University reserves the right to bill the responsible party for replacing the lock and key.
7. Any key not returned when vacating a space will result in an automatic \$200 fine which will be refunded when the key is returned to the Office of Residence Life by required due date.
8. Occupancy of a room is restricted to assigned residents and only for the period for which housing has been paid. Residents may not sublet assigned space to other persons, and may not transfer to another space without advance approval from the Residence Life Staff and clearance from the Associate Dean of Students. All rooms will be inspected by a member of the Residence Life Staff upon a student's moving out of a room. A two-week waiting period at the beginning of each semester has been established before room and roommate changes are permitted.

Break Periods - Students needing to stay on campus over Winter Break, need to request permission from the Associate Dean of Students or designee in writing (via email) by the required date before closing. Only authorized residents are permitted in residence halls or houses. Violators may be charged with trespassing.

Any student approved to reside on campus during break periods (Summer, Thanksgiving, Winter, or Spring Break) or returning prior to the official start of the academic year for pre-season activities must abide by all University and Residence Life policies. Students returning early, staying late, or remaining on campus during break periods are subject to a fee of \$50.00 per day. Should a student be found in violation of any residence life policy during this time, the student may be asked to leave campus until the formal start of the academic year or another such date decided on by the Associate Dean of Students or Dean of Students.

Family and Dependent Policy – Tiffin University does not provide family or dependent housing. Students are required to adhere to the guest policy in regard to family members on campus. Students may contact the Office of Disability Services for any necessary accommodations during pregnancy.

Student Affairs

Mission Statement

The Office of Student Affairs provides opportunities for all students to develop intellectually, psychologically, socially, spiritually, culturally, morally, physically, and vocationally. As educators, we engage students through our programs, activities, and services to develop knowledge and strategies which enable them to live purposeful and balanced lives. Faculty and staff alike teach students to exercise leadership in service to others and to participate in and promote a diverse community characterized by caring and respect for the worth and dignity of each human being. It is our ultimate goal to foster an environment, both on campus and in the community, in which the pursuit of excellence and continuous improvement permeates our efforts.

Student Engagement

Student Organizations

At Tiffin University, all students are strongly encouraged to get involved both in and out of the classroom. Involvement in college student organizations will help students gain valuable skills and practical experiences that will make them a well-rounded individual as well as a more attractive job candidate. All recognized organizations are required to operate according to a constitution, have a full-time Tiffin University faculty or staff member serve as advisor, and use agency accounts through the Tiffin University Business Office for money transactions. (Organizations are NOT permitted to have accounts through outside financial institutions.)

A current list of clubs, organizations, and other student lead groups is available from the Office of Student Engagement. For additional information about student organizations, including the process of registering a new organization and Student Organization Conduct, please refer to the Student Organization Handbook, available in the Office of Student Engagement and on the Tiffin University Portal.

Student Government

The primary mission of the Student Government of Tiffin University is to represent the interests of students by supporting student organizations and serving as an authority through which students' opinions may be voiced, discussed, debated and turned into action. Student Government governs and represents all enrolled undergraduate students of Tiffin University and shall be subjected to follow the Constitution and Dragon Code. Student Government consists of two branches: Legislative and Executive. The Leadership Team of Student Government shall be composed of the President, Vice President, Secretary of State, and Parliamentarian. The Dean of Students and the Director of Student Engagement shall serve as the advisors of Student Government and will provide counsel and serve as a resource to all branches. Student Government will provide a forum for the expression of student views and interests. They will also represent and defend the rights and interests of students to the faculty, administration, and community. They will establish and maintain policies necessary and proper for the general well-being of the student body. In addition, Student Government will encourage the success of all student organizations through regulatory policies, financial assistance, and advisory recommendations. A copy of the Constitution of the Student Body including the Rules and Procedures of the Student Senate can be obtained from the Office of Student Engagement.

Campus Activities Board

The purpose of the Campus Activities Board is to serve as the primary programming board for the students at Tiffin University. The Campus Activities Board will be responsible for selecting, contracting,

promoting, and producing a variety of social and educational programs that meet the diverse needs of the student body.

The main objectives of the Campus Activities Board are to provide the TU student body with a diverse programming schedule that promotes safe and responsible entertainment as well as creating an opportunity for friendships and memories. Campus Activities Board members must remember this objective at all times and continuously strive to improve the quality and diversity of the programs offered to the Tiffin University student body.

Greek Life

Greek Life at TU consists of three fraternities (Omega Psi Rho, Phi Theta Pi and Theta Eta Omicron) and three sororities (Alpha Iota, Sigma Delta Sigma, and Zeta Pi Beta). In addition, Greek Council serves as the governing body for all the Greek organizations under the direction of the Director of Student Engagement and the Dean of Students.

Members of Greek Life hold many leadership positions on campus, complete various community service projects, organize and participate in many campus activities such as social gatherings, educational presentations, and fundraising opportunities. Greek members enjoy the support system, the leadership opportunities, and the feeling of unity and togetherness that Greek Life provides.

Students interested in joining Greek Life must be a full-time student at Tiffin University; must have completed one semester of full-time academic work (15 hours) at Tiffin University, not including a summer session; and must have and maintain a 2.00 cumulative grade point average. A student must also participate in the 4-week Recruitment Process during the Spring semester.

International Student Programs

International Student Programs offer opportunities for cultural exchange and awareness for both international and domestic students. The Office of Student Engagements coordinates events and activities to foster an inclusive environment for students both on campus and in the community. Examples of past events include the International Dinner, Food & Culture, and Holi Festival.

Student Organization Recognition and Membership

Please refer to the Student Organization Handbook, available in the Office of Student Engagement and on the Tiffin University Portal.

Student Center Facilities

Facilities such as the Gillmor Student Center, Osceola Theatre, and the Heminger Center are available for use by all students, faculty, and staff in accordance with University policies. Groups or organizations wishing to reserve these facilities should go to <http://eventscheduling.tiffin.edu/virtualems/> or contact Event Services at 419-448-3323 or KoehlerS@tiffin.edu.

Students are encouraged to utilize the Heminger Center and the Hanson Building for other athletic activities including the tennis courts and weight rooms.

Neither smoking nor smokeless tobacco products are permitted in the University facilities. The use of profanity and music containing profanity are prohibited. Student employees and professional staff will be stationed at the information desk and will have responsibility for upholding the rules and regulations of the University grounds and buildings.

Scheduling and Approval of Events

Whenever possible, a major activity sponsored by one organization should not conflict with that of another organization. To avoid conflicts and keep others informed, groups must register all activities with the Office of Student Engagement and Event Services. Please refer to the Student Organization Handbook, available in the Office of Student Engagement and on the Tiffin University Portal.

Transportation

TU Taxi

Tiffin, Ohio operates the Seneca County Area Transportation (SCAT) as well as a number of taxis for a nominal fee. Tiffin University offers students the TU Taxi service within the Tiffin, Ohio city limits. This service is limited to Wednesdays between 8:00 A.M. and 5:00 P.M. unless other plans are made in advance. Appointments need to be made by 4:00pm the Tuesday prior. To make an appointment please email Jill Aldrich at AldrichJ@tiffin.edu or stop by the Office of Student Affairs. Any extenuating circumstances outside of the TU Taxi provided limitations may incur an expense to the student account.

University Mail Services

Every on-campus undergraduate student attending the Tiffin campus is assigned a locking mailbox and key. Student mailboxes are located in the Gillmor Student Center and mail is usually delivered by 2 P.M., Monday thru Friday. The mailbox number assigned to you will remain yours through the academic year. Your student mailbox is used by many offices on campus. Please check it often and clean it out on a regular basis. It is not a storage box and should be used for Mail only. Please return your key to the Mail Center during summer break. There is a replacement fee of \$25.00 dollars to duplicate lost keys or if the key is not returned over summer break. All students must stop at the Mail Center to pick up their key at the beginning of the Fall semester.

The correct address for all student mail is:

Student Name
Tiffin University
155 Miami St & box number
Tiffin OH 44883-2161

Please do not use P.O. Box in your address. This mail may not be delivered to the University. Packages which are too large for the student mailbox will be located in the Mail Center and you will be notified on your TU e-mail account.

Your Student ID is required to pick up the package in the Mail Center. If you receive mail that is not yours, please return it to the Mail Center which is located in the Gillmor Student Center.

The Mail Center offers all Postal Services, domestic and international, which are available to all students. The Mail Center is located in the Gillmor Student Center (across from Student Affairs) and we are open 8:00 am to 5pm, Monday thru Friday. If you are shipping a package you must arrive before 4 P.M. to ensure it will ship out the same day. The phone number is (419) 448-3411 or email to Mailcenter@tiffin.edu.

Part V – Community Resources

Medical Emergency

Students needing emergency medical treatment should be taken to Mercy Hospital located at 45 St. Lawrence Drive. If the student is in need of an ambulance, please dial 911 and contact the Dean of Students Office. If the student resides in University housing, please contact a Resident Assistant, Head Resident, Area Coordinator, Associate Dean of Students, Director of Campus Security, or Dean of Students

Drivers Licenses and Passports

Students who drive in the United States are required to obtain a United States driver's license. Students needing to renew their license may do so at the State of Ohio Bureau of Motor Vehicles, located at:

Bureau of Motor Vehicles
457 E. Market St
Tiffin, OH 44883
419-448-6446.

For students needing to obtain information regarding a Passport, you may do so at the local post office

United States Post Office Tiffin Branch
175 S. Monroe St.
419-447-6323

Part VI – Tiffin University Safety Plan

Emergency Procedures

Tiffin University has developed a comprehensive Crisis Response Plan that is all hazards based and covers the emergency response and evacuation procedures for the campus. This document can be accessed by current students and employees on the Safety and Security website under the Crisis Response Plan <http://www.tiffin.edu/security/emergency/>.

Students, faculty and staff will be notified of a significant emergency or dangerous situation through a variety of emergency notification systems. The primary method by which the University will notify the campus community is through the TU Alert text messaging system. Students and employees are automatically enrolled in the system and will receive text messages in the event of an emergency. Other methods include outdoor siren/ Alert Siren, email, and computer pop-up alerts. These notification systems are activated by the Core Emergency Response Team that consists of the President and their designees. Initial activation of the notification systems begins upon receiving information regarding an emergency on campus. If confirmation is needed, additional information will be gathered through Campus Security or contacting the affected area of campus. Upon confirmation Tiffin University will send the notification to the campus community. These notifications are sent without delay and with as much information necessary for students and employees to respond appropriately. The University will weigh the safety of the campus community to determine the content of notifications and will withhold information if, in the professional judgment of the responsible authorities, the release of information will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency notification systems are tested semi-annually unless used to disseminate information regarding an emergency condition on campus during that quarter. Tests of emergency notification systems and evacuation procedures are announced in advance of the tests.

Missing Student Notification Plan of Action

Any individual contacting Tiffin University to report a missing student will be referred to the Student Affairs Office or the Campus Security Office so an official report can be filled. Once the missing student report is filed with either office, the matter will be immediately communicated to the Executive Vice President of Enrollment Management and Student Affairs, Dean of Students, and the Director of Campus Safety and Security. The Director of Campus Safety and Security will immediately initiate an investigation of the matter and will attempt to contact the missing student by utilizing the emergency contact information provided by the student. This information is collected from the student annually by the institution and remains confidential and accessible only by those with a need to access the information. If the student reported as missing is under the age of 18 and is not emancipated, the University shall notify the custodial parent, guardian, or contact person designated in University records. If attempts to contact/locate the missing student are unsuccessful, the Director of Campus Safety and Security, the Dean of Students, and/or their designee will notify local law enforcement within 24 hours of the determination that the student is missing and the University will assist local law enforcement as requested until the matter is resolved.

Campus Security Act Provisions

In November of 1990, President George Bush signed into law the Student Right to Know and Campus Security Act. The following policies and procedures have been established to comply with the provisions of this Act, the Clery Campus Sexual Violence Elimination Act (SaVE Act), and the Violence Against

Women Act, and their respective updates.

Procedures for Reporting Criminal Actions and Emergencies

All persons are strongly encouraged to report crimes in a prompt and accurate manner. In the event that a crime has occurred, all students, faculty, staff and patrons of Tiffin University are encouraged to notify the Safety and Security Office for “on campus” crimes and/or local law enforcement for “off campus” crimes or in emergencies where emergency services are required. Crimes occurring “on campus” can be reported to the Security Office by calling 419-448-3303 or 419-934-0721 or visiting the office located in The Gillmor Student Center, next to the game room. To report a crime “off campus” within the Tiffin city limits, contact the City of Tiffin Police Department non-emergency line at 419-447-2323. For crimes occurring in the county, contact the Seneca County Sheriff’s Office non-emergency line at 419-447-3456. In the event of an emergency dial 911 and you will be directed to the appropriate agency. Both entities are available to take reports and investigate criminal incidents in their locality.

Crime Prevention Programs

1. During the first several weeks of school, the University provides a wide array of educational activities and programs to inform students of the necessity of making strong personal choices for their overall safety and wellness. These activities include bringing local law enforcement and judicial officers to campus to discuss safety and security issues. During this time, the Residence Life Staff also conducts educational programs and facilitates discussions on a variety of topics ranging from alcohol issues to maintaining personal safety and awareness.
2. Tiffin University, the Tiffin Police Department and the Seneca County Municipal Court work cooperatively to provide an educational environment to students regarding the laws of the State of Ohio and students’ responsibilities regarding those laws. We provide educational programs, such as the Diversion Program for first time underage alcohol violations, as a way to educate students on responsible behavior and the necessity of making wise personal decisions and choices.
3. Personal bodily security is promoted by encouraging students to walk in well-lighted areas and to always have an escort with them. Students are expected to report any suspicious persons to the appropriate campus authorities or to the police immediately. This type of information is presented to the students during the first week of each new semester.
4. Other security concerns, (i.e. vandalism, damaged equipment, etc.) are addressed and corrected immediately while steps are taken to ensure security and safety until repairs can be made.
5. Students are expected to assist in promoting security campus wide by reminding others of proper procedures.

Winter Weather Policy

Tiffin Campus

If a Level 3 snow emergency is officially declared for Seneca County by the Sheriff, classes on the Tiffin campus will be cancelled and University offices will be closed. Unless otherwise communicated by the President or the President’s designee, classes will be held and University offices will be open if a snow emergency is at Level 1 or Level 2 or in other cases of severe winter weather.

Locations Other Than the Tiffin Campus

For Tiffin University classes that are taught at locations other than the Tiffin campus, instructors and other University employees should follow the same procedure as described above. The director of each

academic center will serve as the President's designee to determine and communicate any exceptions when there is a snow emergency of Level 1 or 2 for the county where the academic center is located. Tiffin University classes that are taught on a community college campus will be cancelled if the community college cancels its classes.

Part VII – Campus Safety Statistics

Availability of Crime Statistics

The Tiffin University Annual Campus Security, Security, and Fire Safety Report is provided to all students, faculty, and staff representing the University community. These reports include crime statistics and policy information contained in the Academic Bulletin, Student Handbook, and other University documents. These reports are mandated according to the 1990 Crime Awareness and Campus Security Act which amended the Higher Education Act of 1965. This act required all postsecondary institutions participating in the Title IV of the student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. This is generally referred to as the Clery Act.

This report includes crimes reported on-campus, those that occurred on property owned or controlled by Tiffin University, and on public property within or immediately adjacent to and accessible from the campus. This report also includes fire safety and policy information for Tiffin University's residence halls as required by the 2008 Higher Education Opportunity Act of HEOA (Public Law 110-315). HEOA amended the Clery Act and created additional safety and security related requirements for institutions specifically adding new categories to the list of hate crimes and fire safety reporting requirements. In addition, on March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which among other provisions, amended the Clery Act to require institutions to compile and disclose statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in the annual security report (ASR). The U.S. Department of Education (Department) published final regulations to implement the VAWA changes on October 20, 2014. Those final regulations have been effective since July 1, 2015.

Definitions of Offenses

The definitions of the following offenses are from the National Incident Based Reporting System (NIBRS), and used in the Unified Crime Reporting Handbook.

- **Murder** - The willful (non-negligent) killing of one human being by another
- **Negligent Manslaughter** - The unjustifiable, inexcusable, and intentional killing of a human being without deliberation, premeditation, and malice. The unlawful killing of a human being without any deliberation, which may be involuntary, in the commission of a lawful act without due caution and circumspection.
- **Arson** - the malicious burning or exploding of the dwelling house of another, or the burning of a building within the curtilage, the immediate surrounding space, of the dwelling of another.
- **Sex Offenses (Forcible)** - the act of forcible sexual intercourse with any person including rape and sodomy.
- **Sex Offenses (Non-Forcible)** - Non-forcible sex offenses include sexual conduct with individuals that the law assumes are not capable of giving consent to sexual acts.
- **Robbery** - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- **Aggravated Assault** - An unlawful attack by one person upon another wherein the offender uses

a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Burglary** - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- **Motor Vehicle Theft** - The theft of a motor vehicle.
- **Liquor Law Violations** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.
- **Drug Abuse Violations** - The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.
- **Weapons Possessions** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

The following offenses are currently under consideration to be newly included in the National Incident Based Reporting System (NIBRS). Because they are under consideration, Tiffin University includes their definition as follows:

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

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

Domestic Violence – A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party’s

statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Tiffin University- Clery Reportable Crimes

For the most recent Tiffin University crime and fire statistics, please visit <https://www.tiffin.edu/security>

Part VIII – Important Contacts

Emergency Numbers

Ambulance	911 or 419-447-1691
Fire	911 or 419-447-1234
Highway Patrol	419-448-0042
Mercy Hospital	419-447-3130
Tiffin Police Department	911 or 419-447-2323
Sheriff	419-447-3456
Tiffin University Student Affairs	419-448-3264
Dean of Students Office	419-448-3582
24 Hour Emergency Hotline	1-800-613-4456
Campus Security Duty Phone	419-934-0721
Student Affairs Admin On-Call	419-455-0996
Dir. of Campus Security Office	419-448-5137
Firelands Counseling and Recovery	419-448-9440
Seneca County Victim's Advocate	419-448-5070
Title IX Coordinator	419-448-3504
Campus Victim's Advocate	419-448-3332
Director of Facilities	419-448-3276

Part IX – Conclusion

The provisions, statements, policies and procedures communicated in this Student Handbook remain the property of Tiffin University and cannot be reproduced without the express written authority of the University. Tiffin University reserves the right to make, at any time, the changes it deems advisable in the services, procedures, regulations and policies in this handbook. Each student has the obligation to become familiar with the contents of this handbook and follow the directives as stated. This applies to students who are enrolled in classes through post-secondary options, undergraduates, graduates, online, or in a seated environment.