Add to your home screen...

Campus Resources when you need them!
defiance.edu/justincase
PERSONAL INFORMATION

Name ____________________________

Address __________________________

City, State, Zip _______________________

Home Phone/Office Phone _______________________

E-Mail _____________________________

IN CASE OF EMERGENCY NOTIFY:

Name ____________________________

Phone ____________________________

DeFiANCE COLLEGE

To Know ♦ To Lead ♦ To Serve ♦ To Understand

Rights Reserved. The president and officers of Defiance College reserve the right to change regulations affecting students should it be deemed necessary and appropriate in the interest of the students or of the College to do so. The only official interpretations of student policies and regulations are those which are made in writing by the President, and/or the Dean of Students.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>5</td>
</tr>
<tr>
<td>Defiance College Covenant</td>
<td>6</td>
</tr>
<tr>
<td>Defiance College Mission</td>
<td>6</td>
</tr>
<tr>
<td>Defiance College Vision</td>
<td>7</td>
</tr>
<tr>
<td>Defiance College Educational Philosophy</td>
<td>7</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>8</td>
</tr>
<tr>
<td>Student Life Mission Statement</td>
<td>8</td>
</tr>
<tr>
<td>Student Services</td>
<td>9</td>
</tr>
<tr>
<td>Accessibility Services</td>
<td>9</td>
</tr>
<tr>
<td>Campus Security</td>
<td>9</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>9</td>
</tr>
<tr>
<td>Health Resources</td>
<td>10</td>
</tr>
<tr>
<td>Intercultural Relations</td>
<td>11</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td>11</td>
</tr>
<tr>
<td>Music Programs</td>
<td>12</td>
</tr>
<tr>
<td>Office of Veteran, Transfer &amp; Adult Student Support</td>
<td>12</td>
</tr>
<tr>
<td>Residence Life/Housing</td>
<td>12</td>
</tr>
<tr>
<td>Spiritual Life</td>
<td>13</td>
</tr>
<tr>
<td>Student Activities &amp; Leadership</td>
<td>13</td>
</tr>
<tr>
<td>Student Life Office</td>
<td>13</td>
</tr>
<tr>
<td>Student Success Services</td>
<td>14</td>
</tr>
<tr>
<td>Career Development</td>
<td>14</td>
</tr>
<tr>
<td>Library</td>
<td>14</td>
</tr>
<tr>
<td>Student Academic Support Services</td>
<td>15</td>
</tr>
<tr>
<td>Testing Center</td>
<td>16</td>
</tr>
<tr>
<td>Campus Services and Resources</td>
<td>17</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>17</td>
</tr>
<tr>
<td>Admissions</td>
<td>17</td>
</tr>
<tr>
<td>Athletics</td>
<td>17</td>
</tr>
<tr>
<td>Audiovisual Services</td>
<td>17</td>
</tr>
<tr>
<td>Bookstore</td>
<td>18</td>
</tr>
<tr>
<td>Buchman Fitness Center</td>
<td>18</td>
</tr>
<tr>
<td>Business Office</td>
<td>18</td>
</tr>
<tr>
<td>Computer Services</td>
<td>19</td>
</tr>
<tr>
<td>Conferences &amp; Events</td>
<td>19</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>19</td>
</tr>
<tr>
<td>Dining Services</td>
<td>19</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>21</td>
</tr>
<tr>
<td>George M. Smart Athletic Center</td>
<td>22</td>
</tr>
<tr>
<td>Identification Cards</td>
<td>22</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>22</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Mailroom</td>
<td>22</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>23</td>
</tr>
<tr>
<td>Office of Residence Life</td>
<td>24</td>
</tr>
<tr>
<td>Residence Hall Administrative Policies</td>
<td>26</td>
</tr>
<tr>
<td>Facilities and Equipment in the Residence Halls</td>
<td>30</td>
</tr>
<tr>
<td>Residence Hall Judicial and Safety Policies</td>
<td>31</td>
</tr>
<tr>
<td>Student Clubs and Organizations</td>
<td>39</td>
</tr>
<tr>
<td>Forming a New Organization</td>
<td>39</td>
</tr>
<tr>
<td>Registering an Organization</td>
<td>39</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>40</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>46</td>
</tr>
<tr>
<td>Community Standards</td>
<td>68</td>
</tr>
<tr>
<td>Alcohol and Other Drug Policy</td>
<td>68</td>
</tr>
<tr>
<td>Children in the Classroom Policy</td>
<td>78</td>
</tr>
<tr>
<td>Computer Policy</td>
<td>78</td>
</tr>
<tr>
<td>Drone Policy</td>
<td>82</td>
</tr>
<tr>
<td>Equal Opportunity, Harassment, Discrimination, and Sexual Misconduct Policy</td>
<td>82</td>
</tr>
<tr>
<td>Family Education Rights and Privacy Act (FERPA)</td>
<td>82</td>
</tr>
<tr>
<td>Free Speech Policy</td>
<td>111</td>
</tr>
<tr>
<td>Gambling Policy</td>
<td>112</td>
</tr>
<tr>
<td>Guest Speakers Policy</td>
<td>112</td>
</tr>
<tr>
<td>Hazing Policy</td>
<td>112</td>
</tr>
<tr>
<td>Hoverboard Policy</td>
<td>113</td>
</tr>
<tr>
<td>Missing Persons Policy</td>
<td>113</td>
</tr>
<tr>
<td>Parking Policy</td>
<td>114</td>
</tr>
<tr>
<td>Posting Policy</td>
<td>115</td>
</tr>
<tr>
<td>Religion/Association Policy</td>
<td>116</td>
</tr>
<tr>
<td>Sales and Solicitation Policy</td>
<td>116</td>
</tr>
<tr>
<td>Smoking and Tobacco Policy</td>
<td>117</td>
</tr>
<tr>
<td>Student Complaint Policy</td>
<td>117</td>
</tr>
<tr>
<td>Student Right to Know Act</td>
<td>117</td>
</tr>
<tr>
<td>Student Sales &amp; Fundraising Policy</td>
<td>118</td>
</tr>
<tr>
<td>Voluntary Medical/Psychological Leave Policy and Policy on Involuntary Leave for Students who Pose a Direct Threat of Harm to Others</td>
<td>118</td>
</tr>
<tr>
<td>Important Phone Numbers</td>
<td>123</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>124</td>
</tr>
<tr>
<td>Frequently Called Numbers</td>
<td>126</td>
</tr>
</tbody>
</table>
Fellow Yellow Jackets!

A new school year is upon us and we are excited to welcome our returning students back to the campus while also celebrating the arrival of many new students. The beginning of an academic year is always a time of excitement and anticipation.

The contents of this handbook should help you during this journey we call “college” and should serve as a handy reference. In addition, we invite you to use the calendar/planner as a tool to manage your busy college life. We implore you to “engage” in your college experience. Be active, both in your academic coursework and in the wide array of co-curricular opportunities available at DC. You will be enriched, and of course so will the College. Our goal for each of you is that you become so busy with your studies and your activities that this calendar/planner becomes indispensable!

We all have one simple professional goal: we want your college experience to be a complete success. Let us know if there is something that we can do to help you achieve that goal. All of us, whether student, faculty, or staff, have high goals that we want to achieve in this coming year. We hope that the new academic year brings you success as you continue to grow and challenge yourself.

The staff of Student Life wishes you good luck!

The Office of Student Life
Defiance College is a community of learners dedicated to nurturing the whole person of each of its members. We seek to inspire a commitment to know the truth, to understand our world, and the diverse cultures within it, to lead within our professions, and to serve our families, our communities, and our world as responsible citizens.

As a member of the Defiance College community...

I will respect the dignity and worth of each person.
I will recognize the importance of interpersonal relationships and of a caring community.
I will strongly advocate honest and open intellectual inquiry and academic freedom.
I will trust that truths, in all their complexities, are ultimately interrelated.
I will move beyond tolerance and acceptance to understanding and appreciation of religious, cultural, and individual diversity.
I will recognize the privilege and responsibility of my stewardship for individuals, for institutions, and for the resources of the natural world.
I will commit myself to serving others as an expression of faith and a way of life enrichment and fulfillment.

This statement is intended as a reflection of the central values of Defiance College. It is designed to be discussed and supported by the entire Defiance College community with the understanding that it is always a “work in progress.”

* Adapted from the University of South Carolina's The Carolinian Creed and from the Defiance College statement covenantal status as a United Church of Christ related college.

Defiance College graduates students to lead distinctive lives in their chosen professions through a spirit of service by preparing them To Know, To Understand, To Lead, and To Serve.

**TO KNOW**

We believe that the liberal arts form a broad basis for all learning. We affirm that academic excellence demands a committed search for truth, competency in research and other problem solving methods, the ability to synthesize knowledge from many sources, and a capacity for self-directed learning.

**TO UNDERSTAND**

We provide opportunities for students to perceive and make connections between the intellectual realm and the world. We strive to develop awareness of and sensitivity to global interdependence and diverse cultures.

**TO LEAD**

We are committed to the betterment of the community, the nation, and the world through the development of leadership skills and abilities. We create opportunities for students to initiate and facilitate beneficial action in and out of the classroom and encourage self-reflection on the role of the dedicated leader.

**TO SERVE**

We encourage our students to be of service to their fellow students, their chosen fields of study, their communities and the world. We provide opportunities for students to transform society through civic engagement along with application of their knowledge and understanding to service.
Defiance College will be the college of choice for students who aspire to enrich the lives of others through their professional endeavors. Through our engaged and dedicated faculty and staff, Defiance College will be recognized for its distinctive academic programs, transformative student learning, servant leadership and vibrant campus experiences.

As a small college, DC works to help students grow as people, providing individualized attention in the classroom, the guidance of Personal Success Plans, mentoring, and assistance geared to the challenges and potential of each student. DC provides this in a rural, caring, and supportive setting, thereby enabling students to challenge themselves in new ways and grow as individuals, leaders, and citizens committed to service.

Through a broad array of curricular and extra-curricular activities, DC works to offer its students a world of opportunities, helping them to develop a distinctive Defiance College Resume that will enable them to stand out in the job market and when applying to graduate schools. From a broad-based liberal arts education; innovative programs that link what goes on in the classroom with the realities of the outside world and give students distinctive hands-on experience in their relevant fields; international and domestic travel opportunities; exposure to diverse cultural experiences; the use of technologies to bring the world into the classroom in Defiance; and unique service and research opportunities, DC aims to give students the tools they need to become life-long learners and to make distinctive contributions to a changing world.

Defiance College emphasizes learning based on the four pillars of its mission, “to know, to understand, to lead, and to serve.” Within the tradition of liberal education, students experience broadly based learning in communication skills, critical thinking, moral development, the examination of global societies, and the abilities needed to function within a diverse society. Studies within the humanities, arts, sciences, and social sciences lead to an understanding of the complex, diverse world in which we live.

Because superior learning is a natural outcome of learning with engagement, the College strives to ensure that traditional liberal education is actively connected to the real world. Learning at Defiance is characterized by forging intellectual connections and engagement of the mind with the environment, the self with others, the individual with community, generality with context, and deliberation with action. As a result, students are expected to combine knowledge and understanding with active leadership and service as they develop reasoning abilities, superior professional skills, a well-developed sense of self and moral judgment, and an understanding of their civic roles and responsibilities.

Superior learning is realized through active engagement in undergraduate research, service learning, and campus organizations and activities. It is shared and expanded through interaction with like professionals and in leadership opportunities, cooperative education and internships, and partnerships with local, regional, national, and international organizations. The Defiance College education will provide students with the knowledge and experiences necessary for the improvement of the world of tomorrow.
The Division of Student Life is an integral part of the Defiance College community dedicated to developing the whole person. The Division promotes dynamic and inclusive co-curricular learning experiences that contribute to the academic, career, and personal success of Defiance College students.

To achieve this mission, we will:

1. Engage students in meaningful learning experiences by providing programs, services, opportunities, and initiatives that promote overall student development, retention, and persistence to graduation;

2. Cultivate an inclusive and diverse global community where civility, service to others, respect, and personal responsibility are valued and expected;

3. Create a campus environment that meets students evolving cultural, spiritual, physical, social, and facilities needs;

4. Sustain and strengthen partnerships with Academic Affairs to support the mission of Defiance College; and

5. Recruit and retain a competent, professional, diverse student life staff and provide them with the tools and resources needed to successfully achieve their goals and objectives.

NON-DISCRIMINATION POLICY

Defiance College is committed to providing equal opportunity to all individuals. Defiance College does not discriminate on the basis of race, ethnicity, religion, national origin, sex, gender, gender identity/expression, sexual orientation, age, disability, genetic information, marital status, or veteran status in administration of its admission, financial aid, employment, and academic policies and practices, as well as the College’s athletic programs and other college-administered programs, services, and activities. The College will abide by all applicable requirements of state and federal law prohibiting discrimination. Any inquiries regarding the College’s nondiscrimination policies should be directed to: For employees, Director of Human Resources/Deputy Title IX Coordinator, 106F, Defiance Hall, 419-783-2360 or for Students, the Dean of Students/Title IX Coordinator, 128 Hubbard Hall, 419-783-2437.

It is expected that all members of the College community will abide by this non-discrimination policy and that no member of the campus community shall discriminate against another member of the campus community on any of these grounds. Any student who wishes to report a violation of this Policy should promptly report the matter to the Dean of Students in the Office of Student Life (Hubbard 128) for documentation and investigation. If the complaint is against the Dean of Students, the reporting person should file the complaint with the President.
ACCESSIBILITY SERVICES

Location: Defiance Hall 201 & 202
Hours: M – F 8:00 am to 4:30 pm and by appointment
Assistant Dean for Campus Wellness & Director of Counseling & Accessibility Services - Lynn Braun
  Defiance Hall 201 B
  ext. 2548, lbraun@defiance.edu
Accessibilities Services Coordinator & Counseling Center Staff Clinician - Kris Knight
  Defiance Hall 202 B
  ext. 2445, kknight@defiance.edu

Accessibility Services assists students with documented disabilities to receive reasonable accommodation to promote equal access to educational opportunities. The types of disabilities can include learning/intellectual, medical, and/or mental health. Some of the many ways staff assist students include: determining eligibility, establishing reasonable accommodations, serving as advocates for students, and individual consultations. Students must register with Accessibility Services to receive accommodations, and students are encouraged to do so as early as possible (accommodations are not retroactive). Students can schedule an appointment to register for Accessibility Services by contacting Kris or Lynn directly or at accessibility@defiance.com. Students should plan to bring documentation of their disability. Common examples of documentation include: IEPs, 504s, recommendations from medical doctor, psychiatrist, or counselor. Accessibility Services staff can also assist students to obtain necessary documentation if the student does not have it immediately available. All services are provided in compliance with the provisions of the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973 (Section 504).

CAMPUS SECURITY

Location: Hubbard / McCann Room 117, extension 2625
Campus Security is provided via a contractual arrangement with Securitas Security Services. Officers provide numerous services to the College community including monitoring of access to the residence halls, security of all campus buildings, reporting maintenance/repair needs, locking and unlocking campus facilities as scheduled, and general assistance to the Residence Life staff. Security staff members conduct periodic rounds of the campus each night of the week. Security personnel are also available to provide an on-campus escort service to students, faculty, or staff upon request.

COUNSELING SERVICES

Location: Defiance Hall 201 & 202
Hours: M – F 8:00 am to 5:00 pm and by appointment
Phone: Scheduling - ext. 2562
Assistant Dean for Campus Wellness & Director of Counseling & Accessibility Services - Lynn Braun
  Defiance Hall 201 B
  ext. 2548, lbraun@defiance.edu
Accessibilities Services Coordinator & Counseling Center Staff Clinician - Kris Knight
  Defiance Hall 202 B
  ext. 2445, kknight@defiance.edu

The Counseling Center provides free and confidential consultation, assessment, individual, group, couples and family therapy to Defiance College students. Students utilize Counseling Services for a variety of reasons including: stress, difficulty coping with life events, depression and other mood issues, anxiety, relationship issues, struggling with self-worth, eating or body image concerns, alcohol or drug use, sexual assault, and many others.
During regular office hours, one of our counselors is available (x. 2562) for consultation should a crisis
arise. Outside of office hours, students in crisis may contact the Counseling Center Crisis Phone (419-290-9839), call the DC Security Desk (419-785-2625), or call First Call for Help (dial 211).

In addition to our direct clinical services, the Counseling Center staff also offer a wide range of mental health awareness and prevention programming to the campus community. If you would like to talk to someone in the Counseling Center, you can call (ext. 2562) or walk in (Defiance 201) to speak to someone or make an appointment. You can also email counseling@defiance.edu to schedule an appointment. We do ask that all students coming to the Center fill out some initial paperwork prior to being seen by our staff, unless it's an emergency or crisis appointment.

HEALTH RESOURCES
Defiance College does not currently have an on-campus health service option; however, there are a number of health care options available within a short drive of Defiance College. These medical facilities provide a wide variety of services that benefit needs of our students. If you’re heading help finding a provider or need to access health and immunization records you’ve provided to the College, contact Lynn Braun, Assistant Dean of Campus Wellness & Director of Counseling & Accessibility Services at lbraun@defiance.edu or call x2548.

Activate Health & Wellness Center
Activate Health & Wellness Center is located directly across the street from the College at 800 North Clinton St., Suite B. We have developed a program that will allow Defiance College students to use this center for:

- Primary health care services, including sick visits
- Care for Chronic Illnesses
- Free medicines proscribed by the clinic doctor and available at the clinic
- Free lab tests when done at the clinic
- Orders for blood work needed by other providers
- Health Education

This is a great option for students who don't have easy access to their primary care physician at home or are managing chronic illnesses - and it's within easy walking distance if a student doesn't have a car on campus. Once they pay the center enrollment fee, students may utilize the center year-round, including during winter and summer breaks.

Please note: This is NOT health insurance. If students need to see a specialist, be admitted to the hospital, have tests run outside the center, etc., these items would not be covered and would need to be applied to your family’s medical insurance.

Terms of Enrollment:
Coverage can begin on the first of each month. If a student enrolls in the program at any other point in the month, the coverage will become active on the first day of the next month.

The cost of coverage must be paid in full before the start of the enrollment month.

Student can choose to have 10 month coverage or 12 month coverage.

Once enrolled, the policy continues until June 30, 2019 for 10 month coverage, or August 31, 2019 for 12 month coverage. There is no option for early cancellation.

If a student leaves Defiance College, the policy will still continue through the end of the coverage period.

Cost of Enrollment:
Enrollment prior to September 1st = $445.90 for 10 months, $535.08 for 12 months.

If enrolling after September 1st, the cost of the coverage is pro-rated at $44.59 for each month of coverage after the date of enrollment.
Completed enrollment forms should be turned to the Student Life Office or emailed to kesquivel@defiance.edu.

ProMedica Defiance Regional Hospital (1.0 miles from campus)
1200 Ralston Ave., Defiance, Ohio 43512
Phone: 419-783-6955
Website: https://www.promedica.org/defiance-regional-hospital/Pages/default.aspx
Offers Express Care (located in the Emergency Room) to treat minor injuries or illnesses that need immediate attention. Express Care services are available Monday-Friday from 3pm-10pm and Weekends and Holidays from 1pm-10pm. They accept most health insurance plans that include ProMedica facilities. Cash, personal checks, Visa, MasterCard, and American Express are also accepted at the time of service.

Mercy Health - Defiance Clinic (1.8 miles from campus)
1400 E. Second Street, Defiance, Ohio 43512
Phone: 419-784-1414
Website: http://www.mercyweb.org/
Offers Urgent Care services to provide extended physician hours seven days a week. Appointments are not necessary, but patients are asked to call ahead if possible. Urgent Care is located inside the East Entrance of the Clinic. The hours of operation are Monday-Friday from 9am-9pm, Saturday from 9am-5pm and Sunday from 1pm-5pm.

Defiance County General Health District (1.8 miles from campus)
1300 E. Second Street, Defiance, Ohio 43512
Phone: 419-784-3818
Website: http://www.defiancecohealth.org/
Offers Immunizations and limited health screenings. Immunizations are available the 1st and 3rd Wednesday of the month from 8:30am-10:30am and 2pm-4pm. Health screening and testing are available the 1st and 3rd Wednesday of the month but at varying times depending on the type of screening. Please check the website to see the complete list of screenings and times.

Student Life staff and Resident Assistants can provide over-the-counter medications and supplies such as ibuprofen, antihistamines, and bandages free of charge to students. There are also three pharmacies within walking distance of the campus.

INTERCULTURAL RELATIONS
Location: Hubbard 132
Hours: M – F 8:00 am to 4:30 pm
Phone: extension 2362

The Office of Intercultural Relations (OIR) was established to foster a community at Defiance College that embraces diversity and celebrates multiculturalism among students, faculty and staff. The Office of Intercultural Relations promotes a holistic approach to academic and personal growth through educational and co-curricular programming that support and encourages an inclusive and welcoming campus community. Programs are offered addressing diversity, multiculturalism, and cross-cultural issues for all members of the college community. The office also provides individual counseling regarding personal/academic concerns, information referrals, and other services that enhance the social, academic and personal development of students of diverse ethnicities and international students on campus.

INTRAMURAL SPORTS
Location: George M. Smart Athletic Center & Green Space between Residence Halls
STUDENT SERVICES cont’d

Hours: various, depending on intramural sport and season
Phone: 419-783-2388

The DC Intramural Sports Program provides Defiance College students, faculty and staff an opportunity to experience competition as an individual or as a member of an organized group in a wide variety of sports and recreational activities. Active participation by students, faculty and staff as players and student officials are integral to the success of the DC IM Sports Program. Some of the activities include: Sand Volleyball, Volleyball, 5-on-5 Basketball, Frisbee Golf, Ping Pong, Euchre, Indoor Soccer, 3-on-3 Basketball and more.

Information about specific activities is posted in the McCann Student Center, residence halls, Weaner Community Center and the George M. Smart Athletic Center in addition to the Intramural and Recreational Sports Facebook (www.facebook.com/DCIntramuralSports) and Twitter (www.twitter.com/DCIMSports) pages.

MUSIC PROGRAMS
Location: Schauffler Hall
Rehearsal Hall: Schauffler 117
Music Studio & Practice Rooms: Schauffler 213-216
Director of Music: Schauffler 210

Hours: M – F 8:00 am to 4:30 pm

Defiance College has over a century of tradition in the arts and continues to inspire, teach and present the arts to the DC campus and the surrounding community. The Office of Music Programs supports three music minors, seven performing ensembles, private lessons in multiple instruments, and performing arts excursions, all of which are open to students in any major. In addition, Music Programs coordinates the musicals, plays, music-driven student organizations, and music for special events on campus such as convocation and commencement. Defiance College Music Programs is designed to successfully involve students with various foundations in music. Come see what big things our small program has to offer!

For information, please contact the Music Programs staff at music@defiance.edu or extension 2331.

Additional information can also be found at www.defiance.edu/music.

OFFICE OF VETERAN, TRANSFER & ADULT STUDENT SUPPORT
Location: Defiance Hall 105

Hours: M – F 8:00 am to 4:30 pm

VTC Student Support Coordinator - Jack Lawson
Defiance Hall 105
ext. 2313, jlawson@defiance.edu

This office is an information and advocacy center for veteran, transfer, and commuter students (VTC). VTC staff helps students navigate campus offices, resources and processes, as well as providing referrals to off campus community service resources, as needed. Jack is located in Defiance Hall 105 and can be reached at 419-783-2313 or emailed at VTCsupport@defiance.edu.

RESIDENCE LIFE/HOUSING
Location: Hubbard 126
Hours: M – F 8:00 am to 4:30 pm

Phone: extension 2563

The Office of Residence Life and its staff coordinate a comprehensive system of services for residential students. This department is committed to providing an on-campus living environment that supports student learning and growth. Residence Life staff also assist students with everyday issues, including roommate conflict resolution, maintenance requests, housekeeping requests, social programming, and
housing selection. A more detailed list of policies and procedures for on-campus living is included in the Residence Life section of this handbook.

SPIRITUAL LIFE
Defiance College is related to the United Church of Christ, and St. John UCC is located next to campus. Ford Chapel, located in Schauffler Hall, provides a setting for worship services and private meditation on campus.

STUDENT ACTIVITIES & LEADERSHIP
Location: Hubbard 125
Hours: M – F 8:00 am to 4:30 pm
Phone: extension 2388

This office is responsible for scheduling positive co-curricular activities for student on and off campus. The programs enhance the social, educational, and cultural experiences for students at Defiance College. The Office of Student Activities & Leadership is responsible for large scale programming such as Friends & Family Weekend, Homecoming, DC Movie days, and Spring Fling. Other past events have included concerts, comedians, and hypnotists as well as trips off-campus for hockey games, bowling and more. The Director of Student Activities and Leadership advises the Campus Activities Board (CAB), Sororities and Fraternities (Tau Kappa Epsilon and Alpha Xi Delta), and the Inter-Greek Council (IGC), oversees student organizations and the creation of new organizations, and coordinates the Leadership Certificate Program offered to the student body. All students are welcome to be active in as many organizations as they desire. Meeting times for various organizations are advertised frequently around campus.

STUDENT LIFE OFFICE
Location: Hubbard Hall Room 128
Hours: M – F 8:00 am to 4:30 pm
Phone: extension 2437

This office houses the Dean of Students while also providing administrative and management support for the entire Student Life division. The Office of Student Life promotes a student-centered campus environment and supports student learning and development outside the classroom. The Dean of Students is available to all students as an outlet for any concerns they may have during their Defiance College experience. This office also manages student discipline, parking and student IDs.
The mission of Student Success Services in the Pilgrim Library is to provide students at various stages of their educational journey with support and assistance to enhance learning, with opportunities for cultivating research skills, and with resources for effective experiential learning and successful career development all with the intent of increased retention and improved overall student success.

**CAREER DEVELOPMENT OFFICE**

Location: Pilgrim Library 211/214  
Hours: M – F 8:00 am to 4:30 pm  
careers@defiance.edu  
Phone: extension 2349

In support of the institutional mission of Defiance College, the Office of Career Development assists students and alumni in identifying personal strengths and interests, exploring majors, internships and career options, and progressing toward graduate school and/or employment after graduation. Working closely with all the College stakeholders, the staff in the Office of Career Development strives to educate students with the knowledge, skills, and habits in the areas of professional communication, etiquette, resume and cover letter preparation, interview skills, networking, job/informational fairs, personal branding, graduate school preparation, and job search strategies. The Career Development Office web page contains information on all of the services provided and the College Central Network is our online job board for employers to post positions and students to search for the opportunities.

**LIBRARY**

Location: Pilgrim Library  
Normal Semester Hours: Monday through Thursday – 8:00 am to 12:00am; Friday – 8:00 am to 4:30 pm; Saturday – 9:00 am – 5:00 pm (only during fall and spring semesters); Sunday – 3:00 pm to 12:00am  
Website: library.defiance.edu  
Phone: extension 2481

The Pilgrim Library facilitates both teaching and learning through an atmosphere conducive to research and study. The facilities include one computer lab, space and tools for both collaborative and independent study, and informal lounge areas. A valid Defiance College ID is necessary to check out all materials.

**STAFF:** The most valuable resource in the Pilgrim Library is the staff. The library staff offers a wide range of research and reference assistance. This help may be face-to-face, via email, through chat, or by means of scheduled individual or group instruction. **Library staff are available Monday-Friday 8am-4:30pm.** The library staff can be reached through email (library@defiance.edu), or chat (library.defiance.edu)

**JACKETsearch:** Research is a key component to academic success. Pilgrim Library's JACKETsearch (library.defiance.edu) provides a one-stop portal to meet those research needs with free access, through OhioLINK, to over 48 million print and 25,000 ebooks, thousands of images, videos, and sounds; 12,000 theses, and unique historical images and manuscripts. Millions of articles from 12,000 electronic journals and 150 databases can also be searched. Some databases provide only citations to journal articles, while others offer full-text articles or links to full-text documents. This tool is available from off-campus but requires a valid Defiance College ID number to gain access.

**Access:** The Pilgrim Library houses over 100,000 books, some print journals and newspapers, and a small media collection. **A valid Defiance College ID is necessary to check out all materials.** Outstanding fines must not exceed $10 in order to place a request for an item.

**Borrowing & Fines:** We encourage students to utilize library resources responsibly. Most items may be checked out for a period of three (3) weeks and be renewed up to six (6) times. Due date and
overdue notices are sent via email. **It is the student's responsibility to renew his/her materials.** Fines of $.50 per day accrue on all items during the first 30 days the item is overdue. After 30 days all items are considered lost, and the student is automatically charged set replacement, processing, and billing fees; regardless of price or condition of the borrowed materials. **These fees total $125 per item!** Failure to receive overdue notices or bills does not exempt the patron from payment. All borrowing privileges will be suspended in the event of excessive fines. Nonpayment may result in the withholding of grades, transcripts, and/or diplomas. Outstanding amounts due will be forwarded to the Business Office to be added to tuition accounts on a monthly basis. Once the fines are forwarded, students must contact the Business Office to pay the fines.

**Inter-Library Loan (ILL):** Materials not held by any OhioLINK library may still be available from other sources using interlibrary loan. These items are often available at no charge. Periodical articles not available in the Pilgrim Library can also be requested through interlibrary loan. Use the Interlibrary Loan Request form available on the library web site to request items.

**Course Reserves:** Faculty members often place selected materials on reserve at the information desk. Designated circulation times are: two hours-library use only, one day, two weeks, or other time periods. Overdue items designated “two hours-library only” will be fined at the rate of $.50 per hour. All others will be fined at the regular library rate. Users of two hour-library only reserve materials must leave a valid Defiance College ID at the desk while using reserve materials.

**Computers:** A 21-seat PC lab is located inside and to the right of the main library entrance. A Defiance College login is required to use lab computers. Lab printing options from all workstations are to either a large capacity, high-speed network printer or a color ($0.25 per page) printer. A scanner is also available for student use. All computers have the normal suite of lab applications found in other campus computer labs.

Classes are sometimes scheduled in these areas. When a class is not scheduled, the labs may be used by students. A sheet listing scheduled classes is posted near the door to room 103, and a white board is utilized to announce any reservations of the main floor lab. Wireless access is available to all registered students on both floors of the library.

**Food/Drink Policy:** Drinks are allowed in a covered container throughout the library except in the computer labs. Light snacks may be consumed, but **please do not bring in food from the cafeteria or fast food.**

**STUDENT ACADEMIC SUPPORT SERVICES**

- **Location:** Pilgrim Library, Rms 216 and 217
- **Hours:** M – F 8:00 am to 4:30 pm or by appointment
- **Contact Information:**
  - Lisa Crumit-Hancock, Director, Ext. 2332
  - Email:lcrumithancock@defiance.edu
  - Brandon Ripke, Academic Support Coordinator, Ext. 2414
  - Email: bripke@defiance.edu

The mission of **Student Academic Support Services (SASS)** is to provide undergraduate students at Defiance College with a comprehensive array of resources and opportunities to become more independent and efficient learners, so that they are able to meet or exceed the college’s academic standards and attain their personal educational goals.

**Services**

**First Year Program**—strives to support and empower Defiance College’s students to be successful college learners and engaged campus leaders as they transition to the academic realities of college. One of the main goals of the First-Year Program is to prepare and orient incoming first-year students to the academic and social realities of the Defiance College campus. Towards accomplishing this goal,
SASS unites Academic Affairs and Student Life for a holistic approach to assisting all first-year students in the transition to college. Through SASS, the First-Year Program provides:

A. **FYE 100 (College Engagement Seminar) Course** assists students in the fall of their first year. This course is organized around the following Framing Questions and the course schedule and assignments will reflect this focus: Why college and how to be successful?; Who am I?; What is good research?; and What does research reveal about my experience?

B. **First-Year Peer Leaders** mentor first-year students and provide an immediate support network for students entering into college for the first time. Peer mentors build relationships with first-year students in order to help them better transition into college life, academically and socially. The goal is that first-year students have an enhanced experience, and are better able to achieve their full potential.

**Learning Studio** — supports the educational mission of Defiance College by providing academic services to assist the college’s students. Learning is an ongoing process, and the focus of the Studio is to help students develop skills and strategies for overall college success. The Studio, located to the left as one enters the Library, provides the following:

- Tutoring
- Writing Consultations
- Supplemental Instruction
- Study Skill Consultations
- Writing and Study Skill Workshops
- Structured Study Program

**Success Coaching** – focuses on building growth-oriented relationships that inspire students to achieve academic and personal goals. While helping students develop intellectually, emotionally, and socially, success coaches will serve as guides for sustainable success and empower students to connect to DC and their community. Students who are conditionally admitted or are on academic probation are REQUIRED to participate in the success coaching program.

**Success@DC** – is an early-alert system that collects information reported by faculty and staff regarding students’ attendance, academic performance, campus behaviors, and other concerns. The SASS staff and Student Life oversee this system to assist students of concern by providing the necessary advising and navigating student concerns to the appropriate support services on campus.

**Undeclared Student Advising**—is a service to support those students who may be struggling to identify a major for their college studies. We provide assistance with scheduling as well as advising and exploration tools and strategies in close coordination with the Career Development Office to help a student discover the major that is right for them.

**TESTING CENTER**

- Location: Pilgrim Library, Lower Level, Room 123
- Hours: T-F 8:00 am to 4:30 pm

Testing Center strives to provide all Defiance College students and community patrons with dedicated, professionally proctored services to meet testing and assessment needs. To meet the various needs of students and other offices on campus, the Testing Center offers the following services:

- make-up testing,
- accommodated testing for students with accessibility needs,
- professional/licensure exams for some of Defiance College's degree programs,
- CLEP and DSST examinations,
- Residual ACT, and
- subject area placement exams.
ACADEMIC ADVISING
Defiance College provides close attention to individuals. At the core of this individual concern is the advisory system and access to professors. All students are assigned a faculty advisor in their major discipline upon enrolling at Defiance College. Students who have not declared a major will be advised by the Director of Student Academic Support Services until a major is declared.

Students declare majors and may request an advisor change in the Registrar's Office or through the student portal on myDC.

Students are encouraged to work closely with their academic advisors throughout their college careers. Advisors are prepared to counsel students on selection of courses, assist with academic functions such as experiential learning, academic second chance paperwork or course substitutions, and career and graduate school advice.

ADMISSIONS
Location: First Floor, 112 Serrick Campus Center
Hours: M – F 8:00 am to 4:30 pm. Saturdays (Sept. – May) 9:00 am to 12:00 noon
Phone: extension 2359

The Office of Admissions counsels prospective college students and their families in the college selection process. The Office of Admissions seeks to connect prospective students with various campus personnel and resources according to the students' academic and co-curricular interests. Additionally, the Office receives and processes applications and determines admissions for undergraduate and graduate admission as well as international students. The Admissions Office also receives and processes re-enrollment applications and serves as a liaison between the Registrar's Office and returning students ensuring a smooth transition.

The Office also arranges campus visits for prospective students and their families. A meeting with an admissions counselor, campus tours, classroom sessions, meetings with faculty, meeting with a coach, and meals in our dining hall can all be a part of the visit experience. If you would like to invite a prospective student to visit the campus, please contact the Office of Admissions to make arrangements a few days in advance.

ATHLETICS
Office Locations: Karl H. Weaner Community Center and George M. Smart Athletic Center
Phone: extension 2342

More detailed information on the policies and procedures of the Athletic Department are included in the Student-Athlete Handbook.

AUDIOVISUAL SERVICES
Location: Pilgrim Library
Hours: M – F 8:00 am to 4:30 pm; other times as needed
Phone: extension: 2615

Audiovisual services are available to all registered students with a valid college identification card. Equipment and services are available at no charge for Defiance College purposes, based on availability, but advance notice for use of equipment is required. There are charges for blank media at a predetermined rate. Personal usage of equipment, media, or services will be charged at a predetermined rate. If audiovisual equipment is not returned by the predetermined date of agreement, students will be charged a fee of $10 per day. A student can contact or come to the audiovisual office by the due date and schedule an extension if the equipment is available. Any individual separated from Defiance College for either disciplinary or financial reasons will not be allowed to use college audiovisual equipment.
BOOKSTORE
Location: online at defiance.ecampus.com
Hours: orders can be placed 24 hours a day
Customer service hours are Mon – Fri 9am – 5pm (Central Standard Time)
Phone: 1-877-284-6744

The online bookstore offers a large selection of new, used, rental and eBook inventory. Students save money with competitive internet pricing. Students have the additional option of ordering from the marketplace which matches buyers with individual sellers, saving up to 90% on book costs. Payment can be made by credit card, Paypal or buyback credit. Books can be shipped home or to the campus mail center.

The bookstore, in conjunction with the Business Office, offers students the opportunity to make purchases utilizing financial aid credit. Students with a pending credit on their student account can complete the textbook charge authorization on the Student Account Information page of their MyDC portal to transfer a portion of the credit to the bookstore.

The bookstore will buy back purchased books at the on campus buy back session held at the end of each semester or via the online buy back process.

BUCHMAN FITNESS CENTER
Location: George M. Smart Athletic Center
Hours: Mon - Thurs, 5 am - 11 pm; Fri, 5 am-8 pm; Sat, 8 am-6 pm; Sun, 1-11 pm
Phone: 785-2997

The Buchman Fitness Center is a joint venture between Defiance College and the Defiance Area YMCA. The Buchman Fitness Center is an adult-only facility offering state-of-the-art fitness equipment including a complete Nautilus Circuit (12+ machines), a complete room of free-weight equipment, treadmills, elliptical total body machines, elliptical trainer machines, recumbent bikes, upright stationary bikes, Stairmasters, and a multi-purpose room. Students are encouraged to contact the Buchman Fitness Center to schedule the multi-purpose room for exercise classes.

Through the agreement of the joint venture between DC and the YMCA, full-time Defiance College students also have complete access to the YMCA facilities at 1599 Palmer Drive for no additional fee. This includes Nautilus equipment, basketball courts, and two swimming pools. A valid-current college ID will be needed to gain admittance to either the Buchman Fitness Center or the YMCA.

BUSINESS OFFICE
Location: Defiance Hall Room 213
Hours: M – F 8:00 am to 4:30 pm
Phone: extension 2550
Email: businessoffice@defiance.edu
http://www.defiance.edu/business-office/index.html

The Business Office assists students and families with:

- Student account information
- Tuition payment arrangements
- Federal Perkins Loan repayment
- Student employment
- IRS 1098-T forms

Important student forms such as the DC payment plan application and credit balance form are available at the above web page under the “Download Forms” tab. Students can authorize the Business Office to speak about account details with another person by completing the Federal Education Rights and Privacy Act (FERPA) authorization at mydc.defiance.edu under the Parent tab.
All students of Defiance College may access a current billing statement at mydc.defiance.edu under the Student Account Information page.

COMPUTER SERVICES
Location: Pilgrim Library Room 206
Hours: M – F 8:00 am to 5:00 pm
helpdesk@defiance.edu x2667

Computer Services provides computer systems technical support for the entire Defiance College campus community. Computer Services staff helps resolve issues dealing with connectivity, networking, and computer security for current Defiance College students. Information on connecting to the DC network may be found in the networking handbook located on the DC website www.defiance.edu in the Computer Services section.

CONFERENCES AND EVENT MANAGEMENT OFFICE
Location: Second Floor, Serrick Campus Center
Hours: M – F 8:00 am to 12 Noon; 1:00 pm to 4:30 pm
Phone extensions: Facilities Management ext. 2585; Audiovisual ext. 2615
The Conferences and Event Management Office schedules the use of all college facilities and room reservations, both for on-campus and off-campus organizations. Approved college organizations requiring reserved space should contact the Conferences and Event Management Office by completing the Event Venue Reservation Request Form (found online at www.defiance.edu/offices/facilities-events) as far in advance as possible to ensure their desired dates can be accommodated. Registered students at Defiance College with valid college identification card are permitted to use approved college facilities and attend college events. Any individual separated from Defiance College for either disciplinary or financial reasons will not be allowed to use college facilities, attend college events, or be on college property until that individual attains “good standing” status with Defiance College as determined by the Office of Student Life and the Business Office. Individuals who are not in “good standing” with the college, and have been found to be using college facilities, be present on college property, or in attendance at college events, may be charged with trespassing.

CUSTODIAL SERVICES
Location: Physical Plant
Hours: Varied on weekends, M – F 4:30 am to 2:30 pm
Phone: extension 2466
Custodial services are provided by WFF Facilities, Inc., who is responsible for the housekeeping needs of the entire campus, including the residence halls. If you have a residential housekeeping need, please contact your Resident Assistant (RA) or Hall Director (HD), or contact the Custodial Services Office at extension 2466. Emergency call number 419-789-2911. Students are responsible for the housekeeping within their own rooms.

DINING SERVICES
Location: Dining Hall, Serrick Campus Center
Phone: extension 2488
All students living in campus residence halls are required to participate in the meal plan. Residential students may select from four plans with flex dollars that can be used for guest meals as well as retail dining options in The Hive.

Student Board Plan
The College provides four meal plan options: 19 meals per week; 14-meals per week; and 10-meals per week. All meal plans include meal plan dollars (“Munch Money”) that give students purchasing
power at The Hive and the Serrick Dining Room. Meal plan dollar balances that come as part of the meal plan are carried over from the fall semester to the spring semester, however, do not carry over to the following academic year. Balances also cannot be transferred to another students account. The deadline for changing meal plans for any given semester is June 15, 2018, for Fall 2018 and November 15, 2018, for Spring 2019 in the Office of Residence Life. Commuting students may purchase a full meal plan or Munch Money to meet their specific and unique needs.

Munch Money

Munch Money can be purchased and added to any student’s card in any amount over $25. Money added to a card will be matched with an additional bonus dollars equal to 10% of the amount purchased. Munch Money may be added to the card by either going to the Defiance College dining website or by stopping in the Dining Service office located in the Main Kitchen in Serrick Hall. Cash, credit card and personal checks are accepted.

Serrick Dining Room

Serrick Dining Room offers a wide range of meal options throughout each day. Each morning starts with hot breakfast made to order, make your own waffles, hot and cold cereal, toast and bagels and fresh baked pastry. Lunch and Dinner features homemade entrees, sides and vegetables, pizza, made to order deli sandwiches and wraps, grilled sandwiches, burgers and fries and a full salad bar. Fresh baked desserts and ice cream finish off your meal. A large selection of hot and cold beverages is offered at each meal period. Serrick Dining Room offers an all you care to eat dining option, so feel free to come back for seconds.

Monday- Thursday
Breakfast 7:30 am -10 am
Continental Breakfast 10:00 am – 10:30 am
Lunch 10:30 am – 1:30 pm
Dinner 4:30 pm – 7:00 pm (Friday’s 4:30 pm – 6:30 pm)

Saturday & Sunday
Brunch 11:00 am – 1:00 pm
Dinner 5 pm-6:30 pm

Hive (Hubbard Hall - McCann Student Center)
The Hive is the place to meet and eat on campus. This full service location features Slice, Sizzle & Stack our premium grilled burger and fries menu that is sure to satisfy your hunger. 41 North features handcrafted fine beverages that will pick you up. This menu features fine coffees, espresso based drinks, smoothies and specialty premium drinks. Fresh made express grab and go sandwiches and salads are ready for you to enjoy when you are on the run.

Monday – Thursday 7:30 am- 10 pm
Monday - Thursday 7:30 am- 2:30 pm
Saturday & Sunday Closed

Dining Hall Policies

Students are required to present their DC identification card to the dining attendant at each meal. Meal plans and ID’s are not transferable therefore each student is required to use his or her own ID. Students are permitted unlimited seconds on all items consumed in the main dining hall except theme night entrees. These policies will be in effect for the entire school year. Ohio law requires the following minimum dress requirements in a cafeteria environment: shirt or blouse, Bermuda shorts, and shoes or sandals.

Questions, concerns, and ideas regarding dining services can be directed to the Director of Dining Services, Office of Student Life or to the Food Service Committee of the Student Senate.
Sick Trays
If a student requires a sick tray due to illness, they can make arrangements by contacting the Dining Service Office at extension 2488.

Eco to Go- Carry Out Program
In an effort to reduce the carbon footprint of the dining services, Eco to Go, the exclusive and optional carry out program for the dining hall is the only way to take food when you are not staying to eat in the dining room. Disposable and personal food storage containers are not permissible. This exchange program allows students to exchange their food storage container for a clean one when they check in with the dining room attendant. They will be provided with optional disposable eating utensils and may bring their own drink container up to 32oz. The cost of the program is a one-time registration fee of $20. Once registered, members have access to the program as long as they attend the college. Replacement of containers due to loss or misuse will be charged a replacement fee. Contact the Director of Dining Services for more details or to register for this program.

Notice to Food Allergic Individuals
The Dining Services makes every effort to communicate food allergens present in most prepared food options. Be aware that we handle and prepare egg, milk, wheat, shellfish, fish, soy, peanut, tree nut products and other potential allergens in our cafes and kitchens. Before placing your order, inform your server or manager if you or a person in your party has a food allergy. Please direct all questions regarding a food allergy to a manager who will assist you.

Exemptions
A student may apply for food service exemption for medical reasons. A request for exemption must be submitted in writing to the Office of Student Life. Additionally, the student will be required to provide signed documentation from his/her physician stating the specific condition and dietary requirements. The Dean of Students or his/her designee, the Coordinator of Health Services and/or the Director of Dining Services will review all submitted documentation. A final decision will be made by the Dean of Students or their designee and will be provided in writing to the student.

Refunds
There are no monetary rebates, reimbursements, or allowances for missed meals or days. If prior arrangements are made with the Dining Service, sack lunches may be substituted for missed meals.

Food Service Committee
The Food Service Committee is comprised of members of the Student Senate, the Director of Dining Services, a staff member from the Office of Student Life and any interested members of the College community. The purpose of the committee is to discuss suggestions and ideas concerning the operations, menu and quality of service. The Food Service Committee meets on a regular basis throughout the year. For meeting times and locations, or to share concerns please contact the Office of Student Life at extension 2437.

FINANCIAL AID
Location: Second Floor, Serrick Campus Center
Hours: M – F 8:30 am to 4:30 pm
Phone: extensions: 2376 & 2364
E-mail: financialaid@defiance.edu;

Defiance College administers several types of financial aid programs including scholarships, grants, work-study, and loans. The DC financial aid staff is available to answer questions concerning the aid process, and student financial aid awards. Students must complete a Free Application for Federal Student Financial Aid (FAFSA) every year to be considered for federal, state, and need-based financial aid. The FAFSA can be completed online at www.fafsa.gov.
It is the student’s responsibility to complete all necessary financial aid paper work. All required financial aid paperwork must be complete for aid to be applied to a student’s bill. To remain eligible to receive financial aid funds, students must be attending class and be in good financial aid satisfactory academic standing.

**GEORGE M. SMART ATHLETIC CENTER**

- **Location:** Adjacent to Weaner Community Center and Alumni Field
- **Hours:** Mon – Thurs, 5 am – 11 pm; Fri, 5 am – 8 pm; Sat, 8 am – 6 pm; Sun, 1 pm – 11 pm
- **Phone:** 419-783-2341

The George M. Smart Athletic Center is a multi-purpose facility which spans 84,000 square feet and serves as the recreational hub of the DC campus, while offering an exceptional indoor training environment for all 18 of the Yellow Jacket varsity athletic programs. The Smart Athletic Center is fully operational to host indoor collegiate and high school track events, boasting an NCAA approved six-lane, 200-meter track with an eight-lane straightaway. The Smart Center track and basketball courts are available to Defiance College Students during non-practice times with a valid-current Defiance College ID.

**IDENTIFICATION (ID) CARDS**

All students receive a Defiance College identification card upon enrollment at the College. The card is intended to last for the enrollment lifetime. Students are required to carry their identification cards with them at all times and present it to College officials upon request. Identification cards will receive new validation stickers at the beginning of the Fall, Spring, and Summer semesters from the Business Office. These stickers are placed in residential students mailboxes. Commuting students may pick them up in the Business Office.

Lost identification cards must be reported to the Office of Student Life immediately. Replacement cards cost $10.00 for commuter students and $25.00 for residential students as the cards grant access to residence halls. Lost cards and non-working cards can be replaced in the Office of Student Life (Hubbard Hall 128). Identification cards are necessary for picking up paychecks, using the meal plan, checking out materials from the Library, attending campus events, access to the Buchman Fitness Center and access to your residence hall.

**LOST AND FOUND**

Lost and Found services are offered by the Office of Student Life in Hubbard Hall (Room 128) and the Circulation Desk in Pilgrim Library. Articles may be turned in or claimed during regular office hours.

**MAILROOM**

- **Location:** Hubbard Hall
- **Hours:** M – F 8:30 am to 3:00 pm; closed on Saturdays and Sundays
- **Phone:** extensions 2329 and 2576

Residential students are provided individual mailboxes in the lobby of the McCann Center. Each residential student has their own assigned mailbox which operates on a combination lock. Residential students should verify their mailbox number and combination with the Office of Student Life (Hubbard 128). Residential students are expected to check their mailbox daily for important correspondence from various campus offices and organizations in addition to US Mail deliveries.

Residential students should have their mail addressed to their mailbox numbers with the following information:

- **Student’s Name**
- **Defiance College**
- **Student Mail Box #______**
- **701 N. Clinton St.**
- **Defiance, OH 43512**
Commuting students should not use the College’s address to receive mail. If commuting students inadvertently receive mail at the College, they will be notified via e-mail where they can pick up their mail (either the Office of Student Life in Hubbard 128 or the Mailroom).

Any student receiving a package or other special mail will receive a note via campus e-mail requesting that the package be picked up at the Mailroom. Students need to present their College I.D. when picking up a package. There will be no same day pick up of packages before 1:00 pm.

During vacation periods, except for summer break, mail is held in the Mailroom until students return to campus. Bulk mail and magazines will not be forwarded. Students need to make their own arrangements with magazine publishers for forwarding. Students can send packages by FedEx or USPS, but must pay cash at the time the package is mailed. If a student changes from resident to commuter status, they will forfeit their campus mailbox and will need to change their address with those organizations and individuals from which they usually receive mail. First class mail for former students will be returned to the sender; all other mail, including periodicals and magazines will not be forwarded or saved.

During summer break first class mail will be forwarded, for one month, so long as a student has provided a forwarding address. All other mail, including periodicals and magazines will not be forwarded or saved.

**REGISTRAR’S OFFICE**

Location: Second Floor, Serrick Center 204  
Hours: M – F 8:30 am to 4:30 pm  
Phone: 419-783-2375  
E-mail: registrar@defiance.edu

Primary services provided by the Registrar’s Office include the scheduling of classes, recording of grades, maintenance and production of transcripts, verification of enrollment, evaluation of transfer credits, awarding of advanced placement credit, creating and monitoring advising worksheets, veteran benefit certification, and processing of graduation applications. We are committed to maintaining accurate information while protecting privacy. The Registrar's Office further supports the academic mission of Defiance College by consistently enforcing its academic policies.
MISSION STATEMENT
The mission of the Defiance College residence life staff is to promote a positive living and learning environment for residential students. The inspiration of this promotion is an active developmental approach taken by staff members toward the residents. Residence life members work with students to develop a sense of community in the halls that allow students to engage with each other, respect each other, and learn from each other to further develop as contributing members of the Defiance College community.

The Office of Residence Life works to foster an exchange of ideas while implementing student developmental and social programs to help students adjust to living on campus. Additionally, both the undergraduate and graduate staff living in the halls works directly with the Office of Residence Life to addresses student conduct concerns and issues negatively affecting the overall residential community. Proper administrative follow-up on behavioral conflicts are the responsibility of residence life staff. Staff members are trained to educate students on policies and encourage each student to take responsibility for their own actions and address issues when appropriate.

DIVERSITY AND INCLUSION STATEMENT
The Residence Life Department at Defiance College is committed to creating a safe and inclusive environment for all students of diverse backgrounds, including but not limited to race, culture, nationality, ethnicity, religion, ideas, beliefs, geographic origin, socio-economic status, sexual orientation, gender, gender identity and expression, ability, age, and veteran status. We recognize that this commitment to diversity and inclusion is a responsibility for everyone. By embracing people with different perspectives, values and backgrounds we enhance how we view the world. The Residence Life Department strongly believes learning not only happens in the classroom, but outside the classroom and we resolve to foster a healthy environment for that learning.

RESIDENCE LIFE STAFF
The Office of Residence Life has a strong commitment to creating an environment in the residence halls that will assist students in their growth and development. Effort is made to create an environment that encourages academic excellence, social competence, independence, and a sense of community living. A well-trained staff including Hall Directors, Assistant Hall Directors, Community Coordinators, and Resident Assistants provide programming, guidance and support to the residence hall community. When these activities are combined with the active participation of the residents, the halls become more than just places to sleep; they become living and learning environments.

The following is a list of people and groups who are available to assist students within the residence halls. Residents are encouraged to be actively involved in their residence hall and to get to know these individuals.

DIRECTOR OF RESIDENCE LIFE (DRL) – HALL DIRECTOR (HD)
The Director is a full-time professional whose primary role is to supervise all aspects of residence hall operations at Defiance College. The Director works in collaboration with the Assistant Hall Directors, Community Coordinators, and the Resident Assistants to address the needs of the residential population. The Director is responsible for the selection, training and supervision of all residence hall staff; residence hall supervision including developmental programming, overall maintenance, improvement of the residence halls, and adjudicating residence hall policy violations. The Director's office is located in the Office of Residence Life in the McCann Center. As Hall Director, DRL as one of two live-in full-time professionals who serve as the primary administration and management of the residence halls to ensure residence life activities and programs promote the academic, personal, social, spiritual and physical development of the students. In addition, serves as an additional presence in the halls during the evening hours. HD’s serve as primary respondents to crisis and student conduct issues in the halls.
DIRECTOR OF STUDENT ACTIVITIES (DSA) - HALL DIRECTOR (HD)
The Director of Student Activities & Leadership/Hall Director is a full time Professional whose primary role is to promote student involvement through coordinating, marketing, and implementing a broad range of student-centered activities and programs including intramural sports. The individual will be responsible for creating and maintaining a positive, student-centered community within the residential community they supervise which fosters respect, dignity, and collegiality among residential students. The Director’s office is located in the Office of Residence Life in the McCann Center. As Hall Director, DSA as one of two live-in full-time professionals who serve as the primary administration and management of the residence halls to ensure residence life activities and programs promote the academic, personal, social, spiritual and physical development of the students. In addition, serves as an additional presence in the halls during the evening hours. HD’s serve as primary respondents to crisis and student conduct issues in the halls.

ASSISTANT HALL DIRECTOR (AHD)
The Assistant Hall Director is an undergraduate student leader who works closely with the Hall Director of their area in the management and supervision of the residence halls. Assisting in the training and supervision of the RA staff, the AHD serves as an integral member of the residence hall on-call staff. Working alongside the RAs, the AHD assists in the creation, scheduling and completion of residence hall duty responsibilities and programming. In addition, the AHD provides an additional resource for residents in the hall.

Community Coordinator (CC)
The Community Coordinator is an undergraduate student leader who works closely with the HDs and AHDs in the management and supervision of the residence halls. The CC serves as an integral member of the residence hall on-call staff. Working alongside the RAs, the CC assists in the creation, scheduling and completion of programming and community building initiatives. In addition, the CC provides an additional resource for residents in the hall.

RESIDENT ASSISTANT (RA)
Resident Assistants are student leaders specially trained in all aspects of residence hall living with the experience and know-how to answer questions or find the answers. The RA serves as a role model, peer counselor, educator, information provider and supervisor to the residents of his/her living area. These individuals will assist residential students in a variety of ways—planning fun and educational activities, mediating roommate disagreements, suggesting campus resources and maintaining a safe, learning environment for their residents. RAs serve “on duty” to provide for student needs during evening hours.

RESIDENCE HALL COUNCIL
All residential students are invited to participate in their building’s Residence Hall Council. The Residence Hall Council serves to determine quiet hours for the hall each semester, create programming and make suggestions for improvements throughout the residence halls. Residence Hall Council meetings are a place for residents to bring and address concerns for the residence halls. Each resident has a voice and the power to be a good citizen within the residence halls through the Residence Hall Council.

RIGHTS AND RESPONSIBILITIES
Since a residence hall is made up of a group of individuals in a living/learning community, each person is afforded certain rights and responsibilities which must be held in high regard. Mutual respect and consideration, coupled with an awareness of sensitivity to the needs of other individuals, must be the standard for group living. This statement is intended to define minimal expectations of rights and
responsibilities for all residents allowing them to enjoy their freedom without placing constraints upon the rights of other residents. These include:

- **The Right**: to read, study, and sleep free from undue interference in or around one’s room.
- **The Responsibility**: to control noise and other distractions that inhibit the exercise of study or sleep by another person.
- **The Right**: to recreation in and around the residence halls.
- **The Responsibility**: to modify recreation so that it does not interfere with the rights of others or create the potential for damage to the facilities.
- **The Right**: to personal privacy.
- **The Responsibility**: of the College to maintain such an environment and for students to assist in this effort.
- **The Right**: to a physical environment that is clean, healthy, safe and orderly.
- **The Responsibility**: of the College to maintain such an environment and for students to assist in this effort.
- **The Right**: to recourse, according to prescribed judicial procedures, against anyone who unduly infringes on one’s rights or property.
- **The Responsibility**: to conduct oneself in a manner that does not infringe on the rights of others; to initiate action should the circumstances warrant.
- **The Right**: to participate in the process of self-governance.
- **The Responsibility**: to be active in the process to insure voicing of one’s opinion or ideas.

**RESIDENCE HALL ADMINISTRATIVE POLICIES & PROCEDURES**

**CHECK IN/CHECK OUT**

Students living in the residence halls are expected to formally check in and out of the hall when they assume and terminate occupancy or when they change rooms. The procedure includes:

**Check In:**
1. Obtain a room key.
2. Complete the Room Condition Report and sign all administrative paperwork (e.g. key registration form, emergency contact form, etc.).
3. Move into your room.

**Check Out:**
1. Let your RA know when you will be moving out and schedule a room inspection.
2. Remove all belongings, return furniture to its proper position and clean your room thoroughly.
3. Complete the Room Condition Report with your RA and sign.
4. Return your key.

This procedure is in effect to protect students. Charges are determined by your dates of residence and any pre-existing damage is recorded to prevent billing errors. Students failing to go through the appropriate check in and check-out procedures may be subject to monetary charges. Should it be necessary to remove and dispose of any personal belongings or to return college furniture to a room, a nominal charge will be assessed.

**DAMAGES AND BILLING**

A resident is liable for damages to the residence hall resulting from vandalism and/or abuse. Residents, as a community, will be held financially responsible for all charges for non-regular custodial or
maintenance services incurred in hall/wing and common areas of their residence hall resulting from vandalism and/or abuse if the individual responsible cannot be identified.

HALL CLOSINGS
Campus residences are closed during the scheduled College vacation periods such as Fall Break, Winter Break and Spring Break. Unless otherwise announced, residence halls close at noon the day following the last full class day before a vacation period. Students must complete a Break Occupancy Agreement with the Office of Residence Life if they seek permission to remain in the residence halls during breaks. It is, however, the student’s responsibility to find accommodations. Students remaining on campus may be charged a nominal fee per night. All fees for break housing will be announced prior to the break and must be paid in advance. At the end of each semester, the residence halls will close 24 hours after the end of the last final examination period. Only students with special permission or need will be permitted to stay beyond that time. Graduating students are permitted to stay through graduation ceremonies, but must complete a Break Occupancy Agreement to stay past the hall closing and check-out on the day of graduation.

KEYS AND BUILDING ACCESS
Maintaining safety and security on campus and in the halls is a partnership between the College and the residents. Residents are issued keys and student ID cards for the sole purpose of entry to the residence halls and their individual rooms. The College expects in return that students do not loan their key or student ID to anyone. Such conduct is considered a threat to the safety of others and will be dealt with as a conduct issue.

Entry into the McReynolds and Whitney halls are limited after midnight through 5:00 am. During these allotted hours, students may only enter these buildings through the front door and by the student security desk. This is to ensure safe entrance into the buildings during late hours.

Students should always keep their rooms locked regardless of how long they will be away. Any damage or malfunction of a lock, key, or student ID card should be reported immediately to the Office of Residence Life at extension 2563. A resident who loses their key should fill out a Key Replacement Form and turn it into the Office of Residence Life. The lock will be re-cored and new keys issued for the room. The cost for this service is $50. A resident who loses their student ID card must notify the Office of Student Life immediately so that the card can be deactivated and a new card can be reissued. The cost for this service is $25 for the first re-issuing and $50 for every subsequent re-issuing.

LIABILITY DISCLAIMER
Defiance College is not responsible for the loss of valuables of any person or for the loss or damage of any person's property from any cause. See section on Personal Property Insurance.

MINORS IN HOUSING
The Defiance College does not permit students under the age of 16 to live in on campus housing. Students must be at least 16 years of the time campus residency begins in order to be eligible for on-campus housing. Parent or legal guardians of students under the age of 18 are required to co-sign the Residence Hall License Agreement. Additionally, students who will be 16 at the start of campus residency must have his/her parent or legal guardian sign the Minor in Campus Residency Acknowledgement Form.

RESIDENCY REQUIREMENTS
Defiance College places high value on the growth and development of students as part of the residential liberal arts college experience. Living on campus connects students to the College’s culture of engagement in meaningful and powerful ways. This connection to the life of the campus is so important that the College requires all students to reside in on-campus housing. The College has identified some situations where students may be excused from the residency requirement (identified below).
CRITERIA FOR EXEMPTION FROM THE RESIDENCY REQUIREMENT

1. Twenty-two (22) years of age or older PRIOR to the beginning of the academic year
2. Completion of 90 or more credit hours PRIOR to the beginning of the academic year
3. Married students or students with dependent children
4. Military Service Veteran
5. Students living with parents or legal guardians within a 30-mile radius of the college

Defiance College requires all full-time students who do not meet the criteria listed above to reside in college-operated housing for the entire academic year. Residential students requesting to live off campus the following academic year must complete a Commuter Request Form and return it to the Office of Student Life prior to the end of the spring semester. Students who have signed a housing license with Defiance College must formally request release from the Dean of Students if their campus housing needs change.

Commuter approval can be revoked if the student’s living situation differs from what was approved on the commuter request form. If this occurs, the student will be charged the full price for room and board, regardless of where the student is residing or how long he/she has been off-campus. Any address changes are to be communicated promptly to the Office of Student Life to avoid any misunderstandings.

RESIDENTIAL FEE
A student enrolling as a resident student will be charged a one-time, non-refundable fee of $80.

ROOM ASSIGNMENTS/SELECTION
Upperclassmen are assigned to rooms during the housing selection process according to set procedures communicated during the spring semester. Those residents who have completed the necessary requirements of scheduling and registering for classes during the upcoming year will be cleared to select their housing assignment for the following year. In order to select a room, current residents must be in good financial standing with the College and have scheduled a minimum of 12 credit hours for the following fall semester. While returning upperclassmen apply for their room assignment in the spring, new students are assigned over the summer. All residential students are officially notified of their room assignment for the academic year in July. We work to provide room assignments to all students that request to live on campus.

ROOM CONSOLIDATION
Most residence hall bedrooms at Defiance College are designed for occupancy of two or more residents. Such arrangements have proven to be convenient and help create the residential living experience desired by the College. Students whose roommates do not arrive for the start of the semester will be encouraged to consolidate with another person without a roommate. This process is called consolidation. All students residing in campus residence halls whose roommate has not moved into the room will be among the first group of students required to consolidate with other residents in the same situation in order to best utilize the living space on campus.

Students required to consolidate rooms may be given a list of other residents in the same situation in an open double room within their residence hall. Students may choose to room with someone more compatible on a different floor. Initially, students who are to be consolidated will be encouraged to work out their own arrangements as to who moves where. However, if more structure is needed to resolve the matter, the student with the least number of earned academic credits will be required to move from their current room. This process of consolidation will continue until all rooms are occupied by the maximum occupancy. Any student left residing in an open double may receive a roommate at any time during the semester.

The College and the Office of Residence Life reserves the right to reassign residents to other College residence accommodations in cases of emergency, in the event the College, in its sole discretion,
determines the reassignment to be in the best interest of both the College and the student or, if necessary, to best utilize residential facilities efficiently and economically.

**ROOM AND/OR ROOMMATE CHANGES**

Living with different types of people is an integral part of college life. Sharing living space with a roommate can be a great learning experience and, at times, a challenge. In the event that issues do arise between roommates, the Office of Residence Life encourages the roommates to discuss their concerns with one another to reach a compromise. The Residence Life staff can provide assistance in this process. However, if a room and/or roommate change is desired, contact your RA to initiate the process. There is two-week room freeze in place at the beginning of the year and changes will be made only if no other reasonable alternative is available. Changes of any kind without proper permission from the Office of Residence Life will result in appropriate and corrective action being taken. Room changes must follow the check-in and check-out procedures.

**ROOM FURNISHINGS**

Rooms are furnished with a bed, dresser, study desk and chair, closet area or wardrobe for clothing, cable, and window coverings. It is suggested that residents provide their blankets, pillows, linens, towels, desk lamps, and other personal effects. Residence hall furniture must remain in the student’s room at all times. Residents may bring personal furnishings such as chairs, bookcases, entertainment centers etc. The Director of Residence Life may prohibit personal furnishings that are considered too large or potentially dangerous for the residence hall room. At the time of check out, residents must remove all personal property and return the room to its original condition. Summer storage of personal belongings is currently not available. Failure to check out properly may result in loss of personal property.

**ROOM LOCK-OUT**

In order to keep the residential rooms safe and secure the residence life staff is charged with monitoring when, and how often, students request an RA to unlock their room door. When a residential student requests to have their room door unlocked they will be asked to fill out a lock-out form. Each student will be provided (3) lock-out services for the year. When a student reaches their limit they will be charged $10.00 and asked by the Hall Director to verify they indeed possess a room key. This policy is meant to ensure that all students have their room keys and maintain high standards of personal safety. Once the student verifies they have a room key and pays the fine, a new lock out for them will be created with (3) additional lock-out services will be created for them.

**SPECIAL CIRCUMSTANCE HOUSING**

Students with special circumstances (e.g. psychological, medical, physical) that necessitate living without a roommate must complete the following: 1) Submit a letter, written by the student in question, describing the special circumstances which would necessitate the student’s need for a medical single. This letter must convincingly demonstrate the uniqueness of the student’s case. 2) Submit an additional letter written by a family physician or other appropriate clinician describing why the student should be granted a room without a roommate. This letter of referral from your treating professional is required in order to be considered for a Medical Single. Both letters are due to the Office of Residence Life by July 15th, 2017 for the fall 2017 semester and by November 16th, 2017, for the spring 2018 semester. The Director of Residence Life will consider all petitions and honor approved petitions on a space-available basis.

**STORAGE POLICY**

Due to limited space, storage is not available for resident students. Personal belongings that are brought with an individual must remain in his/her room or be taken out of the residence hall. Residents may leave personal belongings in their room during any scheduled academic calendar breaks (i.e.,
Winter and Spring breaks) provided they will be returning to the hall the following the break. However, for security reasons, valuable items should be taken home. The College makes a reasonable attempt to prevent personal property loss or damage due to theft and mechanical failure, but cannot assume any responsibility if they occur. Storage is NOT available over summer break.

SUMMER HOUSING

Limited housing, on a first-come, first-served basis, is available for a charge during the summer months. To be eligible to receive summer housing, an individual must be a Defiance College student scheduled full-time for fall or summer classes. Students requesting summer housing must complete a Summer Housing Application through the Office of Residence Life. Room assignments will be made prior to the end of the spring semester and students will be notified, in writing, of their assignments. Residents must complete their room changes into their summer housing assignments within a 24-hour time period.

FACILITIES & EQUIPMENT IN THE RESIDENCE HALLS

AIR CONDITIONERS

Due to their drain on electrical service, air conditioners are prohibited from use in the residence halls. The Office of Residence Life will consider exceptions to this policy upon review of medical documentation. Residents granted exceptions must abide by the following provisions:

1. Air conditioners must be 5000 BTUs or less
2. 120-volt power supply
3. In good working condition

Students are responsible for installing their own air conditioning units. Boards are available at check-in for air conditioning installation. All air conditioning units must have a board supporting the weight so not to damage windows. Any damage to windows will be fined at the expense of the resident. The maintenance staff will be on hand during move in days to help students if time permits.

COOKING FACILITIES/KITCHENETTES

Cooking facilities are located in each residence hall. All students using these areas are expected to clean up after themselves.

CUSTODIAL SERVICE

The College employs a custodial service for the cleaning of the common areas of the hall only. Students are held responsible for the cleanliness of their individual rooms. To report concerns about cleaning routines or the general cleanliness of the residence halls, please feel free to complete a work order on the Residence Life webpage or contact the Custodial Manager at extension 2466.

LAUNDRY

Laundry facilities are available 24 hours a day, seven days a week in Whitney Hall, McReynolds Hall, the Jacket Suites, and the Grand Avenue Apartments. This equipment is provided only for the use of each building or apartment’s specific residents. If a machine is malfunctioning, it should be reported to the Maintenance Office at extension 2503.

LOFTS

A loft system is a bed frame that allows the bed to be at a “top bunk” setting without the bottom bunk present. This elevates the bed in the room to allow for the most possible floor space. Currently Whitney Hall, Jacket Suites and Grand Avenue have loftable beds present in their rooms and apartments. McReynolds has beds that can be bunked but not lofted. Homemade loft systems are not permitted at Defiance College.

LOUNGES/LOBBIES

Residence hall lounges are for the use of all students and their guests. Therefore, the furnishings in such lounges are not permitted for use in individual student’s rooms. Removal of lounge furnishings
from the appropriate place will result in disciplinary action and the student may be held financially responsible for any damages. The main lobby of each residence hall is open to 24-hour visitation seven days a week. Residents and their guests are responsible for their actions in all campus residences and facilities and should govern themselves in a manner which will not infringe upon the rights of others. Individuals and groups are expected to clean up any trash in the lobby and return any furnishing to its appropriate place.

MAINTENANCE SERVICE
Maintenance problems in campus residences and facilities should be reported to the Maintenance Office at extension 2503 or reported in a work order by emailing physicalplant@defiance.edu. This will facilitate prompt solution on all maintenance problems. Maintenance work must be done during work hours. Therefore, maintenance personnel may need to enter a room, whether or not a student is present, in order to make repairs.

NETWORK ACCESS SERVICE
All residence hall rooms are wired to connect to the Defiance College campus computer network. Students may choose to use an Ethernet cord or use the wireless access to connect to the internet. Internet routers are prohibited in the residence hall. Students that use the internet for gaming are encouraged to connect using an Ethernet cord for better connectivity. Please contact Computer Services at extension 2312 if you have any questions or if you are experiencing any difficulties with this service.

RESIDENCE HALL FRONT DESKS
Front desks are located in Whitney and McReynolds Halls. Student staff provides coverage for these desks during the evening hours. Desk staff members check-out equipment, monitor security cameras, maintain contact with the RA duty-staff, and report suspicious activity to campus security.

TELEVISION
Cable television service is available in each room and is provided by the College via a contract with the local cable service provider. Students must provide their own coaxial cable. Problems with cable service should be put in a work order to maintenance at physicalplant@defiance.edu.

VENDING MACHINES
Vending machines are available 24 hours a day, seven days a week. They are located on the first floor of both McReynolds and Whitney halls. If the machine is malfunctioning, please contact your Hall Director or the vendor as indicated on the machine for assistance.

RESIDENCE HALL JUDICIAL & SAFETY POLICIES
In addition to the Residence Hall regulations, it is an expectation that all students know and abide by the Student Code of Conduct and all policies indicated in this Student Handbook. The Student Code of Conduct is included in a later section of this student handbook.

ALCOHOL
The use of alcohol which jeopardizes or endangers the welfare of oneself or others, or contributes to other irresponsible or offensive action or behavior, is a violation of the College regulations. Behavior that violates Defiance College values include the use, possession, or distribution of alcoholic beverages except as expressly permitted by law and the College’s Alcohol Policy. This includes possession/consumption by those under the age of 21; providing alcohol to those under the age of 21; possession of a common source container (keg or party ball), either empty or full unless they are part of a President-approved event; driving under the influence; and public intoxication by persons of any age. More detailed information on the College’s alcohol policy may be found in the later section of this handbook entitled: “Alcohol Policy.”
APPLIANCES
The use of personal electrical appliances is limited because of sanitation, safety, and electrical concerns. The following appliances are prohibited in residence hall rooms: air conditioners (special approval only), toaster ovens, George Foreman grills, hot plates, commercial food preparation apparatus, space heaters, sun-lamps, halogen lamps/lights/ light bulbs, and electric blankets. Small microwaves and refrigerators of the proper size are allowed (not in excess of 4.5 cubic feet). Microwave ovens are restricted to a maximum electrical capacity of 900 watts. All approved appliances must bear the UL (Underwriters Lab) seal of approval. All other appliances are subject to the discretionary judgment of the Director of Residence Life. When additional electrical outlets are needed in a student room, FUSED SURGE PROTECTOR STRIPS MUST BE USED INSTEAD OF STANDARD ELECTRICAL EXTENSION CORDS. Please consult the full list at the Residence Life website.

CONTROLLED SUBSTANCES/DRUGS
The possession or consumption of illegal drugs (or the possession or consumption of therapeutic drugs without a legal prescription) is strictly prohibited anywhere on campus, including all residence halls and residence hall rooms. Drug paraphernalia, even if only for decorative purposes, is not allowed in individual students’ rooms. The presence of drug paraphernalia in and around the residence halls or a student’s room is considered a violation of the Student Code of Conduct. For further information, please refer to the College’s Substance Abuse Policy in the Policy Section of this Handbook.

EMERGENCIES
In case of emergency contact Campus Security, Resident Assistant, Senior Resident Assistant, Hall Director, Director of Residence Life or dial 9-1-1 from a campus phone immediately.

ENVIRONMENTAL SAFETY
Residents must adhere to federal, state and College regulations regarding environmental safety. Residents are responsible for the proper disposal of personal, room, and/or suite waste into appropriate waste containers. Intentionally, negligently, or recklessly exposing someone to hazardous waste as determined by the law or College policy is strictly prohibited. Violations of the environmental safety policy include, but are not limited to the following:

1. Inappropriate use, storage, and/or disposal of chemicals, paints, etc.
2. Inappropriate disposal of sharps (e.g., needles, syringes, broken glass, fluorescent bulbs)
3. Inappropriate disposal of or exposure to blood borne pathogens, bodily fluids, biological waste, etc. (e.g., public urination, defecation or regurgitation)

Residents are solely responsible for bagging trash that accumulates in their room or apartment and disposing of trash by depositing it in designated trash collection areas in dumpsters OUTSIDE the building. Personal trash left in common areas (hallways, bathrooms, etc.) will be fined at the expense of the violator.

EXTERIOR DOORS
It is important to note that the safety of all residents is compromised when doors are propped open or when residents permit unknown individuals into the residence halls through doors that are reserved for use by residents only. All external doors are locked 24 hours a day / 7 days a week and only opened to students scanning a residential student ID in the building in which they live. Card access is limited to only the front door of Whitney and McReynolds hall between the hours of 12:00 am – 5:00 am.

FAILURE TO COMPLY
Residents are expected to cooperate with all College officials including Residence Life Staff Members at all times. Failure to comply includes, but is not limited to, the following:

1. Failure to follow the directions of the College officials, including but not limited to Residence Life Staff acting in performance of their duties.
2. Failure to respond to a request to see identification
3. Failure to complete judicial sanctions
4. Failure to respond to meeting requests in the conduct system

FIREARMS, WEAPONS, FLAMMABLE LIQUIDS AND FIREWORKS

Student possession, storage, or use of unauthorized firearms, explosives (including fireworks), flammable materials (including lighter fluid), dangerous chemicals or other weapons (including but not limited to hunting knives, bows and arrows, martial arts weaponry, pellet/ paint ball guns, sling shots) is prohibited in the residence halls and on campus property.

FIRE SAFETY

Due to fire safety, residents are not permitted to burn candles, incense or create any “open flame” situation at any time within the residence halls. Defiance College takes seriously its commitment to prevent fires and the misuse or abuse of fire protection equipment. Students are expected to maintain responsibility for their floor and living units when it comes to this topic. Residents should be familiar with their residential unit and aware of the nearest exit and alternate exits. Students who negligently or intentionally set off a fire alarm will be fined $100 and may face judicial action as well.

Alarm procedures: when a fire alarm sounds, the following should be observed:

- Close windows, turn off lights and electrical equipment and close and lock door if time allows.
- Walk; do not run, to the nearest exit. If the closest exit is blocked by fire or smoke, find an alternative exit. If requested, accompany and assist persons with disabilities or injuries who appear to need assistance.
- After exiting, get away from the building and follow directions from the Residence Life staff, Security staff and/or Fire Department officials.
- Do not re-enter the building until the authorization is given by the Fire Department.

Failure to follow fire safety guidelines, including transmittal of a false fire alarm, tampering with smoke/heat detection devices, fire extinguishing equipment, or failure to evacuate during a fire alarm is prohibited. Violators may be subject to fines, campus judicial action, and/or prosecution.

GUESTS AND VISITATION

Guests visiting the residence halls are required to observe all College and residence hall policies while present in the halls. Host residents are responsible for informing their guests of all policies. The host resident is also responsible for the guest’s behavior and safety and must escort their guest at all times while he/she is in the residence halls.

All residence halls at Defiance College are secured with 24-hour card access entries. Non-residents are unable to enter a residence hall unless they are accompanied by a resident of the building. Residents only have card-access entry capability for their assigned residence hall. Card access is limited to only the front door of Whitney and McReynolds halls between the hours of 12:00 am – 5:00 am. If residents wish to visit another building, they must be accompanied by a resident of that particular building.

Individuals visiting a residence hall are identified in two possible categories: “visitors” and “overnight guests.” Visitors are considered to be any individual visiting a residence hall on campus in which they do not live. Overnight guests are essentially the same as “visitors,” with the understanding that they wish to stay with their host past midnight on a given night.

In order to preserve the integrity of the security of the residence halls, all residents are required to abide by the following policies for visitors and overnight guests:

Escort Policy (in effect at all times) - All visitors and overnight guests must be escorted by their host resident or another resident of the building at all times. Visitors or overnight guests found wandering unescorted in a residence hall will be documented and may be escorted out of the building immediately.
Overnight Guests – Overnight guests must be approved by the roommate(s) of the host. In McReynolds and Whitney Halls, hosts must “sign-in” their overnight guests in the guest log book at the front desk.

Restrooms (in effect at all times) - Visitors of the opposite sex must use gender appropriate bathroom facilities located in other parts of the building.

Frequency of visits - The College reserves the right to limit the frequency/number of visits by members and non-members of the residence hall community should the need arise.

Loss of Privileges – Students who abuse these visitor and overnight guest policies may lose the ability to host visitors and/or overnight guests. Roommates are encouraged to communicate openly about expectations regarding visitors and overnight guests. Conflicts over visitors and overnight guests may also be reported to Residence Life staff.

Visitation for Minors (individuals under the age of 18)
Siblings: Sibling guests of DC residential students must be signed-in by their host/hostess sibling and escorted at all times during their visit. Written parental permission must accompany all siblings who plan to stay overnight with their resident sibling.
Non-relatives: Visitation is restricted to the main lobby of each respective residence hall at all times unless accompanied by parent or guardian.

NOISE
All residential students are afforded the right to pursue serious study and reflection; an academic environment must provide rest, relaxation, and the availability of proper sleep and a sense of quiet in the residence halls. This should be the case on campus at all times; however, at certain times a special sensitivity to quiet hours is expected.

Quiet Hours: will be determined for Whitney and McReynolds Hall at the first Residence Hall Council meetings each semester. The Residence Hall Council will decide on quiet hours for school nights (nights before classes are held the next day) to begin at 9:00 pm, 10:00 pm or 11:00 pm, and for weekends and holidays to begin at 11:00 pm, 12:00 am or 1:00 am. Quiet hours end at 9:00 am each morning.

Courtesy Hours: There are 24-hour courtesy hours in the residence halls. Upon request, residents must reduce the noise coming from their room and keep it from disturbing others any time of the day or night.

Extended Quiet Hours: During and prior to final exam period, quiet hours must be observed 24 hours a day. This information will be posted in the residence halls.

Individuals or groups may not play amplified musical instruments or other equipment that disturb others in the residence halls. Large television and stereo systems may present a problem if noise levels are not low. Students who wish to play instruments at levels that may disturb others should seek space in other areas on campus. The College has several music rooms with pianos located in Schauffler Hall. The sound level within a room must be such that it is inaudible to adjoining rooms and hallways.

Residents are also expected to observe reasonable quiet in hallways, stairwells, lounges and restrooms during scheduled quiet hours. Quiet hour violations will be determined by the residence life staff.

PETS
Health and sanitation regulations prohibit pets in the residence halls. The only exceptions are service animals and fish in small aquariums of 10 gallons or less. All service animals need to be approved through the Office of Accessibility Services. For safety reasons, no piranha or other aquatic animals such as turtles (of any size), frogs, snakes, lizards or tropical fish are permitted to be in the halls. All other animals, including animals used for academic experiments, are prohibited in the residence halls,
even for short amounts of time. If such animals are found and not disposed of immediately, the student may be dismissed from living on campus. The Director of Residence Life reserves the right to remove any animal (even fish) if it causes a disturbance to the living community or roommate wishes.

**REMAINING OCCUPANTS OF A ROOM**

When vacancies occur, the College reserves the right to show rooms and assigns new occupants to fill those vacancies. In order to accommodate a potential new roommate, the resident of a partially filled double is required to keep clear and make one set of furnishings available for use and to keep the rest of the room reasonably clear and ready for occupancy. In a partially filled room or suite, Residence Life may:

1. Allow the resident to find a suitable roommate to fill the vacancy
2. Assign a new resident to fill the vacancy without prior consultation
3. Allow the existing resident to pay the appropriate single rate only through the current contract period
4. Reassign the remaining occupant(s) to different accommodations

When a new roommate or suitemate is assigned, the current occupant(s) is/are expected to welcome this resident and treat this person with respect as outlined in the Resident’s Rights and Responsibilities. Failure to respect the resident’s rights and responsibilities by any current occupant of a room is considered a policy violation and subject to judicial referral. Other actions violating this policy include, but are not limited to, the following:

1. Expressing not wanting anyone living with them
2. Expressing not wanting the specific person assigned living with them
3. Describing the new roommate’s experience will be difficult in the assigned space
4. Any other disparaging comments made to or about the new resident or assignment process

**RESIDENTIAL SECURITY**

All residence hall entrance doors are kept locked 24 hours a day and access is controlled through student ID cards. **Student rooms should be kept dead bolted at all times when the room is left unoccupied.** In the event of a theft, please notify your Resident Assistant and/or Resident Director to document the situation and what was stolen. Students are encouraged to secure insurance either through the College or their parents'/guardians' insurance company (see section on theft protection and personal property insurance below). The College accepts no responsibility for theft or damage to the personal property of a student.

**ROOM DECORATIONS AND MODIFICATIONS**

Residents may choose to decorate or personalize their living space to make it more comfortable and appealing. In order to keep repair costs to a minimum, avoid structural damage to rooms, maintain a safe living environment, and keep in accordance with fire and safety standards, the following guidelines are to be used:

1. Combustible materials are prohibited; all materials must be non-flammable. Items such as extremely large posters, flags, fishnets, beads, parachutes, holiday lights, or inflatable furniture may NOT be present in residents’ rooms.
2. The use of screws, tacks, contact paper, glue, gel window clings, tape or decals on ceilings, walls, floors, doors or furnishings results in damage to existing surfaces and are therefore prohibited. Picture hanging sticky strips are the only permitted adhesive for hanging posters, decorations, etc.
3. Residents will be held financially responsible for any decorations that alter, ruin, or otherwise damage College property.
4. The Maintenance department is responsible for the painting of all rooms. The use of wallpaper and contact paper is prohibited in all residential areas. The Maintenance department repaints student rooms as necessary during the summer months. As such, it is an expectation that students refrain from painting or otherwise altering the walls or ceiling in their room.

5. The painting of murals, pictures, messages or any other form of artwork on the walls, doors, floors and ceilings of rooms is strictly prohibited. Violation of this policy will result in an automatic charge to the student(s) to have the room returned to its original state. In severe cases, the College will hire a private contractor/painter and the cost will be assessed to the student.

6. Only dartboards that use plastic safety tips are permitted.

7. All door and window decorations viewable to the outside are expected to be in good taste. Door and window decorations that are deemed inappropriate and counter to the College mission statement will be removed.

8. Alcohol, alcohol containers and/or drug paraphernalia used as decoration in and around the residence halls or a student’s room is considered a violation of the Student Code of Conduct.

ROOM ENTRY/INSPECTION/SEARCH

Defiance College seeks to allow student privacy within their residence hall rooms. When College personnel have reasonable cause to believe that a room is being used for a purpose that is illegal or in violation of College rules or regulations, or there is reason to believe a student is in imminent danger, student rooms and personal belongings may be entered/ searched by College officials. The following measures will be taken when an entry/search is conducted:

1. Room entries/searches by residence hall and/or college staff members are to be cleared with the Director of Residence Life when time permits.

2. Two staff members will be present during any room entry/search when the occupants of the room are not present.

3. Rooms will not be entered without knocking. Master keys will be used to gain entry when admittance is denied, or when it is necessary to enter the room in which the occupant is absent.

4. A Communication Information Form (CIF) describing the reason for the entry/search and recommended follow-up action will be filed in the Office of Residence Life after the search is completed.

5. The College reserves the right to inspect room furnishings (refrigerators, dressers, closets, etc.) and to confiscate any illegal items or contraband that violates the policies in this Handbook.

6. When a room has been entered in the absence of the resident, the entering residence hall staff member will leave notification of the entry.

Residence hall staff will make a normal inspection of each room whenever the halls are closed for vacation periods for purposes of safety and sanitation. It may be necessary for the college personnel to enter rooms for maintenance procedures or inspections. When the necessity arises to enter a student’s room under these situations, the person entering the room will knock and ask permission to enter. Maintenance personnel will use a master key to enter a vacant room in order to take care of the repairs.

SAFETY

Due to the potential for personal injury and/or damages to College property, it is an expectation that all athletic and physical recreational activity (throwing or kicking balls, tackling or wrestling, Frisbees, skateboards, etc.) occur outside and away from the residence halls. Damages to College property
(even if by accident) due to these activities may result in financial restitution for the damaged property. Violation of this policy may result in a discipline hearing.

All residents should assume responsibility for ensuring safety and security within College residence facilities. Violation of the Safety Policy includes, but is not limited to, the following:

1. Creating an unsafe situation in the residence facility
2. Contributing to or participating in the unauthorized entry of individuals into a student room or building facility, including dining facilities, by transferring or duplicating a key or ID card
3. Removal of building window screens
4. Leaving a secured door or window propped open
5. Propelling any object out of or towards a building or at an individual
6. Climbing into or out of windows or going on the roof areas of a residence facility
7. Instigating and/or participating in water or shaving cream fights
8. Playing sports in the hallway
9. Wearing rollerblades or skateboarding inside a residence facility
10. Grills that utilize charcoal, lighter fluid or propane gas are prohibited in the residence halls. Use of a grill can take place in the Quad area between Whitney and McReynolds Hall with prior permission from the Office of Residence Life

SMOKING & TOBACCO PRODUCTS
The use of tobacco products, e-cigarettes or vapor devices is prohibited in all campus buildings and campus-owned vehicles. Smoking is also prohibited on all outdoor areas of campus, except parking lots. Those who choose to smoke on Defiance College property must do so in parking lots and dispose of all trash appropriately. Please consult the Tobacco Policy Statement in the policy statements section of this handbook.

SOLICITATION/SELLING
Defiance College affiliates wishing to participate in fundraising projects in the residence halls must secure written permission from the Director of Residence Life prior to any fundraising efforts. Solicitation by non-affiliate persons or groups is not permitted in the residence halls. Residents should immediately contact the Office of Residence Life at extension 2563 or the Office of Student Life at extension 2437 to report any solicitation by non-affiliates of Defiance College. An affiliate is defined as a recognized organizational group or department on the campus of Defiance College.

THEFT PROTECTION/PERSONAL PROPERTY INSURANCE
Defiance College makes available a theft insurance plan through National Student Services, Inc., which has been designed to specifically protect the personal property of students living in residence halls, fraternity houses or off-campus apartments. The basic Student Personal Property Plan supplies $2,000 of coverage for a 12-month period. Please see the Office of Residence Life for more detailed information on this plan. A more complete description of the insurance plan is outlined in a brochure, which is provided to all students prior to the start of the academic year. It is also important to note that a student’s parents’ homeowners’ insurance policy may cover the student’s personal property, even though the student is not residing at home. The best insurance is to keep your room locked at all times.

TORNADO/SEVERE WEATHER
If cloudy skies become stormy or rough in appearance, tune in to local radio or TV broadcasts for possible advisories from the National Weather Service. Remain alert for a worsening sky and the approach of storms, especially from the area generally southwest of Defiance. The city of Defiance is also equipped with emergency weather sirens to be sounded by local emergency planning officials in the event of a tornado or severe weather. (Sirens are tested the first Thursday of every month at 10:00 am.)
IF A TORNADO WARNING IS ISSUED FOR DEFIANCE:

1. Stay inside and be alert for falling objects.
2. Stay away from windows, mirrors, glass, and unsecured objects.
3. Proceed to a belowground level or central hallway or small interior room with no windows.
4. Do not use elevators. Do not seek refuge in gyms, labs, classrooms, exterior rooms with windows, stairwells, non-masonry buildings, utility areas, mobile units and mobile vehicles.
5. Do not seek refuge outside. However, if there is no other choice, plan to lie flat in a ditch or culvert.
6. If requested, assist persons with disabilities or injuries to the safest area on the same floor.
7. When inside your refuge, sit on the floor. If a tornado strikes duck your head between your knees and cover the back of your head with your hands.
8. Leave your refuge with caution. Multiple tornadoes can occur in one storm.
Defiance College encourages students to organize and participate in groups whose purpose centers on the interest and goals of the individuals involved. Experiences in the areas of leadership, interpersonal relationships, and decision-making related to operations of the organization can provide vital lessons and, as such, are encouraged. In order to plan and coordinate group activities and keep students informed regarding possible organization activities, the College requires that student organizations annually register with the Office of Student Activities & Leadership (Hubbard 125).

Forming a New Organization:
All student clubs and organizations must originate with student interest. To effectively organize a new student group, consider the following questions:

1. What is the purpose of your organization? Is that purpose in conflict with the Mission of Defiance College?
2. What will be the goals of your organization?
3. How do you plan to accomplish these goals?
4. What is unique about your group?
5. Are there other students you know who would like to join?
6. What type of commitment will members need to make to the organization?
7. How will you identify and recruit members for the organization?
8. Who will advise the group?

Answering these questions will help prepare your group to begin the registration process. If your organization is unclear about any of these items, or would like assistance, please don’t hesitate to contact The Office of Student Activities & Leadership, (419) 783-2388, or jarnold@defiance.edu.

Guidelines for Registration
In order to be recognized by Defiance College and be eligible for the appropriate benefits, student organizations must register with the Office of Student Activities & Leadership. Registration signifies the organization’s intent and agreement to comply with College Policies and Procedures.

- Registration of NEW Student Organizations
  A New Student Organization must submit: “New Student Organization Application” form
  - Constitution/Bylaws
  - List of members
  - Name of advisor (a member of the faculty or staff of the College). If you are unable to find an appropriate advisor, the Office of Student Activities & Leadership can assist in the search for one.
  - Each new student organization is required to have at least seven members who are registered students attending Defiance College.
  - If applicable, a new student account for handling funds.

In order to be a student leader/officer of a recognized student organization, you must be registered for at least three (3) credit hours at Defiance College. The “New Student Organization Application” form is available in the Office of Student Activities & Leadership (McCann 105) or via email jarnold@defiance.edu.

Existing Student Organization: Registration Update each Semester
Previously recognized student organizations must renew their registration each semester by completing an “Annual Student Organization Renewal” before the mid-term of each semester. These documents will be kept on file in the Office of Student Activities & Leadership. Organizations that do not complete the Registration renewal will be considered inactive and will not be able to apply for funding, reserve rooms, or have the privileges listed below. This registration form is available in the Office of Student Activities & Leadership or via email jarnold@defiance.edu.
Privileges Available to Recognized Student Organizations

1. Use of designated bulletin boards on campus.
2. Ability to post notices/announcements on Email, Social Media, and other campus media outlets.
3. The ability to submit budget proposals to apply for funds for College financial support of events.
4. The ability to sponsor and promote projects and activities on campus with Student Activities approval and within institution’s limitations.
5. Use of college car/van for club functions (advisors must reserve and drive college vehicles). Costs will be charged back to organizations at the current rate per mile. To reserve a vehicle: contact maintenance (419) 783-2503. Groups should plan ahead to assure availability.
6. Use of College facilities, meeting rooms, lobby tables, etc.

A description of various student organizations is included below:

**ALPHA PHI OMEGA**
Alpha Phi Omega is a national, co-ed, service fraternity based around the three principles of leadership, friendship, and service. Members are involved in significant community service and philanthropy both locally and in the region. Members also have the opportunity to network with fraternity members from other chapters through state, regional, and national conferences. If interested, contact Jake Arnold at 419-783-2388.

**ALPHA XI DELTA**
Alpha Xi Delta is one of the oldest women’s fraternal organizations in the United States. With more than 150,000 initiated members, Alpha Xi Delta is a progressive organization dedicated to the personal growth of women. Throughout Alpha Xi Delta’s long and proud history, she continues to enrich the lives of women throughout the world by emphasizing the ideals our Founders instilled in our Fraternity: Sisterhood, leadership, knowledge and service to our communities. Through their membership in Alpha Xi Delta, our bold and talented Sisters are inspired to realize their potential. These women are genuine, life-long friends who are involved on their campuses and in their communities, and are dedicated to inspiring the lives of others. Alpha Xi Delta provides opportunities for fun, friendship and leadership during a member’s college years and beyond. If interested, contact any member of the Alpha Xi Delta sorority or the Office of Student Activities & Leadership at extension 2388.

**ANIME-MANGA CLUB**
The purpose of Anime Manga is to invite anyone who has an interest in anime, whether it be mild curiosity or fanatical devotion, to come and enjoy anime. If you’re tired after a long day of classes or work, Anime Manga gives you the opportunity to just sit back and watch some anime with others who appreciate it. Anime Manga also promotes the knowledge and appreciation of Japanese Animation and culture. For more information, contact Todd Comer at extension 2348.

**BLACK ACTION STUDENT ASSOCIATION (BASA)**
The purpose of BASA is to serve as an organization for black and non-black students to interact positively with the heritage of Black America and the African Diaspora. BASA serves as a “family unit” with respect to personal, social, and intellectual growth for its members and others who participate in its group. BASA host annual poetry slams, panel discussions and other programming for the campus community. Students participating in BASA also have the opportunity to interact with Black Student Unions at other colleges and university through collaborative events. Membership in BASA is open to all of the Defiance College community. Students interested in the events or activities sponsored by BASA are encouraged to contact the Office of Intercultural Relations at 419.783. 2362.

**CAMPUS ACTIVITIES BOARD (CAB)**
The purpose of the Campus Activities Board (CAB) is to provide a wide range of programs and activities for the college community. CAB’s programs are fun, diverse, and are almost all free! CAB also strives...
to collaborate with other campus organizations in its planning of activities. All students interested in planning, coordinating, and creating campus activities are encouraged to volunteer for membership on the board; contact the Office of Student Activities & Leadership at extension 2388.

**CAROLYN M. SMALL HONORS PROGRAM**

The Carolyn M. Small Honors Program provides opportunities for all Defiance College students regardless of their major, to participate in an honors curriculum, to present at the annual Academic Colloquium and at off-campus conferences, and to engage in cultural experiences. Students who meet the requirements of the program will be designated as Carolyn M. Small Honor Scholars. Please contact Mary Ann Studer for more information at extension 2555.

**CATHOLICS ON CAMPUS**

Catholics on Campus often coordinates on-campus services for various holy days and feast days for the convenience of all students, faculty, and staff and other interested parties. Students of any faith community are welcome. For more information, contact Kris Knight (ext 2562) or email counseling@defiance.edu.

**CRIMINAL JUSTICE SOCIETY**

The Criminal Justice Society is made up of Criminal Justice, Forensic Science, and Digital Forensic Science majors. The group encourages a focus on strong academic work and practical experience in these fields. Membership in the Criminal Justice Society requires students to remain in good academic standing with the school. Monthly meetings may include guest speakers and information for those who wish to attend the Ohio Council of Criminal Justice Education State Job Fair, held in the fall. A spring trip to a large, metropolitan area includes tours relative to each study area, and service learning projects are conducted during the year. Members are also encouraged to attend and present research at the annual Ohio Council of Criminal Justice Education Research Conference. For more information, please contact Professor Steve Sondergaard or Professor Sheldon Goodrum.

**DC CHAMBER SINGERS**

Chamber Singers is an audition choral ensemble open to students at Defiance College. Repertoire contains music from all stylistic periods, including contemporary music, and consists of small-form choral music performed a cappella and/or with chamber instruments. Frequent performances on and off-campus, including tours, are expected of this ensemble. The group rehearses twice a week on Tuesday and Thursday afternoons from 11:00am to 12:35pm in Schauffler 117.

**DC PLAYERS**

The DC Players is an official Defiance College student organization that assists in the development, production and advertisement of the College’s musicals and plays. The production season consists of a fall musical, a spring play, and a spring children’s show. Courses in acting and directing are available to all students.

**DC PRIDE**

This student organization provides programming for the campus intended to broaden and deepen our understanding of sexual and gender identity issues and concerns. DC Pride also advocates for and provides support to lesbian, gay, bisexual, transgender, queer, questioning students, faculty and staff, and their allies. DC Pride has sponsored a “Day of Silence,” program, and has collaborated with the Diversity Council and the Office of Spiritual Life in offering discussion groups or workshops that address issues related to sexual identity. Students interested in DC Pride and its programs and events are encouraged to contact their advisers, Lynn Braun (ext. 2548) or Mercedes Clay (ext. 2362).

**THE DEFENDER**

Online campus newspaper with paid opportunities for traditional and social media reporting, feature articles on campus events, sports, and entertainment, photography and video, editorials, and more.
Interested students can contact Todd Comer, Professor of English. Students with all levels of experience are encouraged to participate. Visit The Defender at defender.defiance.edu or on Twitter @defenderDC.

**DEFIANCE COLLEGE AMBASSADORS**
This select group of students promotes and represents the College in an enthusiastic and positive manner to the community and prospective students and families. Their main duties are giving campus tours and volunteering to help during Admissions Visit Days, Commencement, and as needed other Defiance College events. Applications for new Ambassadors are available in Fall and Spring semesters. The Selection process is completed at the end of December in the Fall semester and by the end of April in the Spring semester. The group is advised by a member of the Admissions staff. For more information, please contact the Office of Admissions, extension 2359.

**DEFIANCE COLLEGE COMMUNITY ORCHESTRA**
The Defiance College Community Orchestra is a full orchestra with strings, woodwinds, brass and percussion open to the community and available to DC students for academic credit. The group rehearses on Thursday evenings from 6:30pm to 8:30pm in Schauffler 117. The ensemble performs two concerts each semester and often collaborates with other ensembles. Members of the orchestra will sometimes do chamber performances on and off campus, as interest and need arises.

**DEFIANCE COLLEGE CHORAL UNION**
The Choral Union is a large choral ensemble open to students, college personnel and the surrounding community. Repertoire consists of larger oratorios often performed with instrumental accompaniment. The group performs three times during the academic year including the W. Oscar Jones Choral Festival, Handel’s *Messiah* in December, and a spring oratorio. The group rehearses on Monday evenings in Schauffler 117.

**DEFIANCE COMMUNITY BAND**
The Defiance Community Band is organized to serve the musical needs of Defiance College, provide artistic performance opportunities for the Defiance community, and provide a performance outlet for college and area musicians. The band is comprised of not only college students, but includes adult musicians of all vocations as well as area music instructors. The ensemble performs two major concerts each semester as well as appropriate music for special occasions. There are no auditions required; however, musicians should be moderately proficient on their instrument. The band rehearses on Tuesday evenings from 7:00pm to 8:30pm in Schauffler Hall.

**DEFIANCE COLLEGE PEP BAND AND WIND ENSEMBLE**
The Defiance College Pep Band performs during the spring semester at all home basketball games. Members of the DCPB encourage school spirit and entertainment during both men’s and women’s varsity games. The DCPB and Wind Ensemble is the spring component to the Athletic Bands student organization. In addition, Wind Ensemble includes both a chamber group and a concert band experience. All students, regardless of musical ability or experience, are encouraged to participate with the group.

**FELLOWSHIP OF CHRISTIAN ATHLETES**
The mission of FCA is to present to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. The Defiance College FCA meets for fellowship and study and is open to athletes and non-athletes alike. For more information, contact Jake Arnold (ext 2388) or email jarnold@defiance.edu.

**FREE THE SLAVES**
The purpose of “Free the Slaves” is to empower Defiance College students and the community to effectively combat human trafficking. In recognizing the need for a holistic approach in addressing
modern slavery, our objectives are to raise general awareness about modern day slavery, with particular emphasis on domestic and international human trafficking; identify and respond to the questions and issues that arise when addressing trafficking in persons; collaborate to increase awareness; identify victims and high risk populations, and facilitate multi-sector involvement between the Defiance College community and local organizations such as Children’s Lantern and Legal Aid of Western Ohio Human Trafficking Protection Project; and stimulate greater academic research by taking students, faculty and alumni at Defiance College about human trafficking locally, nationally, and internationally. Contact: Timothy Wedge (ext. 2415) or e-mail twedge@defiance.edu.

HABITAT FOR HUMANITY
This organization helps to build and renovate housing in partnership with people in need and builds awareness of poverty housing issues. The campus chapter works with the local Habitat affiliate, and participates in the Collegiate Challenge work trip over spring break. For more information, contact the Judy Lymanstall (ext 2300) or email jlymanstall@defiance.edu.

HIGH TECHNOLOGY CRIME INVESTIGATION ASSOCIATION (HTCIA)
The DC Chapter of HTCIA is dedicated to the exchange of knowledge in the field of criminal investigation. The group also offers networking opportunities or students in the digital forensics, criminal justice, or forensic accounting fields. For more information contact Timothy Wedge at extension 2415 or e-mail twedge@defiance.edu.

INTER-GREEK COUNCIL (IGC)
Coordinates fraternity and sorority activities; meets regularly to increase communication among the two member chapters. Members include each Greek chapter’s chief executive along with another member from each chapter. Executive officers are chosen from within the group to help organize and plan Greek activities throughout the year. For more information about IGC, please contact the Office of Student Activities & Leadership at extension 2388.

ORIENTATION LEADERS
An energetic group of students selected to assist incoming students with their transition to the campus and life as a college student. Applications are made available during the spring semester. Training is required and conducted throughout the spring semester and before the Orientation sessions begin. Contact the Office of Admissions at extension 2359 for more information.

PHI ALPHA: National Social Work Honor Society
Omicron Mu chapter of Phi Alpha National Social Work Honor Society. Requirements for membership: Junior or senior status with a 3.0 overall GPA and 3.25 GPA within the social work major.

PHI ALPHA THETA
Phi Alpha Theta is an honor society for history majors at Defiance College. Students must have a 3.1 GPA or higher and courses in history, and a 3.0 GPA or higher in all other courses in order to participate. For more information, contact Jeremy Taylor at extension 2305.

PHI SIGMA CHI
Phi Sigma Chi is a male, local, fraternal organization that impresses upon its members the true significance of fraternal relationships by creating and perpetuating friendship among all persons. This group also develops and strengthens the character of its members through promoting the founding principle of individuality, creativity, and scholarship by preserving the ideals and principles upon which the fraternity was established. They also instill those principles which are the responsibility of an individual as a member of society. Contact any member of the Phi Sigma Chi fraternity or the Office of Student Activities & Leadership at extension 2388.

PROGENY
Progeny is the name of Defiance College’s annual literary and photography magazine. The magazine provides opportunities for publication of poetry, short stories, photography, and personal essays.
**STUDENT CLUBS AND ORGANIZATIONS cont’d**

*Progeny* members also coordinate several literary activities both on and off campus. For more information, contact any member of the English faculty. Information about *Progeny* is also available online at dcprogeny.org.

**PROJECT 701**

Project 701 is a student-run non-profit organization offering opportunities for students to gain experience by designing, leading, and implementing a significant initiative. Contact Brad Harsha, advisor, at ext. 2553 for more information.

**SOCIAL WORK ORGANIZATION (SWO)**

The Social Work Organization was created for the benefit of Defiance College social work students and those with allied majors and an interest in exploring social work as a career. The organization annually co-sponsors a fundraiser for the local homeless shelter, an urban trip to a major metropolitan city, various speakers and workshops on relevant social issues, as well as other social and professional activities. For more information contact Tess Homier at extension 2556.

**SPORTS BUSINESS ASSOCIATION**

The Defiance College Sports Business Association is an organization comprised of individuals who aspire to enrich their educational experience with applied sport management, business, and wellness opportunities outside of the classroom. SBA is a student-run organization, which seeks to provide tremendous opportunities for professional networking, working with guest speakers, group outings and becoming more involved in local communities. SBA is open to any student at Defiance College with an interest in advancing their career in the sports industry.

**STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**

Defiance College is dedicated to athletic, social, and academic advancement of all student-athletes. The mission of the Defiance College Student-Athlete Advisory Committee (SAAC) is to enhance the total student-athlete experience by promoting opportunities, supporting fellow student-athletes, and fostering a positive student-athlete image to the campus and community. SAAC supports and upholds the core values of Defiance College to know, to lead, to serve, to understand.

**STUDENT SENATE**

The Student Senate serves as the voice of the students in the leadership and governance of the College. Representatives from various campus organizations form the general body of the Student Senate. Senate representatives choose executive board officers from among the general body of the Senate. Class representatives are chosen through elections from among the student body. Class presidents and the Senate Executive Board also serve as student panelists in the College’s judicial system. The Student Senate Chairperson serves as an ex-officio member of the Defiance College Board of Trustees. Students interested in participating in Student Senate may contact the Office of Student Life at extension 2437 for more information.

**STUDENT ECOLOGY CLUB**

Organization established to promote ecological restoration, develop/restore small ecosystems, and increase environmental awareness by connecting with nature through positive learning experiences which will benefit ourselves, our environment, and wildlife in our community. The ecology club participates in the Adopt-a-Highway Program and is an active promoter of environmental awareness on campus. Open to any student with an interest in environmental issues and the outdoors. More information is available from Professor Doug Kane extension 2593.

**TAU KAPPA EPSILON (TKE)**

Founded in 1899, Tau Kappa Epsilon is the world’s largest social fraternity with over 265,000 initiated members since its founding and more than 290 active chapters and colonies located throughout the United States and Canada. Tau Kappa Epsilon is in the business of building better men who reflect highly on their family, school, community, and the Fraternity. TKE is not just something you experience...
in your 4 years in college; it’s a brotherhood with fellow men that share common values and bonds and an experience that lasts a lifetime. Contact any member of the Tau Kappa Epsilon fraternity or the Office of Student Activities & Leadership at extension 2388.

TAU MU: DEFIANCE COLLEGE SOCIAL WORK HONOR SOCIETY
Named in honor of a deceased alumnus, Teclahaimanot Menghsteab, who died while assisting Eritrean refugees escape their civil war. Requirements: Graduating Seniors with a 3.25 overall GPA and 3.5 GPA within the major.

THE LEADERSHIP CERTIFICATE PROGRAM
The Leadership Certificate Program is a self-paced program that allows you to complete as much or as little within the year as you would like. There are four different levels of certificate and each has differing requirements. The program allows you to meet other students, gain valuable skills through mentorship, service, and workshops, and sets you up to have a distinctive DC resume. For more information, please contact the Office of Student Activities & Leadership at extension 2388.

THE DEFIANCE COLLEGE YELLOW JACKET BAND
The Defiance College Yellow Jacket Band (DCYJB) is first marching band in school history. Members of the DCYJB represent school spirit and are part of one of the most visible student organizations on campus. All students regardless of experience are encouraged to join. The band will perform at home football games, the Defiance City Halloween Parade and other special appearances. The DCYJB rehearses the week prior to fall semester and MWF 4:00pm to 6:00pm during the marching season (September- November), and is the fall component to the Athletic Bands student organization.
Introduction
As a community of learners, Defiance College strives to inspire a commitment to know the truth, to understand our world and its diverse cultures, to lead within our professions, and to serve our communities as responsible citizens. The Defiance College Student Code of Conduct creates a set of community standards intended to ensure that students and their organizations, as members of our community, conduct themselves in accordance with this covenant. This code thus creates a set of expectations of student conduct, ensures a fair process for determining responsibility when student behavior may have deviated from those expectations, and provides appropriate sanctions when a student or student organization has violated the code.

Core Values of Student Conduct at Defiance College
- **Integrity**: Defiance College students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community**: Defiance College students build and enhance their community.
- **Social Justice**: Defiance College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect**: Defiance College students show positive regard for each other, for property and for the community.
- **Responsibility**: Defiance College students are given and accept a high level of responsibility to self, to others and to the community.

Defiance College students are responsible for knowing the information, policies and procedures outlined in this document. The College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online http://www.defiance.edu/student-life/index.html for the updated versions of all policies and procedures.

Section 1: Philosophy Statement
The Defiance College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Life is committed to an educational and developmental process that balances the interests of individual students with the interests of the Defiance College community. A community exists on the basis of shared values and principles. At Defiance College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Code of Student Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

Each member of the Defiance College community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the Code of Student Conduct.

The student conduct process at the Defiance College is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.
Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of Defiance College policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Section 2: Jurisdiction

Students at Defiance College are provided a copy of the Code of Student Conduct annually in the form of a link on the Defiance College website. Hard copies are available upon request from the Office of Student Life. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct.

The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all Defiance College-affiliated student organizations. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the Defiance College.

The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts and/or graduate, and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree.

The Code of Student Conduct applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus when the Dean of Students or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College;

The Code of Student Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College does not regularly search for this information but may take action if and when such information is brought to the attention of College officials.

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by...
contractual agreements. Visitors to and guests of Defiance College may seek resolution of violations of the Code of Student Conduct committed against them by members of the College community.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the College’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life and/or to Campus Security.

A responding student facing an alleged violation of the Code of Student Conduct is not permitted to withdraw from the College until all allegations are resolved.

When conduct described in this policy implicates the College’s Equal Opportunity, Discrimination, Harassment and Sexual Misconduct Policy (i.e. Title IX policy), the College reserve the right to address the alleged conduct exclusively under the Equal Opportunity, Discrimination, Harassment and Sexual Misconduct Policy.

Defiance College email is the College’s primary means of communication with students. Students are responsible for all communication delivered to their College email address.

Section 3: Violations of the Law
Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which the College has jurisdiction, the College conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined later). Interim suspensions are imposed until a hearing can be held, typically within two weeks. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and the College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining victim to allow the criminal investigation to proceed before the College process.

Students accused of crimes may request to take a leave from the College until the criminal charges are resolved. In such situations, the College procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Section 4: Standards of Conduct

A. Core Values and Behavioral Expectations

The College considers the behavior described in the following sub-sections as inappropriate for the Defiance College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, or continuing education. The College encourages community members to report to College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

Integrity: Defiance College students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1) Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;
2) Academic Dishonesty. Acts of academic dishonesty as defined in the Undergraduate Catalog. All matters of academic dishonesty shall be referred to the Chief Academic Officer.
3) Unauthorized Access. Unauthorized access to any College building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any college building or failing to timely report a lost College identification card or key;
4) Collusion. Action or inaction with another or others to violate the Code of Student Conduct;
5) Trust. Violations of positions of trust within the community;
6) Election Tampering. Tampering with the election of any College-recognized student organization (minor election code violations are addressed by Student Senate);
7) Taking of Property. Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables;
8) Stolen Property. Knowingly taking or maintaining possession of stolen property;

Community: Defiance College students build and enhance their community. Behavior that violates this value includes, but is not limited to:

9) Disruptive Behavior. Substantial disruption of College operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on campus;
10) Rioting. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;
11) Unauthorized Entry. Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a College building;
12) Trademark. Unauthorized use (including misuse) of College or organizational names and images;
13) Damage and Destruction. Intentional, reckless and/or unauthorized damage to or destruction of College property or the personal property of another;
14) **IT and Acceptable Use.** Violating the College Computer Policy, found later in Community Standards section and online at http://www.defiance.edu/student-life/computer-services/index.html.

15) **Gambling.** Gambling as prohibited by the laws of the State of Ohio (Gambling may include raffles, lotteries, sports pools and online betting activities. For more information, see Community Standards);

16) **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property is prohibited. Per state law, Ohio conceal carry license holders may store their weapon in a locked compartment in a locked vehicle on campus.

17) **Smoking and Tobacco.** Smoking or tobacco use is prohibited in all campus buildings, campus-owned vehicles, and outdoor areas of campus except parking lots. This includes the use of chewing tobacco, e-cigarettes and vapor devices.

18) **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
   a) Intentionally or recklessly causing a fire which damages College or personal property or which causes injury.
   b) Failure to evacuate a College-controlled building during a fire alarm;
   c) Improper use of College fire safety equipment; or
   d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on Defiance College property. Such action may result in a local fine in addition to College sanctions;

19) **Ineligible Pledging or Association.** Pledging or associating with a student organization without having met eligibility requirements established by the College.

20) **Animals.** Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs), and pets as outlined in the Residence Life Handbook, are not permitted on campus except as permitted by law.

21) **Wheeled Devices.** Skateboards, roller blades, roller skates, Hoverboards, bicycles and similar wheeled devices are not permitted inside College buildings, residence halls or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities and individuals may be liable for damage to College property caused by these activities.

**Social Justice: Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:**

22) **Discrimination.** Any act or failure to act that is based upon an individual or group’s actual or perceived status (sex, gender, gender identity/expression, race, age, national or ethnic origin, disability, genetic information, veteran status, marital status, religion, sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the
ability to participate in or benefit from the College’s educational program or activities. All matters of discrimination will be referred to the Title IX Coordinator.

23) **Harassment.** Any unwelcome conduct based on actual or perceived status including: sex, gender, gender identify/expression, race, age, national or ethnic origin, disability, genetic information, veteran status, marital status, religion, sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community. All matters of harassment will be referred to the Title IX Coordinator.

   a) Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the College’s educational or employment program or activities.

24) **Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity.

25) **Bystanding.**

   a) Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or law;

   b) Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.

26) **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, College processes including conduct and academic dishonesty hearings including, but not limited to:

   a) Falsification, distortion, or misrepresentation of information;

   b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;

   c) Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system;

   d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;

   e) Failure to comply with the sanction(s) imposed by the campus conduct system;

   f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: Defiance College students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

27) **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

28) **Threatening Behaviors:**

   a) **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

   b) **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
29) **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

30) **Hazing.** Defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, or that destroys or removes public or private property, when related to the admission into, initiation, pledging, joining, or any other group-affiliation activity, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage and/or failing to report those acts may also violate this policy. The State of Ohio’s Hazing Law is set forth in Section 2903.31 of the Ohio Revised Code.

31) **Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another;

32) **Stalking.** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;

33) **Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See Community Standards Equal Opportunity, Harassment, Discrimination and Sexual Misconduct policy for further information). All matters of Sexual Misconduct are referred to the Title IX Coordinator.

34) **Public Exposure.** Includes deliberately and publicly exposing one’s intimate body parts, public urination, defecation, and public sex acts.

**Responsibility:** College students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

35) **Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the College’s Alcohol Policy (See Community Standards for further information);

36) **Drugs.** Use, possession or distribution of illegal drugs and other controlled substances and the use or possession of drug paraphernalia except as expressly permitted by law and the College’s Drug Policy (See Community Standards for further information);

37) **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

38) **Failure to Comply.** Failure to comply with the reasonable directives of Defiance College officials, security or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;

39) **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.

40) **Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Life within seventy-two (72) hours of release.

41) **Other Policies.** Violating other published College policies or rules, including all Residence Hall policies;

42) **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)
43) Violations of Law. Evidence of violation of local, state or federal laws, when substantiated through the College’s conduct process.

Section 5: Overview of the Conduct Process
This overview gives a general idea of how the College’s campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of College rules.

NOTICE. Once notice is received from any source (victim, RA, 3rd party, online, etc.), the College may proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information. All matters of Academic Dishonesty are referred to the Chief Academic Officer. All matters of discrimination, harassment and sexual misconduct are referred to the Title IX Coordinator and follow an investigator only model.

A. STEP 1: Preliminary Inquiry and/or Educational Conference
The College conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:
1) A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Code of Student Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
2) A more comprehensive investigation, when it is clear more information must be gathered;
3) A formal complaint of a violation and/or an educational conference with the responding student.

When an initial educational meeting/conference is held, the possible outcomes include:
- A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation (see immediately below);
- A decision to proceed with additional investigation and/or referral for a “formal” resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. If the College’s finding is that the responding student is in violation, and the responding student accepts this finding within three days, the College considers this an “uncontested allegation.” The administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.

If student accepts the findings, but rejects the sanction, the College will conduct a sanction-only hearing, conducted by the Campus Judicial Committee (CJC) which recommends a sanction to the Dean of Students. The sanction is then reviewed and finalized by the Dean of Students and is subject to appeal (see Appeal Review Procedures in Section 7(P) below) by any party to the misconduct. Once the appeal is decided, the process end.

If the administrator conducting the educational conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding in whole or in part, then it is considered a contested allegation and the process moves to Step 2.
B. **STEP 2: Formal Hearing**
In a contested allegation, additional investigation may then be commenced and/or a hearing may be held when there is reasonable cause to believe that a rule or rules have been violated. A formal notice of the complaint will be issued, and a hearing will be held before the Campus Judicial Committee (CJC). If the finding is that the responding student is not responsible, the process ends. Applicable appeals options are described below.

C. **STEP 3: Review and Finalize Sanction(s).**
If the student is found in violation(s), sanctions will be recommended by the CJC to the Dean of Students who will review and finalize the sanctions, subject to the College appeals process by any party to the complaint.

**Section 6: Student Conduct Authority**

**A. Authority**
Ultimate authority for student discipline is vested in the Board of Trustees of the College. The Board of Trustees has delegated authority for student discipline to the President. The senior student affairs officer is the person designated by the President to be responsible for the administration of the Student Code of Conduct. Discipline authority may be delegated to College officials and committees as set forth in this Code, in accordance with other policies, rules, or regulations, and as deemed appropriate by the President.

**B. Gatekeeping**
No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim’s statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

**C. Conflict Resolution Options**
The Dean of Students has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Dean of Students may also suggest that complaints that do not involve a violation of the *Code of Student Conduct* be referred for mediation or other appropriate conflict resolution.

**D. Composition of the Campus Judicial Committee/Hearing Panel**
The Dean of Students will be responsible for assembling the Campus Judicial Committee (CJC) according to the following guidelines:

1. The membership of the panel is selected from a pool of at least 9 students, 5 faculty, and 5 staff/administrative members appointed and trained annually by the Dean of Students.
2. For each complaint, a panel will be chosen from the available pool, and is usually comprised of three students, one faculty member, and one staff member or administrator. Availability may determine a different composition for the Panel. The Dean of Students appoints the non-voting chair of the Hearing Panel, who assures that College procedures are followed throughout the hearing.

**E. Administrative Hearing Officers**
Administrative Hearing Officers (AHO) are chosen from a pool of annually trained administrators or staff members selected by the Dean of Students.
F. CJC Hearing Panel Pool and the Appeals Panel

Three-member Appeals Panels are drawn from the CJC pool, with the only requirement being that they did not serve on the Panel for the initial hearing. Appeals Panels review appeal requests submitted by the Dean of Students. If an all faculty/staff panel is used to hear a sensitive issue, the Appeals Panel will also be comprised of only faculty/staff members.

To serve in the CJC hearing panel pool, students must:

1) Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.0.
2) Be in good standing with the conduct process throughout the semester in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel. A serious history of misconduct could disqualify a student for service.
3) Be recommended by a faculty member or administrator from within the Defiance College community.

The Dean of Students will have final authority to approve all those serving on the panel. The non-voting advisor to the panel is the Dean of Students (or designee) with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the party bringing the complaint and responding student. In the event of a resignation from the panel, the Dean of Students (or designee) will solicit a replacement from the group from which the representative came. Decisions made, and sanctions imposed, by the panel or an AHO will be final and implemented, pending the normal appeal process. At the discretion of the Dean of Students (or designee), implementation of sanctions may be stayed pending review.

G. Interpretation and Revision

The Dean of Students will develop procedural rules for the administration of hearings that are consistent with provisions of the Code of Student Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Dean of Students may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The Dean of Students or designee may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code of Student Conduct will be referred to the Dean of Students, whose interpretation is final. The Code of Student Conduct will be updated annually under the direction of the Dean of Students with a comprehensive revision process being conducted every 3-5 years.

Section 7: Formal Conduct Procedures

A. College as Convener

The College is the convener of every action under this code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. The party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the College has obtained regarding the allegations.

B. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):
• Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
• Have received the consent or encouragement of the organization or of the organization’s leaders or officers; or
• Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

C. Amnesty:

1) For Victims
   The College provides amnesty to victims who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.

2) For Those Who Offer Assistance
   To encourage students to offer help and assistance to others, Defiance College pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Dean of Students, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

3) For Those Who Report Serious Violations
   Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.
   Abuse of amnesty requests can result in a decision by the Dean of Students not to extend amnesty to the same person repeatedly.

4) Safe Harbor
   The College has a Safe Harbor rule for students. The College believes that students who have a drug and/or addiction problem deserve help. If any College student brings their own use, addiction, or dependency to the attention of College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued.
   A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

D. Notice of Alleged Violation
Any member of the College community, visitor or guest may allege a policy violation(s) by any student for misconduct under this Code by submitting a Communication Information Form at https://www.defiance.edu/communication-information.html

Notice may also be given in person, by phone, via email or in writing to the Office of Student Life or member of the Title IX team as appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The College
has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Dean of Students (or designee) will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

E. Investigation

Investigation is referenced in both steps 1 and 2 above, with detailed investigation procedures described in this sub-section. The Dean of Students will appoint an investigator(s) for allegations under this Code. (Any complaint that falls under Title IX (e.g. sexual misconduct) or involves any other form of discrimination or harassment will be overseen by the Title IX Coordinator). The investigator(s) will take the following steps, if not already completed by the Dean of Students or designee:

1) Initiate any necessary remedial actions on behalf of the victim (if any);

2) Determine the identity and contact information of the party bringing the complaint,

3) Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
   a) If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
   b) Notify the victim of whether the College intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;
   c) Preliminary investigation usually takes between 1-3 business days to complete;

4) If indicated by the preliminary investigation and authorized by the Dean of Students, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated Defiance policy, and to determine what specific policy violations should serve as the basis for the complaint;
   a) If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
   b) A comprehensive investigation usually takes 10-14 days

5) Meet with the reporting party bringing the complaint to finalize their statement, which will be drawn up by the investigator or designee as a result of this meeting;

6) Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview;
   a) Prepare the notice of alleged policy violation(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s);

7) Obtain all documentary evidence and information that is available;

8) Obtain all physical evidence that is available;

9) Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline of ten (10) business days;

10) Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
11) Present the investigation report and findings to the responding student, who may:
   a) accept the findings,
   b) accept the findings in part and reject them in part,
   c) or may reject all findings;

12) Share the findings and update the reporting party on the status of the investigation and the outcome.

F. Findings
The following options (1-3) describe how to proceed depending on whether the responding student is found responsible and whether the Responding Student accepts or rejects the findings and/or the sanctions either in whole or in part.

1) The Responding Student is Found “Not Responsible”
Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The reporting party, if any, may request that the Dean of Students review the investigation file to possibly re-open the investigation or convene a hearing. The decision to re-open an investigation or convene a hearing rests solely in the discretion of the Dean of Students in these cases, and is granted only on the basis of extraordinary cause.

2) The Responding Student Accepts a Finding of “Responsible”...
   a) The Responding Student Accepts a Finding of “Responsible” and Accepts the Recommended Sanctions.
      Should the responding student accept the finding that they violated Defiance College policy, the Investigator will recommend appropriate sanctions for the violation, having consulted with Dean of Students, as appropriate. If the responding student accepts these recommended sanctions, the sanctions are implemented by the Dean of Students. This outcome is not subject to appeal.
   b) The Responding Student Accepts a Finding of “Responsible” and Rejects the Sanctions Recommended.
      If the responding student accepts the “responsible” findings, but rejects the recommended sanctions, there will be an administrative conference on the sanction, only. Administrative conference procedures are detailed below.

3) Responding Student Rejects the Findings Completely or In-part
   a) Responding Student Rejects the Findings Completely
      Where the responding student rejects the finding that they violated College policy, a formal hearing will be convened within seven business days, barring exigent circumstances.

      At the hearing, the investigator(s) will present their report to the CJC hearing panel, the panel will hear from the parties, and any necessary witnesses. The investigation report will be considered by the panel, which renders an independent and objective finding. Full CJC procedures are detailed below.

      If the CJC finds the responding student not responsible for all violations, the Dean of Students will timely inform the parties of this determination and the rationale for the decision in writing. This determination is subject to appeal by any party to the complaint. Appeal review procedures are outlined below.
If the CJC finds a violation, it will recommend a sanction/responsive action to the Dean of Students, who will render a decision within 2 days of the hearing and timely notify the parties in writing. An appeal of sanction(s) may be filed by any party to the complaint as detailed below.

b) Responding Student Accepts the Findings in Part and Rejects in Part
Where the responding student rejects in part the finding that they violated College policy, there will be a CJC hearing solely on the disputed allegations within seven days, barring exigent circumstances. For all findings holding a responding student responsible for a violation, the College will follow the sanctioning process detailed in sub-sections K(8) and K(9), below. If the CJC finds the responding student “Not Responsible” on any of the contested allegations, the process will move to the Sanctioning Phase on only the uncontested allegations, as detailed in sub-sections K(8) and K(9), below.

G. Special Provisions for Complaints of a Sensitive Nature
All hearings under this sub-section will be conducted by a three member faculty/staff panel drawn from the panel pool.

H. Notice of Hearing
Once a determination is made that reasonable cause exists for the Dean of Students (or designee) to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Students (or designee); mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student’s College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

1) Include the alleged violation and notification of where to locate the Code of Student Conduct and College procedures for resolution of the complaint; and
2) Direct the responding student to meet the Dean of Students (or designee) within a specified period of time to respond to the complaint. This time period will generally be no less than two days from the date of delivery of the summons letter.

A meeting with the Dean of Students (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, to the Dean of Students (or designee), whether they admit to or deny the allegations of the complaint.

I. Interim Action
Under the Code of Student Conduct, the Dean of Students or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct.

During an interim suspension, a student may be denied access to College housing and/or the College campus/facilities/events. As determined appropriate by the Dean of Students, this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Students and with the approval of, and in collaboration with,
the appropriate faculty, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

J. Hearing Options & Preparation

The following sub-sections describe the College’s conduct hearing processes. Except in a complaint involving failure to comply with the summons of the Dean of Students (or designee), no student may be found to have violated the Code of Student Conduct solely as a result of the student’s failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Dean of Students, AHO or CJC presiding over the hearing.

Where the responding student admits to violating the Code of Student Conduct, the Dean of Students (or designee) may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an administrative conference. In an administrative conference, complaints will be heard and determinations will be made by the Dean of Students or designee.

Where the responding student denies violating the Code of Student Conduct, a formal hearing will be conducted. This process is known as a CJC (panel) hearing. At the discretion of the Dean of Students (or designee), a request by one or more of the parties to the complaint for an administrative conference may be considered. Students who deny a violation for which a CJC hearing will be held will be given a minimum of 3 days to prepare unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

1) Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Dean of Students (or designee); mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student’s College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

2) If there is an alleged victim of the conduct in question, the alleged victim may serve as the party bringing the complaint or may elect to have the College administration serve as the party bringing the complaint forward. Where there is no alleged victim, the College administration will serve as the party bringing the complaint forward.

3) If a responding student fails to respond to notice from the Dean of Students (or designee), the Dean of Students (or designee) may initiate a complaint against the student for failure to comply with the directives of a College official and give notice of this offense. Unless the student responds to this notice within two days by answering the original notice, an administrative conference may be scheduled and held on the student’s behalf. As a result, the student may be administratively withdrawn from attending classes or a disciplinary hold may be placed on their College account, deeming them ineligible to register for courses or College housing until such time as the student responds to the initial complaint.

4) At least three (3) days before any scheduled formal hearing, the following will occur:
   a) The responding student will deliver to the Dean of Students (or designee) a written response to the complaint;
   b) The responding student will deliver to the Dean of Students (or designee) a written list of all witnesses for the College to call at the hearing;
   c) The responding student will deliver to the Dean of Students (or designee) all physical evidence the student intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Dean of Students can arrange for its presence;
The reporting party will deliver to Dean of Students (or designee) a written list of all witnesses for the College to call at the hearing;

The reporting party will deliver to the Dean of Students (or designee) all items of physical evidence needed at the hearing and will indicate who has possession or custody of such evidence, if known, so that the Dean of Students can arrange for its presence;

The reporting party and the responding student will notify the Dean of Students (or designee) of the names of any advisors/advocates who may be accompanying the parties at the hearing.

The Dean of Students (or designee) will ensure that the hearing information and any other available written documentation is shared with the parties at least two (2) days before any scheduled hearing. In addition, the parties will be given a list of the names of all the CJC panelists in advance. Should any party object to any panelist, that party must raise all objections, in writing, to the Dean of Students immediately. Hearing officers will only be unseated if the Dean of Students concludes that their bias precludes an impartial hearing of the complaint. Additionally, any CJC panelist who feels they cannot make an objective determination must recuse themselves from the proceedings.

K. Panel Hearing Procedures
The Dean of Students will appoint one panelist as the Chair for the hearing. The parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student’s responsibility to notify the Dean of Students no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled. If the reporting party fails to appear, the complaint may be dropped unless the College chooses to pursue the allegation on its own behalf, as determined by the Dean of Students. The Dean of Students (or designee), the Chair and the Panel will conduct panel hearings according to the following guidelines:

1) Hearings will be closed to the public.

2) Admission to the hearing of persons other than the parties involved will be at the discretion of the CJC panel chair and the Dean of Students.

3) In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the Dean of Students may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.

4) The parties have the right to an advisor/advocate of their own choosing, including attorneys. Typically advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair and suggest questions to their advisee.

5) The reporting party, the responding student, the CJC panel, and the Dean of Students (or designee) will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the CJC panel Chair and/or the Dean of Students (or designee).
6) Pertinent records, exhibits, and written statements may be accepted as information for consideration by the CJC and the Dean of Students. Formal rules of evidence are not observed. The CJC Chair and/or the Dean of Students (or designee) may limit the number of character witnesses presented or may accept written affidavits of character instead.

7) All procedural questions are subject to the final decision of the Dean of Students or CJC Chair.

8) After a CJC hearing, the panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Code of Student Conduct. The Dean of Students (or designee) will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The Dean of Students (or designee) is responsible for informing the CJC panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The panel Chairperson will prepare a written deliberation report and deliver it to the Dean of Students, detailing the recommended finding, the information cited by the panel in support of its recommendation, and any information the panel excluded from its consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Dean of Students within two (2) days of the end of deliberations.

9) The Dean of Students will consider the recommendations of the CJC panel, may make appropriate modifications to the panel’s report and will then render a decision and inform the responding student and reporting party (if applicable by law or College policy) of the final determination within 2 days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Dean of Students (or designee); mailed to the local or permanent address of the student as indicated in official College records; or emailed to the student’s College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.

There will be a single verbatim record, such as an audio recording, for all CJC hearings. Deliberations will not be recorded. The record will be the property of the College and maintained according to the College’s record retention policy.

L. Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:

1) Warning: An official written notice that the student has violated College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.

2) Restitution: Compensation for damage caused to the College or any person’s property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

3) Fines: Reasonable fines may be imposed. Fines are specified to include: $100 for intentionally or negligently activating a fire alarm.

4) Community/College Service Requirements: For a student or organization to complete a specific supervised Community/College service.
5) **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.

6) **Confiscation of Prohibited Property:** Items whose presence is in violation of College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the Dean of Students (or designee).

7) **Behavioral Requirement:** This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

8) **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

9) **Restriction of Visitation Privileges:** May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.

10) **College Housing Probation:** Official notice that, should further violations of Residence Life or College policies occur during a specified probationary period, the student may be removed from College/housing. Regular probationary meetings may also be imposed.

11) **College Housing Reassignment:** Reassignment to another College housing facility. Residential Life personnel will decide on the reassignment details.

12) **College Housing Suspension:** Removal from College housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to College housing may be specified. Under this sanction, a student is required to vacate College housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for College housing, the student must gain permission from the Director of Residence Life (or designee). This sanction may include restrictions on visitation to specified buildings or all Defiance housing during the suspension.

13) **College Housing Expulsion:** The student’s privilege to live in, or visit, any College housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

14) **College Probation:** The student is put on official notice that, should further violations of College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

15) **Eligibility Restriction:** The student is deemed “not in good standing” with the College for a specified period of time. Specific limitations or exceptions may be granted by the Dean of Students and terms of this conduct sanction may include, but are not limited to, the following:
   - a) Ineligibility to hold any office in any student organization recognized by the College or hold an elected or appointed office at the College; or
   - b) Ineligibility to represent the College to anyone outside the College community in any way including: participating in the study abroad program, attending conferences, or representing the College at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

16) **College Suspension:** Separation from the College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of...
specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students. During the suspension period, the student is banned from property, functions, events and activities without prior written approval from the Dean of Students. This sanction may be enforced with a trespass action as necessary.

17) **College Expulsion**: Permanent separation from the College. The student is banned from property and the student’s presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

18) **Withholding Diploma**: The College may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

19) **Revocation of Degree**: The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation, or other violation of College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

20) **Other Sanctions**: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the **Code of Student Conduct**:

1) One or more of the sanctions listed above and/or
2) Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time.

M. **Parental Notification**

The College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

N. **Notification of Outcomes**

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence”, the College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that a violation was committed. Such release of information may only include the alleged student's/responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the essential findings/rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or nonforcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

1) Arson
2) Assault offenses (includes stalking)
3) Burglary
4) Criminal Homicide—manslaughter by negligence
5) Criminal Homicide—murder and nonnegligent manslaughter
6) Destruction/damage/vandalism of property
7) Kidnapping/abduction
8) Robbery
9) Forcible sex offences
10) Non-forcible sex offences

O. Failure to Complete Conduct Sanctions

All students, as members of the College community, are expected to comply with conduct sanctions within the timeframe specified by the Dean of Students or Administrative Hearing Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the College. In such situations, resident students will be required to vacate College housing within 24 hours of notification by the Dean of Students, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life and/or the Dean of Students. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Dean of Students.

P. Appeal Review Procedures

Any party may request an appeal of the decision of the CJC/Administrative Conference by filing a written request to the Office of Student subject to the procedures outlined below. All sanctions imposed by the original hearing body remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

GROUNDs FOR APPEAL REQUESTS

Appeals requests are limited to the following grounds:

1) A procedural occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2) To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3) The sanctions is grossly disproportionate to the violation found.

Appeals must be filed in writing to the Office of Student Life within three (3) business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of Dean of Students or, when appropriate, the Title IX Coordinator.

The Dean of Students will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the reporting party, who may also wish to file a response, request an appeal on the same grounds or different grounds; this response will be shared with the initial appealing party). The Office of Student Life will refer the request(s) to the College’s designated Appeals Panel, which consists of three members of the CJC pool who did not participate in the original hearing. Based on the written requests/responses or on interviews as necessary, all parties will receive a response memorandum, based on the Appeals Panel determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties prior to submission to the Appeals Panel.

The Appeals Panel will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. The Appeal Panel may dismiss an appeal request as untimely or
ineligible, may grant an appeal, may deny an appeal, may modify the sanction, and/or may remand the finding and/or sanction for further investigation or reconsideration by the original hearing decision maker. They may consult with the Dean of Students on any procedural or substantive questions that arise.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Appeals Panel determines whether to hear the appeal or to remand it to the original decision-maker(s), typically within 3-5 business days. Efforts should be made to use remand whenever possible, with clear instructions for reconsideration only in light of the granted appeal grounds. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new panel will be constituted to reconsider the matter, which can in turn be appealed, once. Full hearings by the Appeals Panel are not permitted. Where new evidence is presented or the sanction is challenged, the Appeals Panel will either return it to the original decision-maker for reconsideration or the Appeals panel will with instruction on the parameters regarding institutional consistency and any applicable legal guidelines. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. The Appeals Panel must limit its review to the challenges presented.

On reconsideration, the Appeals Panel or original decision-maker may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record.

All decisions of the Appeals Panel are to be made within five (5) days of submission to the Panel and are final, as are any decisions made by the original hearing body, Dean of Students or Title IX Coordinator as the result of reconsideration consistent with instructions from the Appeals Panel.

THE APPEALS PANEL
Three-member Appeals Panels are drawn from the CJC panel pool, with the following requirements to serve:

1) they did not serve on the CJC for the initial hearing
2) they were not involved in the investigation in any way
3) they have been properly trained in appeals procedures

If the institution allows for students to serve in the panel pool, they must:

1) Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.0.
2) Be in good standing with respect to the conduct process throughout the term in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel, as well as not currently being on any probation. A serious history of misconduct could disqualify a student for service.

The Dean of Students will have final authority to approve all those serving on the panel. The parties may challenge a panelist(s) on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse themselves. The Dean of Students will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Dean of Students will solicit a replacement from the pool of panelists.
STUDENT CODE OF CONDUCT

The Dean of Students or designee serves as the non-voting advisor to the panel, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the complainant and responding student.

The presumptive stance of the Defiance is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Dean of Students, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Dean of Students, that the appeal would result in a reversal of the finding and/or substantial modification of the sanctions.

OTHER GUIDELINES FOR APPEALS

- All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; Witnesses may be called if necessary.
- Appeals are not an opportunity for appeals panelists to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

Q. Disciplinary Records

All conduct records are maintained by the College for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

R. Approval and Implementation

This Code of Student Conduct was approved and implemented on August 1, 2016. The Defiance College Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.
ALCOHOL AND OTHER DRUG POLICY

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of Defiance College are informed that strictly enforced policies are in place which prohibit the possession, use or distribution of any illicit drugs, including alcohol, on College property or as part of any College-sponsored activity unless event-specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on College property or at College-sponsored activities.

Defiance College affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through the College Counseling Services and the employee assistance program. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Students exhibiting signs of excessive alcohol consumption will be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest by local police in order to ensure the student's health and safety and/or a conduct complaint for disorderly conduct and/or failure to comply.

A. Parental Notification Policy

Defiance College is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships and, ultimately, their future.

College alcohol policy expressly forbids possession and/or consumption of alcohol by students, employees or guests who are under the minimum legal drinking age of 21 years. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Dean of Students (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the College alcohol and drug policy.

B. Alcohol Policy

The following sections describe College policy regarding the sale, service, distribution, and consumption of alcoholic beverages on college property or at college-sponsored events in accordance with federal, state and local laws.

Basic Guidelines

Students who are 21 years of age or older are permitted to possess and consume alcohol in their designated residence hall rooms if all individuals present are over 21 and there are no more than 6 persons per residence hall room, or 12 persons per suite/apartment. At no time should there be more than 24 individual containers of alcohol in a residence hall room or 40 individual containers in a suite/apartment. The primary freshmen residence hall will remain dry. Those under the minimum legal drinking age of 21 years are not permitted to possess or consume alcohol anywhere on college property or at college-sponsored events. Drinking games, and simulated drinking games (e.g. water pong) are prohibited on campus. Students under age 21 will be considered in possession of alcohol if he or she is in a room where alcohol is being consumed and the student either knows or reasonably show know
if its use. Only beer, wine, malt beverages and other alcoholic products that are less than 15% alcohol by volume are permitted on campus.

On-campus gatherings of more than the number of persons specified above shall not have alcohol present or allow the use of alcohol except under the following conditions:

a. All such gatherings on campus at which alcohol will be present must be approved in advance by the Dean of Students. This requirement of Dean of Students approval includes student-sponsored events, other on-campus events including those sponsored by College offices, and special events such as Homecoming or a “tailgate” at an athletic event.

b. Such Dean of Students-approved events may serve beer and wine. If other alcoholic beverages are to be provided, they must be made available from a third-party vendor.

c. The availability of alcohol at an event shall not be mentioned in on-campus or off-campus advertisements for the event other than individually addressed invitations.

d. Large quantity containers of alcohol are not permitted at Dean of Students-approved events.

e. The hosts of a Dean-approved event at which alcohol is available are responsible to know that everyone present is 21 or older, or that under-aged persons are not served and do not use alcohol at the event.

While at off-campus events that are sponsored by a Defiance College organization, alcohol use by DC students is allowed in accordance with local law.

a. All off-campus events hosted by a Defiance College organization must comply with those conditions outlined in section B above.

b. All DC students and faculty are strongly encouraged to behave responsibly towards alcohol use and to remember that possession and use of alcohol by those under 21 years of age is prohibited throughout the United States.

c. When traveling with students in areas where the legal drinking age is lower than it is in the United States, Defiance College employees are required to behave responsibly and to exercise sound judgment in supervising students in their care.

GUIDELINES FOR STUDENT ORGANIZATIONS SEEKING APPROVAL TO HOST EVENTS WITH ALCOHOL

Student organizations seeking approval from the Dean of Students Office to host an event at which alcohol will be served should submit the request through the Dean of Students in the Office of Student Life. All student organizations seeking approval must adhere to the guidelines listed below and will be asked to complete a “planning form” detailing their specific plans for compliance with the College's Alcohol Policy.

1. Requests for event approval must be submitted to the Dean of Students in the Office of Student Life at least 45 calendar days in advance of the date of the event.

2. Organizations must be able to implement a functional system for age verification of guests.

3. Organizations must be able to implement a functional system for identifying which guests are of-age and which are underage. Alcohol may only be served to of-age guests.

4. Organizations must appoint individuals to monitor the party who will be alert for diversion of alcohol to underage guests as well as of-age guests who are out of control.
5. The bar at the event must be staffed and controlled by a third-party vendor or bartender. Under no circumstances can the members of the student organization work at or control the bar.

6. Organizations must implement a system that limits the number of drinks available for of-age guests to a reasonable amount per person. It is recommended that the number of drinks per of-age person not exceed one drink per hour.

7. At on-campus events only beer, wine, and malt beverages below 15% alcohol volume are allowed to be served. At off-campus events, the bar may serve a wider selection in accordance with the hosting organization's liquor license or permit.

8. The hosting organization must provide non-alcoholic beverages in sufficient quantity for the number of guests.

9. The hosting organization must provide snacks and/or food in sufficient quantity for the number of guests.

10. The consumption of alcohol must never be the central focus of the event. The event must have a defined purpose or theme.

11. The event must have a definite start time and end time. Alcohol can only be served within the specified timeframe.

Events that meet these guidelines will receive approval from the Office of Student Life. Student organizations are encouraged to initiate the approval process as early as possible.

Examples of Violations of the Alcohol Policy

- Purchasing alcohol by a person under the age of 21.
- Selling or providing alcohol to a person under the age of 21. Hosts will be responsible if an underage students is in possession of alcohol in the host student’s room.
- Possessing either full or empty alcohol containers by a person under the age of 21.
- Consuming alcohol or being in the presence of alcohol by a person under the age of 21.
- Showing physical or mental impairment following or resulting from alcohol use.
- Possessing empty alcohol containers for decorative purposes.
- Using or possessing common sources of alcohol including, but not limited to kegs, party balls, punch bowls, wine boxes, etc.
- Participating in or being present during the occurrence of any drinking game.
- Possessing an open container of alcohol in a common area including, but not limited to bathrooms, hallways, lounges, elevators, lobbies or outdoor spaces.
- Driving under the influence of alcohol.

As stated in Section 4 of the Code of Student Conduct, “failure to comply with the reasonable directives of officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so”, is considered unacceptable behavior for a Defiance College student. An example of such behavior includes refusing to submit to a breath test when requested by a police officer, whether on or off-campus, which is considered a violation of the Code of Student Conduct and may result in conduct sanctions.

A partial list of College alcohol policy violations and their subsequent sanctions is listed below. Sanctions are dependent upon a number of factors including, but not limited to: hearing officer discretion, the nature and severity of the incident, a student’s conduct history and a student’s cooperation throughout the conduct process.

A. Minor in Possession/Consumption of Alcohol or Residence Life Alcohol Policy Violations:
1. First Offense—Possible sanctions and institutional actions include, but are not limited to:
   - Participation in an alcohol education activity and/or a Minor in Possession course, at the student’s expense and as determined by the Dean of Students (or designee);
   - Authorship of a research/reflection essay;
   - Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years; and/or
   - Reprimand up through suspension or expulsion from housing and/or the college;
   - Other sanctions as determined by the Dean of Students (or designee).

2. Second Offense—Possible sanctions and institutional actions include, but are not limited to:
   - Mandated substance abuse assessment by College Counseling Center or an approved agency and required compliance with the assessing counselor’s evaluation;
   - Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Dean of Students (or designee);
   - Authorship of a research/reflection essay;
   - Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years; and/or
   - Reprimand up through suspension or expulsion from housing and/or the college;
   - Other sanctions as determined by the Dean of Students (or designee).

3. Third and Subsequent Offenses—Possible sanctions and institutional actions include, but are not limited to:
   - Suspension or expulsion from housing and/or the college;
   - Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years; and/or
   - Other sanctions as determined by the Dean of Students (or designee).

B. Purchasing, Selling or Providing Alcohol to Minors:
1. First Offense—Possible sanctions and institutional actions include, but are not limited to:
   - Participation in an alcohol education activity at the student’s expense and as determined by the Dean of Students (designee);
   - Mandated substance abuse assessment by College Counseling Center or an approved agency and required compliance with the assessing counselor’s evaluation;
   - Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Dean of Students (or designee);
   - Authorship of a research/reflection essay;
• Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years;
• Eligibility restrictions;
• Reprimand up through suspension or expulsion from housing and/or the college;
• Community service hours to be performed at a specific location as determined by the Dean of Students (or designee); and/or
• Other sanctions as determined by the Dean of Students (or designee).

2. Second and Subsequent Offenses—Possible sanctions and institutional actions include, but are not limited to:
• Suspension or expulsion from the college;
• Notification of law enforcement authorities;
• Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years; and/or
• Other sanctions as determined by the Dean of Students (or designee).

C. Driving Under the Influence/Driving While Intoxicated: Defiance College is concerned about students who violate state and local laws regarding consumption of alcohol and the operation of motor vehicles. In accordance with state law, the College abides by the legal definition of intoxicated as “not having the normal use of mental or physical faculties by reason of introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body” or 0.08 Breath or Blood Alcohol Concentration. In addition, students under the legal minimum drinking age of 21 years who are found to have any detectable amount of alcohol in their systems will be considered driving under the influence of alcohol and subject to penalties under that offense.

1. First Offense—Possible sanctions and institutional actions include, but are not limited to:
• Loss of driving and/or parking privileges on campus for a specified period of time;
• Participation in an alcohol education activity and/or a Minor in Possession course, at the student’s expense and as determined by the Dean of Students (designee);
• Observation of one or more sessions of the County Misdemeanor or Felony Drug Court as determined by the Dean of Students (designee);
• Community services hours to be performed at a specific location as determined by the Dean of Students (designee);
• Authorship of a research/reflection essay;
• Notification of parents/guardians of dependent students or those under the minimum legal drinking age of 21 years;
• Eligibility restrictions; and/or
• Reprimand up through suspension or expulsion the college;
• Other sanctions as determined by the Dean of Students (designee).
A partial list of College/ drug policy violations and their subsequent sanctions is listed below.  

Violations of the College/ Illegal Drug Policy  
A partial list of College/ drug policy violations and their subsequent sanctions is listed below.

2. Second and Subsequent Offenses— Possible sanctions and institutional actions include, but are not limited to:
   - Suspension or expulsion from the College;
   - Notification of law enforcement authorities;
   - Notification of parents/guardians of dependent students and those under the minimum legal drinking age of 21 years; and/or
   - Other sanctions as determined by the Dean of Students (or designee).

C. Illegal Drug Policy
The following sections describe College’s policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off College/ property or at College-/sponsored events or programs in accordance with federal, state and local laws. Examples of violations include:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, hookahs, scales etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for the College in addressing drug-related offenses which occur on- or off-campus. Moreover, it permits the College to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the College must address the education and well-being of all its students and employees. In addition to College imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on College property or at College activities.

Safe Harbor
The College has a Safe Harbor rule for students. The College believes that students who have a drug and/or addiction problem deserve help. If any College student brings their own use, addiction or dependency to the attention of College officials outside the threat of drug tests or imposition of the conduct process and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and the campus conduct process will be initiated.

Academic Planner 73
b) For the Possession or Use of Drug Paraphernalia, Synthetic Substances and/or Illegal Drugs: Drug paraphernalia (e.g. bongs), illegal drugs, and synthetic substances (e.g. K2, Spice) whose common purpose is to replicate the effects of illegal substances are prohibited on campus.

1. First Offense—Possible sanctions include, but are not limited to:
   - Suspension or expulsion from College housing;
   - Suspension from the College for a period of not less than the remainder of the semester in which the infraction occurred;
   - Participation in a drug education activity, at the student’s expense and as determined by the Dean of Students (or designee);
   - Mandated substance abuse assessment by College Counseling Center or an approved agency and required compliance with the assessing counselor's evaluation;
   - Observation of one or more sessions the County Misdemeanor or Felony Drug Court as determined by the Dean of Students (or designee);
   - Authorship of a research/reflection essay;
   - Notification of parents/guardians of students under 21 years of age and older dependent students;
   - Notification of law enforcement authorities; and/or
   - Other sanctions as determined by the Dean of Students (or designee).

2. Second Offense—Possible sanctions include, but are not limited to:
   - Expulsion from the College;
   - Notification of parents/guardians of students under 21 years of age and older dependent students;
   - Notification of law enforcement authorities; and/or
   - Other sanctions as determined by the Dean of Students (or designee).

Information Regarding the Impact of Alcohol and Other Drug Use

Risks of Alcohol Use
The following is a partial list of the adverse effects of alcohol use on the individual and society arranged by source.

*The Truth about Alcohol: Tips for Teens (U.S. Department of Health & Human Services, 2003)*

a) Alcohol affects your brain.
b) Drinking alcohol leads to a loss of coordination, poor judgment, slowed reflexes, distorted vision, memory lapses, and even blackouts.
c) Alcohol affects your body.
d) Alcohol can damage every organ in your body. It is absorbed directly into your bloodstream and can increase your risk for a variety of life-threatening diseases, including cancer.
e) Alcohol affects your self-control.
f) Alcohol depresses your central nervous system, lowers your inhibitions, and impairs your judgment. Drinking can lead to risky behaviors, including having unprotected sex.
This may expose you to HIV/AIDS and other sexually transmitted diseases or cause unwanted pregnancy.

g) Alcohol can kill you.
h) Drinking large amounts of alcohol can lead to coma or even death. Also, in 1998, 35% of traffic deaths of 15- to 20-year-olds were alcohol-related.

From *Top Ten Myths About Alcohol* (National Institute on Alcohol Abuse and Alcoholism: National Institutes of Health)

a) Can you hold your liquor? That is not a good thing. If you have to drink increasingly larger amounts of alcohol to get a “buzz” or get “high”, you are developing tolerance. This increases your vulnerability to many serious problems, including alcoholism.

b) One in three 18- to 24-year-olds admitted to emergency rooms for serious injuries are intoxicated. And alcohol is also associated with homicides, suicides, and drownings.

*The Naked Truth: Alcohol and Your Body* (FactsOnTap.org)

a) The amount of alcohol it takes to make you pass out is dangerously close to the amount of alcohol it takes to kill you.

b) A hangover is caused partly by the body’s being poisoned by alcohol and partly by the body’s reaction to withdrawal from alcohol.

Harmful Interactions: Mixing Alcohol with Medicines (U.S. Department of Health & Human Services)

a) Some medicines that you might never have suspected can react with alcohol, including many medications that can be purchased ‘over-the-counter’—that is, without a prescription. Even some herbal remedies can have harmful effects when combined with alcohol.

b) Mixing alcohol with certain can cause nausea and vomiting, headaches, drowsiness, fainting, or loss of coordination. It can also put you at risk for internal bleeding, heart problems, and difficulties in breathing. In addition to these dangers, alcohol can make a medication less effective or even useless, or it may make the medication harmful or toxic to your body.

c) Alcohol and medicines can interact harmfully even if they are not taken at the same time.

d) Medications are safe and effective when used appropriately. Your pharmacist or other health care provider can help you determine which medications interact harmfully with alcohol.

Facts About Women and Alcohol (Texas Commission on Alcohol and Drug Abuse)

a) Women are more susceptible to the influence of alcohol just prior to or during their menstrual cycle than at other times during their cycle.

b) On average, a woman weighing 120 pounds requires 2.5 hours to metabolize one standard drink.

c) The course of alcohol addiction progresses at a faster rate among women than men.

Risks of Drug Use

The following is a partial list of the adverse effects of drug use on the individual and society arranged by source.
Marijuana...It Can Leave You Breathless! (Texas Commission on Alcohol and Drug Abuse)

a) Marijuana contains over 400 different chemicals including THC.
b) "THC, the active ingredient in marijuana, remains in the fat cells of the body from 14 – 30 days."

c) Marijuana use…
1. Slows reaction time;  
2. Impairs thinking;  
3. Interferes with Coordination;  
4. Impairs comprehension skills;  
5. Impairs mathematical skills;  
6. Impairs reading skills;  
7. Impairs verbal skills; and  
8. Can lead to psychological dependency.

d) Long term, regular use of marijuana can have a permanent, negative effect on attention span, concentration, memory, judgment and logical thought.

e) Smoking one marijuana cigarette is as harmful to the lungs as smoking approximately 4 - 5 regular cigarettes. Smoking both greatly increases the risk of developing emphysema, cancer and other lung diseases.

Drugs & Pregnancy...No Way to Start a Life! and Drug Abuse & Pregnancy (Texas Commission on Alcohol and Drug Abuse)

a) The use of marijuana during pregnancy may result in low birth weight and smaller length and head circumference in babies.
b) Babies whose mothers smoked marijuana during pregnancy may have vision problems and shorter attention spans. Also, THC, the ingredient in marijuana that causes the 'high,' accumulates in the mother’s milk and transfers to nursing infants where it could cause harm to the baby’s development.
c) The use of cocaine during pregnancy increases the risk of hemorrhage and premature delivery. Chronic use of cocaine causes increased risk of spontaneous abortion.
d) Nursing babies of cocaine abusers can also receive doses of cocaine through their mother’s milk.
e) Mental retardation and abnormal facial features have been seen in babies whose mothers used inhalants or solvents in combination with alcohol while they were pregnant.
f) The use of solvents during pregnancy has also been linked to central nervous system defects in newborns.
g) Heroin use during pregnancy increases the likelihood of stillbirths and neonatal deaths, and babies born to opiate-addicted mothers experience withdrawal symptoms such as restlessness, tremulousness [tremors], sweating, vomiting, diarrhea, high-pitched crying, frantic fist sucking and seizures.
Inhalants...Deadly Fumes! (Texas Commission on Alcohol and Drug Abuse)

a) Products such as spray paint, glues, felt-tip markers, typewriter correction fluid, poppers and RUSH are considered inhalants.

b) The immediate effects of sniffing inhalants are disorientation, confusion, feelings of drunkenness, possible hallucinations, incoherence and loss of memory.

c) Sniffing inhalants can cause unpredictable or violent behavior in some persons. In other cases, it may cause someone to become withdrawn and isolated.

d) Inhalant abuse can cause permanent brain, liver, heart and lung damage.

Amphetamines...A Dead End Street! (Texas Commission on Alcohol and Drug Abuse)

a) Amphetamines are used to treat some forms of Attention Deficit Disorder (ADD) and narcolepsy.

b) The term amphetamines refers to three related drugs: amphetamine, dextroamphetamine and methamphetamine.

c) Street names for amphetamines include: speed, white crosses, uppers, and crystal.

d) Health risks associated with amphetamine use:
   1. Brain damage;
   2. Skin Disorders;
   3. Lung Disease;
   4. Delusions;
   5. Paranoia;
   6. Malnutrition;
   7. Ulcers;
   8. Heart Disease; and

Steroids (Texas Commission on Alcohol and Drug Abuse)

a) Synthetic anabolic steroids are drugs which act like the male hormone, testosterone...Some athletes use steroids to increase their strength, muscle mass, and endurance. While not all athletes use steroids, many weight lifters and bodybuilders do...Also, some non-athletes who want well-defined muscular shape and attractive over-all body appearance use steroids.

b) A partial list of the adverse side-effects experienced by male users includes:
   1. Enlarged breasts;
   2. Permanent premature hair loss;
   3. Shrinkage of the testicles;
   4. Risk of heart and blood vessel disease; and
   5. Sterility.

a) A partial list of the adverse side-effects experienced by female users includes:
   1. Male-sounding voice;
   2. Growth of permanent facial hair;
   3. Reduction in breast size;
   4. Male-like muscle growth;
   5. Increased sex drive; and
   6. Permanent sterility.

d) A partial list of the adverse side-effects shared by male and female users includes:
1. Pimples & skin blemishes;
2. Inability to release body heat through sweating;
3. Abnormal blood clotting;
4. Unusually aggressive behavior;
5. Violent rages;
6. High blood pressure;
7. Liver dysfunction;
8. Depression and frustration;
9. Drug dependency; and
10. Liver cancer.

CHILDREN IN THE CLASSROOM POLICY
Children of students are allowed in the classroom under the supervision of the parent or guardian in the following limited circumstances:

• Those limited occasions when alternative arrangements are impractical or impossible, such as the illness of a day care provider; AND
• The faculty member responsible for the classroom has given specific advance approval.

This practice should only be utilized sparingly and if there are no other options reasonably available. Alternatives such as the student arranging to record a particular session should be considered. Students requiring longer-term arrangements related to their child-care needs should contact the Dean of Students to discuss and examine available options. Students must avoid bringing children to classrooms on days of examinations and children are not permitted to participate in field trips or retreats.

CHILDREN ON-CAMPUS
Parents or guardians are responsible and liable for any and all injuries or damages sustained to or by their child while on the College campus unless caused by the sole negligence of the College, its officers, agents or employees.

Parents and guardians are responsible for ensuring that children behave appropriately while on campus. If, in the view of the faculty or administrator responsible for the class, event, program etc. a child is disruptive, the parent must remove the child from the situation.

Pre-teen children on campus must be accompanied by a parent, guardian or other responsible adult at all times. Unaccompanied re-teen children will be escorted to Security. Teenagers are welcome to visit and tour the campus so long as such visits are compatible with the College’s mission.

COMPUTER POLICY
Information systems, including computers, computer accounts, printers, networks, software, electronic mail, and Internet access, at Defiance College are provided for the use of Defiance College Faculty, Staff, and students in support of the College’s academic and administrative programs. Incidental and occasional personal use of Defiance College computers and information systems is permitted within reason, but abuse of this privilege is warrant for discipline. All students are responsible for seeing that these systems are used in an effective, efficient, ethical, and lawful manner. The use of information systems is a privilege, not a right, which may be revoked at any time for misuse.

The following procedures relate to their use:

1. All computer equipment, accessories and systems owned by the College are to be used for College related activities only but limited personal use is also permitted. All access to the College’s computing resources, including the issuing of accounts and hardware or software purchases must be approved through the Computer Services Office.
2. It is the student’s responsibility to maintain the physical/hardware and logical/software security of any device connecting to the Defiance College network including, but not limited to, the operating system, the security and software patches and updates, and an up to date antivirus software package.

3. Use of College computing resources is subject to all College policies and procedures. No copyrighted material is to be illegally obtained or redistributed. You are responsible for any network activity originating from your computer. Thus, be aware that the illegal sharing of copyrighted material with others is your responsibility whether knowingly or not and subjects you to disciplinary action as well as possible civil and criminal liabilities.
   a. A summary of the penalties for violation of Federal copyright laws can be found on the Defiance College website at http://copyright.defiance.edu/fed-penalties.
   b. A description of Defiance College’s policy with respect to unauthorized peer-to-peer file sharing including disciplinary actions can be found on the Defiance College website at http://copyright.defiance.edu/dc-actions.

4. Eating and drinking are prohibited in the computer labs.

5. Information systems are not to be used for commercial purposes, political activities, or to access inappropriate Internet sites. Records, including all information created through the use of information systems, are property of the College.

6. Fraudulent, harassing, obscene, or unauthorized messages and/or files are not to be sent, printed, posted, requested, or stored.

7. Use of campus information systems requires one’s own valid user ID and password.

8. Students are not to modify the current file configurations or change the system setting. Files should be saved on student’s removable media or on the student’s allotted online storage.

9. A computer, computer account, or electronic mail account assigned to an individual may not be used by others. Each individual is responsible for proper use and protection of the network account, including proper password protection.

10. Information system accounts expire in accordance with the terms of the account. Expired accounts and files associated with them will be deleted.

11. Users of College computing resources should have no expectation of privacy in such use. The College expressly reserves the right to monitor or access its systems and the information stored thereon for any reason it deems appropriate, including routine maintenance and investigation of misconduct. Further, Defiance College may electronically disclose any content or records to satisfy any law, regulation or governmental request, as well as to properly operate and protect its members. Defiance College reserves the right at its sole discretion to review, modify or refuse to post any material or information. Notwithstanding the foregoing, Defiance College will not intentionally monitor or disclose any private mail messages unless permitted or required by law. Defiance College reserves the right to remove any content that it believes to be unacceptable or undesirable.

12. No one should deliberately attempt to degrade the performance of an information system, including but not limited to computers, microcomputers, and networks. Personally owned wireless routers and access points interfere with campus provided wireless connectivity, therefore use of these devices is prohibited on campus.

13. Loopholes in information systems, security systems, or knowledge of a special password, are to be reported immediately to authorized Computer Services personnel and are not to be used to damage information systems, obtain extra resources, take resources from another user, or gain access to systems for which proper authorization has not been given.
Using programs or tools designed to check for computer system or network security vulnerabilities such as port scanning is prohibited.

14. Some computer software is licensed to Defiance College from vendors. Defiance College does not own this software or related documentation; it is protected by copyright. Any copyrighted software is not to be duplicated or downloaded from campus information systems. The use of software on a local area network or on multiple computers must be in accordance with the license agreement.

An individual’s use of information systems is a privilege, not a right, and may be revoked at any time for misuse immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the Provost and the Dean of Students. Further action may be taken by Defiance College or law enforcement in accordance with the severity of the action(s) in question.

GOOGLE PRIVACY AND SECURITY

The Defiance College-Google Apps for Education (Google) agreement generally provides for the privacy and security of Defiance College (DC) data in the DC Google suite of services. The Google agreement provides the following assurances to faculty, staff, students, and alumni:

- Google does not own your data
- Google secures your data
- Google retains the data only as long as you want them to
- Google deletes the data when you ask them to

Generally, you may use Google to conduct activities that align with your role at the College, so long as you follow the DC’s Computer Policy, and adhere to the guidance for Google and Regulated/Sensitive Data.

For more, visit the Google Apps for Education Security & Privacy webpage.

Google and Regulated/Sensitive Data

1. Export Controlled Research

Export controlled research includes information that is regulated for reasons of national security, foreign policy, anti-terrorism or non-proliferation. Encompassing laws, statutes, or regulatory agencies include International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), and the Office of Foreign Assets Control Regulations (OFAC). Specifically, these requirements include restricting research data access to U.S. citizens and licensed foreign nationals, and storing it within U.S. borders.

Because Google has an internationally distributed storage environment and unlicensed foreign nationals supporting the systems, DC Faculty and Researchers should not collect, process, share or store export controlled research data in the Google environment.

2. Federal Information Security Management Act (FISMA)

FISMA requires federal agencies to develop, document, and implement security programs for IT systems that support the agency, including systems that are provided or managed by another entity. One of the FISMA requirements is that the data is stored within U.S. borders. Because Google has an internationally distributed storage environment, DC faculty and researchers should not collect, process, share or store FISMA data in the Google environment.
3. **Electronic Protected Health Information (ePHI)**
   
ePHI is individually identifiable health information, in electronic form, as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA also requires a contractual arrangement (typically known as a Business Associate Agreement) be made with service providers that perform functions or activities that involve the use or disclosure of ePHI on behalf of a HIPAA-covered entity, or that provide services to such an entity. The Google Apps for Education Agreement does not include a specific business associate agreement or incorporate such language into the Agreement. Therefore, ePHI should not be collected, processed, shared or stored in the Google environment.

4. **Payment Card Data**
   
The payment card industry created the data security standards (PCI-DSS) for organizations that process, store or transmit cardholder data. The DC Business Office has overall responsibility for the oversight of payment card services, and is the owner of PCI compliance for the college.

   The Business Office mandates that users must not store cardholder data on any college system without approval. By extension, this means that Google should not be used to collect, process or store payment card data.

5. **Gramm Leach Bliley Act (GLBA)**
   
GLBA requires financial institutions, including higher education institutions to safeguard sensitive data. DC complies with the security of customer data as outlined in the Gramm Leach Bliley Act.

   Similar to the ePHI analysis, because Google will not agree to a GLBA specific nondisclosure and security safeguard provision, it should not be used to collect, process or store GLBA data.

6. **Family Educational Rights and Privacy Act (FERPA)**
   
Under the Google Apps for Education agreement, Google is deemed a “school official” and will comply with its obligations under FERPA. Therefore, FERPA data may be collected, processed or stored in the Google environment.

   However, DC faculty and staff are reminded of their own obligations to protect FERPA data and only share such data with the student and those who have a legitimate education-related interest. Student data should never be made publicly accessible. For more, visit the Registrar’s Office FERPA information webpage.

**Less Regulated or Unregulated Data**

Under the DC data classification scheme, there is a significant amount of data that is considered sensitive, but that is not necessarily as prescriptively regulated as the above examples. DC defines sensitive as data “whose unauthorized disclosure may have serious adverse effect on the DC’s reputation, resources, services, or individuals. Data protected under federal or state regulations or due to proprietary, ethical, or privacy considerations will typically be classified as sensitive.”

Examples of less regulated or unregulated sensitive data include:

- Social Security Numbers (SSNs);
• attorney-client privileged information;
• High-profile/controversial research (e.g., stem cell, animal) and
• Data related to security plans and security incidents.

Absent other specific prescriptive requirements (e.g., contractual agreements for sponsored research), data stewards and data managers should analyze the risks before collecting, processing or storing any sensitive data in Google.

**DRONE POLICY**

Drones must be registered with the FAA and the Office of Student Life prior to operating on campus. Federal regulations now require that owners of recreational drones must register their devices with the Federal Aviation Administration (http://www.faa.gov/uas/registration/). FAA officials hope the process will ensure owners will learn how to properly use the technology. Registration applies to drones weighing between .55 and 55 pounds. Operators caught using their drones without registration could face heavy federal fines along with campus disciplinary actions. FAA registration costs $5 and can be completed online. Rules listed in the FAA online application process include:

- I will be aware of FAA space requirements
- I will not fly directly over people
- I will not fly over stadiums and sports events
- I will not fly near emergency response efforts such as fires
- I will not fly near aircraft, especially near airports
- I will not fly under the influence

You will need to provide proof of FAA registration when registering the device with the Office of Student Life. Failure to do so will be considered a violation of the student Code of Conduct.

**EQUAL OPPORTUNITY, HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT POLICY**

**INTRODUCTION**

Defiance College is a community of learners dedicated to nurturing the whole person in each of its members and affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. Members of the Defiance College community, guests and visitors have the right to be free from all forms of harassment, discrimination and sexual misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This policy is intended to establish a mechanism for determining when those expectations have been violated. All polices below are subject to resolution using the College’s Equity Resolution Process (ERP).

The college’s equal opportunity, harassment, discrimination and sexual misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom.

**TITLE IX COORDINATOR AND TEAM**

The Title IX Coordinator is the designated college official with primary responsibility for coordinating the College’s equity and Title IX compliance. The Title IX Coordinator oversees the policy on equal opportunity, harassment and nondiscrimination as well as the implementation of grievance procedures, which includes notification, investigation and disposition of complaints of discrimination. The Title IX Coordinator will coordinate the provision of educational materials and training for the campus
community. Finally, the Title IX Coordinator will ensure a fair and neutral process for all parties and monitor all other aspects of the College’s Equity and Title IX compliance. The Coordinator reports directly to the President of the College and is housed in the office of the Dean of Students. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the college Title IX Coordinator:

Lisa Marsalek, Vice President for Enrollment Management & Student Success and Dean of Students
128 Hubbard Hall, 701 N. Clinton St., Defiance, OH 43512
(419) 783-2587 or lmarsalek@defiance.edu

Trained Deputy Title IX Coordinators who can also offer assistance are available in the following offices:

Mary Burkholder, Director of Human Resources
106 F Defiance Hall, 701 N. Clinton St, Defiance, OH 43512
(419) 783-2360 or mburkholder@defiance.edu

Mercedes Clay, Assistant Dean of Student Engagement and Director of Intercultural Relations
132 Hubbard Hall, 701 N. Clinton, Defiance, OH 43512
(419) 783-2362 or mclay@defiance.edu

Jennifer Walton, Director of Residence Life
126 Hubbard Hall, 701 N. Clinton St, Defiance, OH 43512
(419) 783-2563 or jwalton@defiance.edu

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)
Cleveland Office
600 Superior Avenue East, Suite 750
Cleveland, OH 44114
(216) 522-4970
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Equal Employment Opportunity Commission (EEOC)
Contact: http://www.eeoc.gov/contact/

Reports of discrimination, harassment, sexual misconduct, and/or retaliation may be made using any of the above options. There is no time limitation on the filing of allegations. However, if the responding party is no longer subject to the College’s jurisdiction, the ability to investigate, respond and provide remedies may be more limited.

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the Director of Human Resources, (419) 783-2360.
This policy applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

a) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;

b) Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;

c) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or

d) Any situation that is detrimental to the educational interests of the College.

1. Notice of Nondiscrimination
Defiance College adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. Defiance College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, ethnicity, religion, national origin, sex, gender, gender identity/expression, sexual orientation, age, disability, genetic information, marital status, veteran 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.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately addressed and remedied by the College according to the Equity Resolution Process described below. Non-members of the campus community who engage in discriminatory actions within College programs or on College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with College programs as the result of their misconduct. All vendors serving the College through third-party contracts are subject by those contracts to the policies and procedures of their employers.

Defiance College will promptly and equitably respond to all reports of sexual or other discrimination in order to eliminate the misconduct and/or harassment, prevent its recurrence, and remedy its effects on any individual or the community.

2. College Policy on Accommodation of Disabilities
Defiance College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA and ADAAA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A
substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

The Title IX Coordinator has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any allegation of noncompliance.

**a. Students with Disabilities**

Defiance College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the College.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Accessibility Services Coordinator who coordinates services for students with disabilities. The Accessibility Services Coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student’s particular needs and academic programs.

**b. Employees with Disabilities**

Pursuant to the ADA, Defiance College will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing to the Director of Human Resources and providing appropriate documentation. The Director of Human Resources will work with the employee’s supervisor to identify which essential functions of the position are affected by the employee’s disability and what reasonable accommodations could enable the employee to perform those duties.

**3. College Policy on Discriminatory Harassment**

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. The College’s harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.

**a. Discriminatory and Bias-Related Harassment**

Harassment constitutes a form of discrimination that is prohibited by College policy as well as the law. Defiance College condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by policy or law. College will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, College may also impose sanctions on the harasser through application of the Equity Resolution Process. The college’s harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent/pervasive, and objectively such that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.
The College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behaviors may not result in the imposition of discipline under College policy, but will be addressed through respectful confrontation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Director of Human Resources and students should contact the Dean of Students.

b. Sexual Harassment
The Department of Education’s Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC) and the State of Ohio regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Defiance College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual harassment is:
- unwelcome,
- sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Title IX Coordinator or a deputy. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:
- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
  - unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the college’s educational, employment, social and/or residential program.

Quid Pro Quo Harassment is:
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational or employment progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Some examples of possible Sexual Harassment include:
- A professor insists that a student have sex with him/her in exchange for a good grade. This
is harassment regardless of whether the student accedes to the request.

- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in a professor’s office or on the exterior of a residence hall door.
- Two supervisors frequently ‘rate’ several employees’ bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- Male students take to calling a particular brunette student “Monica” because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, “sexual relations” and Weight Watchers.
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

### c. Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts may have parallels in criminal law, College has defined categories of sex/gender discrimination as sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, College considers Non-Consensual Sexual Intercourse violations to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other sex/gender-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved.

Violations include but are not limited to:

1. Sexual Harassment (as defined in section b above)
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation
5. Force and Consent
6. Intimate Partner Violence
7. Stalking

Use of alcohol or other drugs will never function to excuse any behavior that violates this policy. For reference to the pertinent State of Ohio statutes on sex offenses, please see [http://codes.ohio.gov/orc/2907](http://codes.ohio.gov/orc/2907)
NON-CONSENSUAL SEXUAL CONTACT
Non-Consensual Sexual Contact is:
- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Sexual Contact includes:
- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

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

Intercourse includes:
- vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

SEXUAL EXPLOITATION
Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Non-consensual streaming of images of sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Non-consensual recording of individuals in locations in which they have a reasonable expectation of privacy (restrooms, locker rooms) even if the images do not capture nudity
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation
FORCE AND CONSENT

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity that significantly compromises the voluntary nature of an individual’s participation. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Consent: At Defiance College “Effective Consent” is defined as mutually understandable words or actions that indicate all parties involved agree on what sexual activity will occur, with whom, in what way, and at what time. The initiator typically must ensure consent is obtained. If consent of one participant is unclear at any time, it is the responsibility of the other participant(s) to ensure that consent is present before beginning or continuing the activity. There are many factors that influence effective consent:

- Consent is clear, and knowing, and voluntary, words or actions, that create a mutually understandable permission for specific sexual activity.
- Consent is unclear, initiator must ensure consent before beginning or continuing sexual activity.
- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Incapacitation: Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.

- Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
• The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.

• Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

• This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at http://www.911rape.org/.

• In Ohio, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old may be a crime, and a potential violation of this policy, even if the minor wanted to engage in the act.

Examples

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a "hand job" (hand to genital contact). Amanda would never had done it but for Bill’s incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. Bill is responsible for violating the college Non-Consensual Sexual Contact policy. It is likely that campus decision-makers would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not valid when forced. Sex without consent is sexual misconduct.

2. Jiang is a junior at the college. Beth is a sophomore. Jiang comes to Beth’s residence hall room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication
from Beth that she consented to sexual intercourse. Of course, wherever possible, it is important to be as clear as possible as to whether or not sexual contact is desired, and to be aware that for psychological reasons, or because of alcohol or drug use, one’s partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.

3. Kevin and John are at a party. Kevin is not sure how much John has been drinking, but he is pretty sure it’s a lot. After the party, he walks John to his room, and John comes on to Kevin, initiating sexual activity. Kevin asks him if he is really up to this, and John says yes. Clothes go flying, and they end up in John’s bed. Suddenly, John runs for the bathroom. When he returns, his face is pale, and Kevin thinks he may have thrown up. John gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can’t help but notice that John seems pretty groggy and passive, and he thinks John may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into John the next day, he thanks him for the wild night. John remembers nothing, and decides to make a report to the Dean. This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that John was incapable of making a rational, reasonable decision about sex. Even if John seemed to consent, Kevin was well aware that John had consumed a large amount of alcohol, and Kevin thought John was physically ill, and that he passed out during sex. Kevin should be held accountable for taking advantage of John in his condition. This is not the level of respectful conduct the college expects.

INTIMATE PARTNER VIOLENCE
Defined as violence or abuse between those in an intimate relationship to each other;

Examples:
- A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
- An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn’t give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
- A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
- Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.

STALKING
Stalking 1:
- A course of conduct
- Directed at a specific person
- On the basis of actual or perceived membership in a protected class
- That is unwelcome, AND
- Would cause a reasonable person to feel fear
Stalking 2:
- Repetitive and Menacing
- Pursuit, following, harassing and/or interfering with the peace and/or safety of another

Examples of Stalking:
- A student repeatedly shows up at another student's on-campus residence, always notifying the front desk attendant that they are there to see the resident. Upon a call to the resident, the student informs residence hall staff that this visitor is uninvited and continuously attempts to see them, even so far as waiting for them outside of classes and showing up to their on-campus place of employment requesting that they go out on a date together. Stalking 1.
- A graduate student working as a on-campus tutor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently tutored, the graduate student thanked the student and stated that it was not necessary and would appreciate the gift deliveries to stop. The student then started leaving notes of love and gratitude on the graduate assistant's car, both on-campus and at home. Asked again to stop, the student stated by email: “You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything necessary to make you have the feelings for me that I have for you.” When the tutor did not respond, the student emailed again, “You cannot escape me. I will track you to the ends of the earth. We are meant to be together.” Stalking 2.

4. Other Civil Rights Offenses
In addition to the forms of sexual misconduct described above, the following behaviors are also prohibited as forms of discrimination when the act is based upon the reporting party’s actual or perceived membership in a protected class.

1) Harm to Persons, intentional or recklessly causing physical harm or endangering the health or safety of any person;
2) Threat, defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property;
3) Discrimination, defined as any act or failure to act that is based upon an individual or group’s actual or perceived status (sex, gender, gender identify/expression, race, age, national or ethnic origin, disability, genetic information, veteran status, marital status, religion, sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College’s educational program or activities.
4) Harassment. Any unwelcome conduct based on actual or perceived status including: sex, gender, gender identify/expression, race, age, national or ethnic origin, disability, genetic information, veteran status, marital status, religion, sexual orientation, or other protected status;
5) Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
6) Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
7) Bullying and Cyberbullying defined as are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.
Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party’s sex or gender.

BYSTANDER INTERVENTION

The College expects all community members to take reasonable and prudent actions to prevent or stop an act of sex discrimination or misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. The College will support its members who choose to intervene in this fashion.

5. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Examples of Retaliation:

- Student-athlete A files an allegation against a coach for sexual harassment; the coach subsequently cuts the student-athlete’s playing time in half without a legitimate justification
- A faculty member complains of gender inequity in pay within her department; the Department Chair then revokes his prior approval allowing her to attend a national conference, citing the faculty member’s tendency to “ruffle feathers.”
- A student from Organization A participates in a sexual misconduct hearing against the responding individual – also a member of Organization A; the student is subsequently removed as a member of Organization A because he participated in the hearing.

6. Remedial Action

Upon notice of alleged discrimination, Defiance College will implement initial remedial, responsive and/or protective actions upon notice of alleged harassment, retaliation and/or discrimination. Such actions could include but are not limited to: no contact orders, providing counseling and/or medial services, academic support, living arrangement adjustments, transportation accommodations, visa and immigration assistance, student financial aid counseling, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

The College will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor upon a finding that they have engaged in harassing or discriminatory behavior or retaliation.

The College will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the College’s ability to provide the accommodations or protective measures.

Procedures for handling reported incidents are fully described below.

7. Confidentiality and Reporting of Offenses Under This Policy

Upon notice of alleged discrimination, Defiance College will implement initial remedial, responsive and/or protective actions upon notice of alleged harassment, retaliation and/or discrimination. Such actions could include but are not limited to: no contact orders, providing counseling and/or medial services, academic support, living arrangement adjustments, transportation accommodations, visa and
immigration assistance, student financial aid counseling, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

The College will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor upon a finding that they have engaged in harassing or discriminatory behavior or retaliation.

The College will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the College’s ability to provide the accommodations or protective measures.

Procedures for handling reported incidents are fully described below.

a. Confidential Reporting

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

- Director of Counseling & Accessibility Services, Lynn Braun: 419-783-2548
- Accessibility Services Coordinator and Staff Clinician, Kris Knight 419-783-2445
- To access a SANE (Sexual Assault Nurse Examiner) after normal business hours, contact Lynn Braun, confidential Victim’s Advocate: 419-290-9839
- Four County SART Program: 1-800-782-8555
- Ohio Sexual Violence Helpline 1-888-OHIO-HELP
- Off-campus:
  - Licensed professional counselors
  - Local rape crisis counselors
  - Domestic violence resources,
  - Local or state assistance agencies,
  - Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors (or the Employee Assistance Program for employees) are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit semestery anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client or patient.

b. Formal Reporting Options

All Defiance College 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 by the employee with the Title IX Coordinator and/or Deputy Coordinators. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, 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 Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made. Remedial actions may result without formal college action.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Deputy Coordinators, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat,
In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures. Note that the College’s ability to remedy and respond to a reported incident may be limited if the reporting party does not want the institution to proceed with an investigation and/or the Equity Resolution Process.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to: Dean of Students, Residence Life, CARE team and Counseling Center. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party’s rights and privacy. Additionally, anonymous reports can be made by victims and/or third parties using the online reporting form posted at [https://www.defiance.edu/communication-information.html](https://www.defiance.edu/communication-information.html). Note that these anonymous reports may prompt a need for the institution to investigate.

Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information below:

**Lisa Marsalek, Vice President for Enrollment Management & Student Success and Dean of Students**  
128 Hubbard Hall, 701 N. Clinton St., Defiance, OH 43512  
(419) 783-2587 or lmarsalek@defiance.edu

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

The College encourages reporting parties to pursue their complaints through both the Defiance College resolution process and through the criminal justice system. The College will provide Reporting Persons with information concerning their options and rights and will assist them in making reports to law enforcement if they wish to do so. The Defiance Police Department, which can be reached at (419) 784-5050, can explain the procedures for pursuing a criminal investigation. The Defiance Police Department will investigate every incident reported to police to determine if a crime has been committed. The decision to file a complaint with the Defiance Police is entirely the victim’s choice. Reporting to the police is not necessary for a victim to receive counseling or other supportive services.

College proceedings will be instituted against a person charged with conduct that potentially violates both the criminal law and this policy without regard to pending civil or criminal litigation in court or criminal arrest and prosecution. However, the College may delay its proceedings for a reasonable period of time at the request of law enforcement. Proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Determinations made or sanctions imposed shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
The College has the authority to institute an administrative complaint against any student, faculty, administrator, or staff if a violation occurs of the sex discrimination policy.

**Timeliness** – To promote timely and effective review, the College strongly encourages the Reporting Person and other persons with knowledge of possible violations of this policy to make reports as soon as possible following the occurrence of a sexual assault. A delay in reporting may impact the College’s ability to gather relevant and reliable information. It may also impact the College’s ability to take disciplinary action against a student for has graduate or permanently terminated enrollment.

**Preservation of Information and Tangible Material** – Preservation of information and tangible material relating to Sexual Assault is essential for both law enforcement and campus disciplinary investigations. Reporting Persons, Responding Persons, witnesses or others reporting possible violations of this policy, are encouraged to preserve all information and tangible material relating to the incident, such as electronic communications (e.g. emails and text messages), photographs, clothing, bedding, and medical information. In the case of medical information, prompt examinations can be crucial.

**Reporting of Instances Involving Minors**
Employees who witness or otherwise have reasonable cause to believe that an incident of sexual or physical abuse involving a minor has occurred at the College or in a College-sponsored program or activity, must immediately report that knowledge or belief. This reporting obligation exists regardless of whether or not the alleged perpetrator is an employee of the College. For the purposes of this policy, a minor is any person under the age of 18.

8. **Federal Timely Warning Obligation**
Parties reporting sexual misconduct should be aware that Defiance College must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will undertake reasonable efforts to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

9. **False Allegations**
Defiance College will not tolerate intentional false reporting of incidents. It is a violation of the Code of Conduct (see Student Handbook) to make an intentionally false report of any policy violation, and it may also violate state criminal statues and civil defamation laws.

10. **Amnesty for Victims and Witnesses**
The College encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The College recognizes that an individual who has been drinking alcohol or using drugs at the time of an act of sex discrimination may be hesitant to make a report because of potential consequences for his/her/their own conduct. An individual who reports sex discrimination, either as a Reporting Party or a third party witness, will not be subject to disciplinary action by the College for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

11. **Federal Statistical Reporting Obligations**
Certain campus officials – those deemed Campus Security Authorities - have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to the Dean of Students regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security
Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student affairs/student conduct, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

DEFIANCE COLLEGE RESPONSE AND RESOLUTION PROCEDURE

Upon receipt of a report, the College will generally proceed as follows. The process involves a prompt initial assessment to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the college will initiate an investigation that is thorough, reliable, impartial, prompt and fair. This investigation determines whether the college’s equal opportunity, harassment, discrimination and sexual misconduct policy has been violated. If so, the college will promptly implement an effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

The college aims to bring all allegations to a resolution within a reasonable time frame, which is typically a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties. In overview, the timeline for resolution begins with notice to a mandated reporter. The Coordinator or designee then engages in a preliminary inquiry/initial assessment that is typically 1-3 days in duration. From there, the allegation can lead to a formal investigation, which usually starts within days of the preliminary inquiry’s conclusion. Investigations range from days to weeks, depending on the nature and complexity of allegations, with the college commonly aiming for a 10-14 window to completion. The parties are regularly apprised of the status of the investigation as it unfolds. The process may then end or continue. If it continues, barring necessary extensions, the investigation leads to formal and informal resolution options, which the college aims to complete in 10-14 days from the end of the investigation. A failed informal resolution which triggers a formal resolution may require the college to extend this timeline accordingly. From there, an appeal of the decision and sanctions may be requested, with a three-day window to file an appeal request once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached.

1. Support and Initial Assessment

The Reporting Person and the Responding Person will be offered appropriate support and other resources and notified of applicable policies. The College will also take appropriate steps to prevent and/or address retaliatory conduct following a report.

The College will also promptly conduct an Initial Assessment. At a minimum, the Initial Assessment will include taking the steps necessary to assure a safe and nondiscriminatory environment for the Reporting Person and other members of the community. The staff members conducting the Initial Assessment will:

- Assess the nature and circumstances of the report.
- Address immediate physical safety and emotional well-being needs of the Reporting Person or any other individual
- Notify the Reporting Person of the right to notify (or decline to notify) law enforcement if the conduct is potentially criminal in nature.
- Notify the Reporting Person of the right to see medical treatment to address physical health and, as appropriate, preserve physical or forensic evidence.
• Assess the reported conduct to determine whether the circumstances pose a threat to the health or safety of the College community that warrant issuance of a “timely warning” under the Clery Act or a temporary administrative suspension.

• Provide the Reporting and Responding Person with information about on-campus and off-campus resources, the range of interim measures, and explanation of procedural options for resolution under the policy and the College’s prohibition against retaliation.

2. Interim Remedies/Actions
The Title IX Coordinator (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. The college will keep interim remedies and actions as private as possible.

These remedies may include, but are not limited to:

• Referral to counseling and health services
• Referral to the Employee Assistance Program (800-316-2796 available 24/7)
• Education to the community
• Altering the housing situation of the responding party (resident student or resident employee (or the reporting party, if desired))
• Altering work arrangements for employees
• Providing campus escorts,
• Providing transportation accommodations
• Implementing contact limitations between the parties
• Offering adjustments to academic deadlines, course schedules, etc.

The college may take interim action to suspend a student, employee or organization pending the completion of the investigation and resolution, particularly when in the judgment of the Title IX Coordinator or Director of Human Resources, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the opportunity to meet with the Title IX Coordinator or Director of Human Resources prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator or designee has sole discretion to implement or stay an interim suspension or administrative leave under the policy on Sex/Gender Harassment, Discrimination and Misconduct, and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to college housing and/or the college campus/facilities/events. As determined by the Dean of Students or Director of Human Resources this restriction can include classes and/or all other college activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Students or Director of Human Resources alternative coursework or remote work arrangement options may be pursued to ensure as minimal an impact as possible on the responding party.

The institution will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the institution’s ability to provide the accommodations or protective measures.
3. Informal Equity Resolution Procedure

The College encourages informal resolution options when the parties desire to resolve the situation cooperatively and expeditiously. Regardless of whether the informal resolution procedure or formal resolution procedure is chosen, the Responding Party will be advised of the substance of the allegations made against him or her. Where the parties opt to attempt informal resolution, a formal investigation will begin (to be conducted simultaneously with the ongoing informal process), if the parties have failed to achieve resolution within 10 working days.

Please be advised that the informal resolution process is completely voluntary and that a Reporting Party has the right to end the informal resolution process at any time and initiate the Formal Complaint Resolution Procedure. Also note that the informal process is not used when violent behavior is involved, when the Coordinator determines a situation is not eligible, or the parties are reluctant to participate in good faith.

In addition, any party can pursue formal resolution if he or she is dissatisfied with a proposed informal resolution. All informal resolutions will seek to end any hostile environment, prevent its recurrence and address its effect. Finally, the College may elect to pursue a formal resolution procedure even if the Reporting Party does not wish a formal resolution.

4. Formal Equity Resolution Procedure

In response to reports of policy violations in cases where the Reporting Party does not wish to engage in informal resolution, where informal resolution is not appropriate, or in cases where attempts at informal resolution are unsuccessful, the Title IX Coordinator or designee will implement a formal complaint resolution procedure, which will consist of two parts: the investigation and the disposition/resolution.

The Office of Student Life/Title IX Coordinator is designated to formally investigate reports of discrimination and/or harassment by students, to address inquiries and to coordinate the college’s compliance efforts regarding reports of misconduct by students, regardless of the college role of the reporting party, who may be another student, faculty, staff, guest or visitor. For reports involving College employees and/or Third parties, Deputy Title IX Coordinator/Director of Human Resources will lead the investigation. Typically investigations will use a team of two investigators.

Notice of a formal report can be made in person, by phone, via email or in writing to the Office of Student Life or Title IX Coordinator. Upon receipt of a report the Title IX Coordinator or designee will determine interim action, accommodations for the reporting party (at no cost to the reporting party where possible), or other necessary remedial short-term actions.

If the reporting party wishes to pursue a formal resolution or if the college, based on the alleged policy violation, wishes to pursue a formal resolution, then the Title IX Coordinator appoints trained investigator(s) to conduct the investigation, usually within two business days of determining that a resolution should proceed. Investigations are completed expeditiously, normally within 10-14 business days of notice to the Title IX Coordinator. Investigations may take longer depending on their nature or complexity.

All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.
The investigators will typically take the following steps, if not already completed (not necessarily in order):

- In coordination with campus partners (e.g.: the Title IX Coordinator), initiate or assist with any necessary remedial actions;
- Determine the identity and contact information of the reporting party;
- Identify all policies allegedly violated;
- Assist the Title IX Coordinator with an immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy.
  - If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;
- Prepare the notice of alleged policy violations on the basis of the preliminary inquiry;
- Meet with the reporting party to finalize their statement, if necessary;
- Provide reporting party and responding party with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- Prior to the conclusion of the investigation, provide the reporting party and the responding party with a list of witnesses whose information will be used to render a finding;
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses.
- Provide parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Provide regular updates to the reporting party throughout the investigation, and to the responding party, as appropriate;
- Once the report is complete, the report is shared with the parties for their review and comment. The investigators may incorporate feedback from the parties as appropriate;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Present the findings to the responding party, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings;
- Share the findings and update the reporting party on the status of the investigation and the outcome.

At any point during the investigation, if it is determined there is no reasonable cause to believe that college policy has been violated; the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings. If new information is subsequently provided, this decision may be reevaluated.

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the College's
investigation and the Equity Resolution Process. Failure of a witness to cooperate with and/or participate in the investigation or Equity Resolution Process constitutes a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation do not have the ability to offer evidence later during the appeal if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or other Equity Resolution Process proceedings.

5. Advisors
All parties are entitled to an advisor of their choosing to guide and accompany them throughout all parts of the campus resolution process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is both eligible and available. People who will be called as witnesses may not serve as advisors. The College cannot guarantee equal advisory rights, meaning that if one party selects and advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one. All advisors are subject to the same rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting, interview or hearing unless invited to. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Any advisor who steps out of their role will be asked to leave the meeting and the meeting will typically continue without the advisor. The Title IX Coordinator or Designee will determine whether the advisor may be reinstated, may be replace by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The college expects that the parties will wish the college to share documentation related to the allegations with their advisors. The college provides a consent form that authorizes such sharing. The parties must complete this form before the college is able to share records with an advisor. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advisors are expected to maintain the privacy of the records shared with them by the college. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the college. The college may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the college’s privacy expectations.

The college expects an advisor to adjust their schedule to allow them to attend college meetings when scheduled. The college does not typically change scheduled meetings to accommodate an advisor’s inability to attend. The college will, however make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout.

No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with campus officials.
6. Standard of Evidence
All findings and determinations of responsibility will be made using a preponderance of the evidence standard. With respect to any factual issue, this standard requires the determination of whether it is more likely than not that a fact exists or an event or violation of this policy occurred.

7. Disposition/Resolution
Investigators will prepare a written summary report at the conclusion of the investigation and submit the report to the Title IX Coordinator.

The Investigator’s final written report with set forth, at a minimum:
1. The Investigator’s factual findings;
2. The Investigator’s determination as to whether the Responding Person committed the misconduct alleged in the charge;
3. The Investigator’s rational for the findings; and
4. The Investigator’s recommendation and rationale for sanctions.

Within 3 days of receiving the written report, the Title IX Coordinator will make the final decision and initiate discipline of the Responding Party. The Title IX Coordinator will promptly notify both the Reporting Person and Responding Person, simultaneously and in writing, of the determination of responsibility, sanctions imposed and the procedures for both parties to appeal the decision.

The college shall take reasonable steps to prevent the recurrence of sex discrimination and will take all necessary steps to remedy the discriminatory effects on the victim(s) and others.

8. Sanctions
Factors considered when determining a sanction/responsive action may include:
- The nature, severity of, and circumstances surrounding the violation
- Protection of the college community
- An individual’s disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the Title IX Coordinator
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community

The following sanctions may be imposed upon any member of the community found to have violated the Equal Opportunity, Harassment, Discrimination and Sexual Misconduct Policy. The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

Student Sanctions (listed below and defined in the Student Handbook)
The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:
- Warning
- Restitution and Fines
- Community/College Service
- Loss of Privileges
- Confiscation of Prohibited Property
- Behavioral Requirement including seeking substance abuse screening
• Educational Requirement
• Restriction of Visitation Privileges
• College Housing Reassignment, Probation or Suspension
• College Probation, Suspension, or Expulsion
• Eligibility Restriction
• Withholding Diploma
• Revocation of Degree
• Organizational Sanctions
• Other Actions

Employee Sanctions
The following are the usual responsive actions that may be imposed on an employee singly or in combination:
• Warning – Verbal or Written
• Corrective Action
• Required Counseling
• Required Training or Education
• Loss of Annual Pay Increase
• Loss of Oversight or Supervisory Responsibility
• Demotion
• Suspension with Pay
• Suspension without Pay
• Termination
• Other Actions

Sanctioning for Sexual Misconduct
• Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*
• Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).*
• Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

9. Withdrawal or Resignation While Charges Pending
Students: The College does not permit a student to withdraw if that student has an allegation pending for violation of the policy on Equal Opportunity, Harassment and Nondiscrimination. Should a student decide to leave and/or not participate in the resolution process, the process will nonetheless proceed in the student’s absence to a reasonable resolution and that student will not be permitted to return to College unless all sanctions have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.
Employees: Should an employee resign with unresolved allegations pending, the records of the Title IX Coordinator and Director of Human Resources will reflect that status, and any College responses to future inquiries regarding employment references for that individual will indicate the former employee is ineligible for rehire.

10. Appeals
Sanctions imposed by the Title IX Coordinator post-investigation can be appealed by any party according to the grounds, below. There is no appeal from a Title IX Coordinator’s “reasonable cause” decision.

All sanctions imposed by the Title IX Coordinator will be in effect during the appeal. A request may be made to the Dean of Students or Director of Human Resources to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the institution is that the sanctions will go into effect immediately. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the college or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Appeals must be filed in writing to the Office of Student Life within three (3) business days of the notice of the outcome to the hearing, barring exigent circumstances. Any exceptions are made at the discretion of the Title IX Coordinator.

The Title IX Coordinator will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the reporting party, who may also wish to file a response, request an appeal on the same grounds or different grounds; this response will be shared with the initial appealing party). The Office of Student Life will refer the request(s) to the College’s designated Appeals Panel, which consists of three members of the Campus Judicial Committee pool who did not participate in the original hearing. Based on the written requests/responses or on interviews as necessary, all parties will receive a response memorandum, based on the Appeals Panel’s determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties prior to submission to the Appeals Panel.

The Appeals Panel will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. The Appeal Panel may dismiss an appeal request as untimely or ineligible, may grant an appeal, may deny an appeal, may modify the sanction, and/or may remand the finding and/or sanction for further investigation or reconsideration at the Title IX Coordinator level. The Appeals Panel may consult with the Dean of Students on any procedural or substantive questions that arise.

The original finding and sanction will stand if the appeal request is not timely or substantively eligible, and that decision is final. The party requesting appeal must show clear error in the original finding and/or a compelling justification to modify a sanction, as both finding and sanction are presumed to have been decided reasonably and appropriately during the original hearing.

The ONLY grounds for appeal are as follows:
1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.)
2. To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanction is grossly disproportionate to the severity of the violation found.

If remanded to re-open the investigation, the results of a revised investigation can be subsequently forwarded for reconsideration at the Title IX Coordinator level. If the appeal remands to the Title IX Coordinator for review, the reconsideration of the Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the Title IX Coordinator for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- Appeals decisions are to be deferential to the original decision maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- An appeal is not an opportunity for appeals officers to substitute their judgment for that of the original decision maker merely because they disagree with its finding and/or sanctions.
- Sanctions imposed are implemented immediately unless the Title IX Coordinator/Dean of Students stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Appeals Panel will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The Appeals Panel’s decision to deny an appeal request is final.

THE APPEALS PANEL

Three-member Appeals Panels are drawn from the Campus Judicial Committee panel pool, with the following requirements to serve:

1) they were not involved in the investigation in any way
2) they have been properly trained in appeals procedures

The Dean of Students will have final authority to approve all those serving on the panel. The parties may challenge a panelist(s) on the basis of potential bias, and any panelist who cannot render an impartial decision must recuse themselves. The Dean of Students will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Dean of Students will solicit a replacement from the pool of panelists.

The Dean of Students or designee serves as the non-voting advisor to the panel, with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the complainant and responding student.

11. Long-Term Remedies/Actions

Following the conclusion of the Equity Resolution Process and in addition to any sanctions implemented, the Title IX Coordinator may utilize long-term remedies or actions stop the harassment
or discrimination, remedy its effects and prevent their reoccurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Permanently altering the housing situation of an the responding party (resident student or resident employee (or the reporting party, if desired))
- Permanently altering work arrangements for employees
- Providing campus escorts
- Climate surveys
- Policy modification
- Providing transportation accommodations
- Implementing long-term contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, long-term remedies may also be provided even when the responding party is found not responsible.

The institution will maintain as confidential any long-term remedies/actions or protective measures, provided confidentiality does not impair the institution’s ability to provide the actions or protective measures.

12. Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions

All responding parties are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified by the Title IX Coordinator. Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the College and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

13. Records

In implementing these procedures, records of all allegations, investigations, and resolutions will be kept by the Title IX Coordinator indefinitely in the Title IX Coordinator Database.

14. Revision

College students are responsible for knowing the information, policies and procedures outlined in this document. These policies and procedures will be reviewed and updated annually by the Title IX Coordinator. The College reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online http://www.defiance.edu/student-life/info/campus-safety-and-compliance.html for the updated versions of all policies and procedures. The Title IX Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Title IX Coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government
This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally. This policy and procedure was implemented on July 1, 2017.

15. Notification of Outcomes
The outcome of a campus hearing is part of the education record of the responding party, and is protected from release under a federal law, FERPA. However, the college observes the legal exceptions as follows:

- Parties to non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and intimate partner violence incidents have an absolute right to be informed of the outcome, essential findings/rationale, and any sanctions that may result, in writing, without condition or limitation, and without substantial delay between notifications to each party.

- The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, intimate partner violence, stalking and kidnapping/abduction. In doing so, the college will not release any information that could lead to the identification of the reporting party.

16. Training for those Implementing These Procedures
Personnel tasked with implementing these procedures, e.g.: Title IX Coordinator, investigators, appellate officers, etc.) will be trained at least annually. This training will include, but is not limited to: how to appropriately remedy, investigate, render findings and determine appropriate sanctions in reference to sexual harassment and discrimination allegations; the college’s Equal Opportunity, Harassment, Discrimination and Sexual Misconduct Policies and Procedures; confidentiality and privacy; and applicable laws, regulations and federal regulatory guidance.

17. Conflicts of Interest and Bias
The college is committed to ensuring that its resolution processes (e.g.: investigation, hearing, appeal, etc.) are free from actual or perceived bias or conflicts of interest that would materially impact the outcome. Any party who feels that there is actual or perceived bias or conflict of interest that would materially impact the outcome may submit a written petition for the person’s removal from the process. The petition should include specifics as to the actual or perceived bias or conflict of interest, as why the petitioner believes the bias or conflict could materially impact the outcome. When the allegation involves a responding party who is an employee, petitions should be submitted promptly to the Title IX Coordinator or Director of Human Resources. When the allegation involves a responding party who is a student, petitions should be submitted promptly to the Dean of Students/Title IX Coordinator. Such petitions may also be made to the college president in the event that the potential conflict or bias involves the Title IX Coordinator.

18. Statement of Rights of Those Involved
Statement of Reporting Party Rights:

- The right to amnesty for minor student misconduct (such as alcohol or drug violations) that is secondary to the alleged incident.

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination made in good faith to College officials;

- The right to be informed in advance of any public release of information regarding the incident;
• The right to be treated with respect by College officials;
• The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
• The right not to be discouraged by College officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
• The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report, as well;
• The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services, both on campus and in the community;
• The right to a campus no contact order (or a trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
• The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available).
• The right to have the College maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution’s ability to provide the accommodations or protective measures;
• The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
• The right to regular updates on the status of the investigation and/or resolution;
• The right to preservation of privacy, to the extent possible and permitted by law;
• The right to bring a victim advocate or advisor of the reporting party’s choosing to all phases of the investigation and resolution proceeding;

Statement of Responding Party Rights:
• The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to College administrators;
• The right to be informed in advance, when possible, of any public release of information regarding the report;
• The right to be treated with respect by College officials;
• The right to be informed of and have access to on- and off-campus resources for medical, health, counseling, and advisory services;
• The right to timely written notice of all alleged violations, including the nature of the violation, the applicable policies and procedures and possible sanctions;
• The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;
• The right to have an advisor of their choice to accompany and assist throughout the campus resolution process;
• The right to a fundamentally fair resolution, as defined in these procedures;
• The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
19. Disabilities Accommodation in the Equity Resolution Process

Defiance College is committed to providing qualified students, employees or others with disabilities with reasonable accommodations and support needed to ensure equal access to the Equity Resolution Process at the College. Anyone needing such accommodations or support should contact the Accessibility Services Coordinator, who will review the request and, in consultation with the person requesting the accommodation, and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation.

20. Education and Programs

The College provides education to members of the community. All new students complete an online training module as well as a small group training session during Welcome Week which addresses the issues of sex discrimination, bystander intervention and behaviors that may be associated with violations of College policy such as alcohol and drug use. Incoming students are required to prove they have completed the online training or a registration hold will be placed on their account. New employees, including student employees, must complete a training session as part of their employment process. Additional programming, including the important of bystander intervention, is offered to students, faculty and staff, including passive and active programs.

The Title IX team and investigators receive yearly training focused on adjudicating cases of sex discrimination. First responders, Residence Life, Student Life and Security Staff receive regular, ongoing training focused on working with victims of sex discrimination.

The Campus Sex Crimes Prevention Act requires colleges to issue a statement advising the campus community on how to find law enforcement agency information, which is provided by a state, concerning registered sex offenders. Members of the Defiance College community are encouraged to access the website of the Ohio Attorney General’s Office (website included below) where they can search the sex offender registry for any Ohio county.

http://www.ohioattorneygeneral.gov/

Victim Support Information

There are a number of campus resources available for students who have been a victim of sexual misconduct as identified in this policy. The Counseling Center provides free and confidential consultation, assessment, individual, group, couple's and family therapy to Defiance College students. The service that will best fit each student's need will be determined after an initial meeting with a therapist. Counseling Center staff are available “on call” to assist victim's at any hour of the day in crisis response.

In the residence halls, Hall Directors and Resident Assistants (RAs) receive annual training to provide support and referral for victims of sexual misconduct as identified in this policy. Students may contact the Residence Life Duty phone for assistance 24 hours all day at 419-439-0359.

In the community, Defiance County Victim Assistance, under the direction of the Defiance County Prosecuting Attorney, provides support, information, and advocacy for any victim of crime in Defiance County, including victims of sexual misconduct as identified in this policy. All services are free of charge, confidential and provided only at the victim's request. From the moment a crime occurs, Victim
Advocates are available to help in various ways. Two full-time advocates are available 24 hours a day, seven days a week. The Victim Assistance program also coordinates the activities of Sarah’s House, a regional support center for victims of crime and their families. The professional staff at Sarah’s House provide referrals to other appropriate social service agencies as needed. Defiance County Victim Assistance can be reached by phone at (419) 782-0911. Sarah’s House is located at 1114 E. 2nd Street in downtown Defiance.

Access to Policy

The Policy is published online on the Defiance College Website http://www.defiance.edu/information/titleix.html. It is included in the Student Handbook distributed yearly to students.

This policy was adapted from the NCHERM/ATIXA Model Policy 2015 and 2016.

Revised 07-1-17.

APPENDIX

SEXUAL VIOLENCE -- RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. Only those who commit sexual violence are responsible for those actions. We offer the tips below with no intention to victim-blame, with recognition that these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

• If you have limits, make them known as early as possible.
• Tell a sexual aggressor “NO” clearly and firmly.
• Try to remove yourself from the physical presence of a sexual aggressor.
• Find someone nearby and ask for help.
• Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
• Give thought to sharing your intimate content, pictures, images and videos with others, even those you may trust. If you do choose to share, clarify your expectations as to how or if those images may be used, shared or disseminated.
• Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

• Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
• Understand and respect personal boundaries.
• DON’T MAKE ASSUMPTIONS about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. Your partner’s consent should be affirmative and continuous. If there are any questions or ambiguity then you DO NOT have consent.
• Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have
figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

- Don’t take advantage of someone’s drunkenness or altered state, even if they willingly consumed alcohol or substances.
- Realize that your potential partner could feel intimidated or coerced by you. You may have a power advantage simply because of your gender or physical presence. Don’t abuse that power.
- Do not share intimate content, pictures, images and videos that are shared with you.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) AND CONFIDENTIALITY OF STUDENT RECORDS

Annually, Defiance College will inform students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office concerning alleged failures by the institution to comply with the Act.

A student’s academic records are considered confidential information. Without the student’s expressed written permission, they are accessible only to College personnel and their agents who keep the records or need to have information to help the student.

“Directory Information” may be released to the public and is divided into the following categories:

- **Category I** - Name, address, telephone number, dates of attendance, class roster, class schedule, and email address
- **Category II** - Previous institution(s) attended, majors, awards, honors (included Dean’s list), degree(s) conferred and dates, status (full-time or part-time).
- **Category III** - Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, and photograph

Students may request that all directory information, or certain categories, be withheld by notifying the Registrar’s Office in writing within the first week of a term. Students may contact the Registrar for additional information concerning the Family Educational Rights and Privacy Act. To further review the college policy or to complete the Request to Prevent Disclosure of Directory Information may be found online at: www.defiance.edu/pages/RC_FERPA.html.

The college reserves the right to notify parents or guardians, regardless of the student’s age, status, or conduct, in health or safety emergencies, hospitalizations, or when in our judgment, the health or well-being of the student or others may be at risk.

FREE SPEECH POLICY

Defiance College supports every individual’s right to freedom of expression consistent with the forum (area of campus) in which the expression is made. The College also recognizes the importance of fostering a culture of tolerance and civility that is a cornerstone for the accomplishment of its educational goals.

Within the classroom, visual and/or aural demonstrations, depictions or conduct that may be offensive to an individual will not be restricted when there is a legitimate pedagogical context, such as material
having an appropriate connection to course subject matter. Similarly, campus discourse on topics of political, artistic or social issues that are conducted consistent with the nature of the forum and reasonable institutional limitations (registration to use space, time, place and manner regulations, etc.) that are clear and unambiguous will be supported.

Expression that is severe, persistent, and objectively offensive, that is directed toward an individual based upon that individual’s protected status (e.g., sex/gender, race, ethnicity, national origin, disability or age) and has the effect of limiting or deny educational or employment access, benefits or opportunities is not a protected form of speech or expression, and can form the basis of a violation of the campus harassment, bullying or discrimination policies. Other limitations on free speech include: endangering someone or threatening them; inciting violence; using “fighting words” directed at an individual or group that directly provoke violence; defamation; obscenity; and expression that has a discriminatory effect such that it limits or denies someone’s educational or employment access, benefits and/or opportunities.

**GAMBLING POLICY**

Students are expected to abide by the federal laws and the laws of Ohio prohibiting illegal gambling, including online gaming. Gambling for money or other things of value on campus or at College sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to: betting on, wagering on, or selling pools on any College athletic event; possessing on one’s person or premises (e.g., room, residence unit, car) any card, book or other device for registering bets; knowingly permitting the use of one’s premises or one’s phone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to athletic events.

**GUEST SPEAKERS POLICY**

It is the policy of the campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our community, provided that the views expressed are stated openly and are subject to critical evaluation.

**Student Organization Responsibilities**

A registered student organization, may invite guest speakers to the campus, subject to the following provisions:

- Sponsorship must be by a registered student.
- Proper arrangements for the use of college facilities must be made, consistent with institutional policy.
- It must be clear that the student organization, not the College, is extending the invitation and that any views the speaker may express are his or her own and not those of the College.
- The student organization must take whatever steps are necessary to ensure that the meeting is conducted in an orderly manner. This may necessitate consultation with campus security and/or hiring of outside security.
- The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting.

**HAZING POLICY**

All acts of hazing, as defined by this policy, by any individual student or sanctioned or promoted by any College registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm to any other person within the College.
community. Accordingly, any such behavior is expressly forbidden when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

Any student or organization found to be involved in any hazing activity will face conduct action and may be subjected to suspension or expulsion from the College. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused.

**Examples**

a) Clem was inducted into an unrecognized club that was made up of some members of the College marching band. As part of the induction activities, Clem was asked to do calisthenics half-naked in extreme heat at the request of club leaders. Clem was told he did not have to do them, but that all members did them and it improved their on-field stamina. Clem voluntarily engaged in the calisthenics. This type of behavior violates the hazing policy, regardless of the "voluntariness" of Clem's decision.

b) Rick joined Omega Pi Lambda, a fraternity. His pledge class took an oath not to haze, and was repeatedly warned of the fraternity's anti-hazing policy by current members. Rick's pledge class had heard of the long history of hazing that had gone on in their fraternity before they joined, and they felt like they were missing out. All the members had earned their stripes, but Rick's class was under new rules. They wanted to prove themselves to their brothers, so one night Rick and his pledge class secretly invaded Rho Mu Alpha, and stole their flag. The following Sunday, in a solemn presentation, Rick and his cohorts presented the flag of their rival to their chapter leaders, who accepted it with honor and much conversation about how the covert mission was accomplished. The leaders of Omega Pi Lambda faced accusations of violating the College hazing policy. They argued that they did not take the flag, and expressly told the new initiates not to haze. *The College found them in violation for encouraging the activity by accepting the flag, glamorizing its theft, and failing to report the behavior to College officials once they were aware of it.*

Violations of the hazing policy may also be violation of state law and result in the responsible person's being found guilty by the court system of hazing, a misdemeanor of the fourth degree. The State of Ohio's Hazing Law is set forth in Section 2903.31 of the Ohio Revised Code.

**HOVERBOARD POLICY**

Due to the recent fire concerns surrounding self-balancing personal scooters, also known as "hoverboards", Defiance College has chosen to temporarily prohibit the use and possession of hoverboards on campus. The Consumer Product Safety Commission is investigating a number of cases where fires have occurred. Anyone who currently owns one will need to make arrangements to store and use it off campus. We will revisit this ban as more research and safety precautions come about.

**MISSING PERSONS POLICY**

If a residential student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, the Dean of Students and Security should be notified. If attempts to contact/locate the missing student are unsuccessful, the Dean of Students and/or his/her designee will notify local law enforcement within 24 hours of the determination that the student is missing and the College will assist local law enforcement as requested until the matter is resolved. If the missing residential student is under the age of 18, a parent or legal guardian will be notified. The College reserves the right to contact a parent or legal guardian of an older student if deemed necessary. The names and contact information for notification is derived from a residential student's emergency contact.
form. If any student has been seen in the company of an individual(s) indicating that he/she maybe in danger, the Office of Student Life (ext. 2437) or Campus Security (ext. 2625) should be notified immediately.

**PARKING POLICY**

All student motorized vehicles on campus must be registered annually with the Office of Student Life (Hubbard Hall 128) at the beginning of each academic year or within five class days following a student’s enrollment at the College. Students may only register one motorized vehicle on campus. Faculty and staff may register multiple vehicles, but are encouraged to have only one vehicle on campus at a given time. All registered vehicles must display a parking sticker in the left front windshield area to avoid being ticketed for an unregistered vehicle. Students are issued new registration stickers for their motorized vehicles each year.

To properly register their vehicle students must complete a vehicle registration form with the Office of Student Life. All students are automatically billed a $60 parking fee at the beginning of the academic year ($30 if enrolling after Fall semester). Students who do not plan to park a vehicle on campus may opt out of this parking fee by completing a waiver form on the Parking Information page of the DC website (https://www.defiance.edu/parking-waiver.html) in order to remove the fee from their student account. This waiver should be completed by the tenth day of the academic semester in which the fee is charged. The student parking fee is non-refundable.

Personal motorized vehicles may not be parked or stored inside any campus buildings. Specific parking designations are identified for residential and commuting students, as well as faculty, staff and affiliated personnel. On weekdays, between 8:00 am and 4:00 pm during Fall and Spring terms, residential students are not permitted to park in Hubbard/McCann, Serrick Campus Center, or Dana Hall parking lots. In addition, residential student vehicles are prohibited at the Weaner Community Center and McMaster Gym AT ALL TIMES. Residential parking at the Dix Tennis Courts or Coressel Stadium parking lots is prohibited on all HOME GAME DAYS. Students, faculty, and staff are prohibited from parking in the UCC lot. Tickets will be issued for violations.

The College has established basic regulations in order to have proper control of the operation of motorized vehicles. These motorized vehicle regulations are updated annually and are distributed to students when vehicles are registered each year. When these regulations are not followed, a student can expect to be issued a ticket, have the vehicle towed, or lose the privilege of having a vehicle on campus. In extreme cases of misconduct involving motorized vehicles, a student may be suspended from the College. The owner of a motorized vehicle will be held responsible for any fines or costs incurred in connection with the use or misuse of a motorized vehicle on-campus. Any fines incurred must be paid in the Business Office within ten days from the date of posting to the student account. According to Ohio law, all motor vehicles must carry personal and property liability insurance. The College has no liability, and assumes none, for a student driving or riding in a private car, nor does the College assume any responsibility for the loss or damage to motorized vehicles brought to campus or for liability whatsoever related to the ownership or use of student vehicles.

### Vehicle Registration Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial sticker for vehicle</td>
<td>$60.00</td>
</tr>
<tr>
<td>Replacement sticker (if lost)</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

### Violation Fee Amounts

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ticket for parking in a restricted area</td>
<td>$35.00</td>
</tr>
<tr>
<td>Ticket for excessive speed or other dangerous operation</td>
<td>$35.00</td>
</tr>
<tr>
<td>Ticket for failure to register vehicle</td>
<td>$60.00</td>
</tr>
</tbody>
</table>
Restricted parking areas: UCC, handicapped, visitor, or maintenance-only parking spaces. Motorized vehicles are strictly prohibited in fire lanes, driveways, grass, sidewalks, and any other designated restricted areas.

**Appeals Process**
A student who has received a ticket has 14 calendar days after issuance of a ticket to submit a written appeal to the Office of Student Life. These appeals will be reviewed by student members of the College Judicial Committee who will make a determination. If a student disagrees with the decision of the student panel, they may appeal to the Dean of Students, whose decision will be final. Forms for these appeals may be found on the Parking Information page of the DC website: www.defiance.edu/pages/parking.html
A student who does not file an appeal within 14 calendar days from date of the ticket waives the right to appeal.
It is the responsibility of each member of the College community to read, understand and abide by these regulations. Ignorance of these regulations is not grounds for appealing a violation. It is the responsibility of the registered driver to make sure others operating their motorized vehicle understand and obey the College’s regulations.

**POSTING POLICY**
The College supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on- and off-campus which benefit the College community and are consistent with the College’s values.

**General Posting Policy**
Approval must be obtained prior to making use of the residence halls or campus facilities for the sale, promotion, posting or distribution of any type of material. All material must have a sponsor responsible for the material stated directly on each piece and adhere to all policies that apply. All printed materials posted or distributed on campus by students and guests must receive approval from the Director of Student Activities. Printed materials include flyers, posters, banners, announcements and advertisements. Bring one sample to the Student Activities office for stamped approval and make copies from that sample. Allow 24 hours turnaround time for approval. Review and approval of postings will be based on the time, place and manner of posting, not the posting’s content.

**Additional Approvals**
The Director of Student Activities (or designee) must approve all promotional material for any and all activities before being posted. The Career Services office must also approve announcements advertising employment opportunities for students. All religious organizations and events religious in nature must have the additional approval of the Dean of Students. Academic and Administrative office posters do not need the approval of but should be marked with department and date (i.e., Financial Aid Office, December 10, 2016, Do not remove until December 31, 2016). The promoting group must obtain permission of the appropriate department to post on bulletin boards in Academic/Administrative areas for non-departmental ads.

**Literature Distribution**
Literature distribution must be supervised by a student member of the sponsoring registered organization. Non-students may not distribute literature on campus without specific approval of the Dean of Students. Each sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant.
On Campus: The distribution must be made only in designated areas. Calling out to people to facilitate the distribution of literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on College property.

Off Campus: Posting or distribution of materials at an off-campus location requires permission of the proprietor.

**Posting Guidelines**
Masking tape or tacks are suitable for posting on kiosks and bulletin board. Persons posting are responsible for providing all materials.

Materials may remain posted for a maximum of 30 days or until the day after the announced event, whichever is sooner, and the sponsoring group is responsible for removal. Groups may be fined if materials are not removed the day after an event.

**Approved Posting Locations**
- Academic Bldgs: Bulletin boards, cork strips or kiosks
- Bulletin boards.
- Library: Lobby kiosk/bulletin boards
- Residence Halls: Give to the Residence Life Office for RAs to post inside residence halls.
- Sidewalks: Chalking is acceptable no more than two days before an event; messages must be removed no later than 24 hours after the event. No chalking on building surfaces.
- McCann Center: Bulletin boards, cork strips, and kiosk. No items may be taped to painted pillars
- Serrick Center: Kiosk, Bulletin Boards. No items may be taped to painted pillars.
- Restrooms: Only Student Life staff may post in restroom stalls.

**Posting Violations**
- Posting materials without proper approval(s).
- Posting materials on painted pillars.
- Posters with alcohol as the primary emphasis.
- Use of two-sided, electrical or duct tape.
- Covering another announcement or impairing an individual’s line of sight.
- Posting on glass doors or windows, painted or varnished surfaces.
- Distribution on cars parked on campus.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by the Director of Student Activates.

**RELIGION/ASSOCIATION POLICY**
Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student Conduct. Student organizations have the right to affiliate members who subscribe to organizational tenets, beliefs and/or principles as long as all recognized organizations also abide by the College’s non-discrimination policy.

**SALES AND SOLICITATION**
Canvassing or solicitation for funds, sales, or subscriptions is prohibited on campus or in College buildings unless written permission has been granted by the Dean of Students (or designee). Additionally, outside and for-profit groups are not allowed to sell items or solicit members of the College community on campus without prior approval from the Dean of Students (or designee).
Posters, flyers and other event advertisements pertaining to sales and solicitation for funds, sales or subscriptions must be approved by the Office of the Dean of Students (or designee) prior to posting or distribution.

The sale of merchandise, or publications or service on College property, other than by contracted vendors, authorized stores, restaurants, departments or divisions of the College/, is likewise prohibited except upon written permission of the Dean of Students (or designee).

**SMOKING AND TOBACCO POLICY**

The College is committed to provide a safe and healthy environment on campus property. To that end, the College provides a smoke free environment. Therefore smoking is not permitted in any College facilities or buildings. Smoking is also prohibited in all outdoor areas of campus, except parking lots. The use of chewing tobacco, e-cigarettes and vapor devices is prohibited in all campus buildings. All employees and students share in the cooperative responsibility of compliance with this policy. Students, faculty and staff have the responsibility to advise their visitors or guests of this policy. When conflicts arise, the health of the nonsmoker will prevail. Employees and students who do not comply with this policy will be subject to the same disciplinary actions that accompany noncompliance with other College rules and/or policies.

**STUDENT COMPLAINT POLICY**

Defiance College is required by its accreditor the Higher Learning Commission to maintain a record of formal, written student complaints filed with the office of the President, the Provost, and the Dean of Students. Such complaints must be written and signed by a student of Defiance College in order to be accepted as a formal complaint. The record will include information on the resolution of the complaint. Though the College is required to share this record with the Higher Learning Commission, the anonymity of the complainant and others mentioned in the complaint is protected unless a release is signed by the complainant.

In many cases, student complaints do not reach the level of formal written complaints. When these informal complaints are received by the Dean of Students office they are handled on a case-by-case basis with resolution sought through the department or administrative area that is best equipped to assist the student with their specific concern. When appropriate, documentation of these informal complaints and any resolution is included in the student’s file in the Dean of Students office.

Various policy statements of the College prescribe specific procedures for the filing of student complaints and how they are to be handled. These policies include the policy on Equal Opportunity, Harassment, Discrimination and Sexual Misconduct (which includes provisions for anonymous complaints).

**STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990**

The Student Right to Know and Campus Security Act of 1990 (now known as the Clery Act) is a federal mandate which requires that all current students and employees be provided with information on policies and procedures involving campus security, the reporting of criminal action or other emergencies, and the enforcement authority of security personnel. This information must also include descriptions of programs for students and employees about campus security and crime prevention, as well as statistics on the occurrence of specific crimes. Notification of the annual security report is made by the College’s Dean of Student and the full report is posted on the College website each October and can be found on the website here [http://www.defiance.edu/student-life/info/campus-safety-and-compliance.html](http://www.defiance.edu/student-life/info/campus-safety-and-compliance.html). Hardcopies are available from the Office of Student Life on request.
STUDENT SALES & FUNDRAISING
Sales will be conducted by registered student organizations only. Sales in stationary locations on campus must be approved by a member of cabinet and the Office of Institutional Advancement (or designee) and appropriate paperwork to reserve facilities must be completed at least five (5) business days before the event. Individuals or organizations may not sell or solicit donations off-campus in the name of the College unless prior authorization is given by the Dean of Students and the Office of Institutional Advancement.

VOLUNTARY MEDICAL/PSYCHOLOGICAL LEAVE POLICY AND POLICY ON INVOLUNTARY LEAVE FOR STUDENTS WHO POSE A DIRECT THREAT OF HARM TO OTHERS

Introduction
The following policies and procedures are to be used to help transition a student to a safer environment more conducive to their needs when it becomes clear that remaining at the College is not in the best interest of the student or the College community. This policy also allows for a student to take a leave voluntarily when medical conditions or psychological distress make a leave in their best interest; its goal is to define the length of separation, outline the path to re-entry and ease the transition for the student’s return, and to optimize the opportunities for the student’s success when they return. Under certain conditions, if a student has not opted to take a leave voluntarily, the College may institute an involuntary leave under this policy.

A. Student-Initiated Voluntary Leave of Absence
   Students may initiate a leave or withdrawal from the College for medical or psychological reasons. At the discretion of the Dean of Students (or designee), and subject to the refund policies of the institution, arrangements may be made for partial or complete refund of tuition and/or fees. Incomplete grades or other academic accommodations may be made as well, subject to the academic policies of the College. Modifications to housing contracts may also be possible. The normal College procedures for leave or withdrawal will be followed, including any documentation requirements. If a student takes a voluntary leave, the leave documentation will specify the duration of the leave and options for extension. The student is permitted to return upon the end of the leave, subject only to any conditions or restrictions outlined and agreed to prior to the leave or withdrawal. Students taking a leave or withdrawal are under no obligation to accept these conditions, but, should they accept them, they are subject to them. Any conditions should be designed to ensure the success of the student upon return.
   Students who elect to fully withdraw, rather than take a leave, are required to reapply for admission after the time specified by the Registrar, and will be treated as any other applicant for admission at that time.

B. College-Initiated Medical or Psychological Leave
   If a student is behaving in a way that is threatening to others, the Dean of Students (or designee) may initiate these procedures. Students who engage in threats to others and self-harm behaviors that cause a significant disruption to the community may also be subject to the Code of Student Conduct.
   a) Standard for Involuntary Leave on the Basis of Threat of Harm to Others
      1. Standard for Separating a Student on the Basis of Behaviors Resulting from a Condition of Disability:
This section applies to all involuntary leaves from housing or from the College for any student who is at significant risk of harm to others as a result of a condition covered by disabilities law. When the potential for harm to others is present, involuntary leave actions must consider whether the endangering behavior results from a condition of disability. If so, the student will be protected by Section 504 of the Rehabilitation Act of 1973. Under this federal statute, an individual with a disability may only be separated on the basis of this disability when they are not otherwise qualified to participate in the education program of the institution. The objective of this section is to determine whether it is more likely than not that a student is a direct threat. When a student is a direct threat, they are not otherwise qualified under disabilities law, and may be placed on leave.

A direct threat exists when a student poses a significant risk to the health or safety of others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:

- The duration of the risk;
- The nature and severity of the potential harm;
- The likelihood that the potential harm will occur; and
- The imminence of the potential harm.

The College must determine whether reasonable accommodations to policies, practices or procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the College.

Determining that a student is a direct threat requires an objective and individualized assessment and hearing. The assessment must be based on a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. This standard also applies to the reinstatement of a student who has been placed on leave. They are entitled to return upon showing they no longer pose a direct threat of harm to others. The College’s Behavioral Intervention (CARE Team) will likely assist in this determination.

2. Status of Conduct Proceedings:

If the student has been accused of a violation of the Code of Student Conduct, but it appears that the student is not capable of understanding the nature or inappropriateness of the action, this policy may be activated prior to issuance of a determination in the conduct process. Interim suspension for threat of harm to others will also likely be imposed.

If the student is placed on medical leave from the College, or another action is taken under these provisions following a finding that the student’s behavior was the result of a lack of capacity, such action terminates the pending conduct action. If the student is found not to be subject to medical leave, conduct proceedings may be reinstated.
b) Referral for Assessment or Evaluation
The appropriate official (or CARE team) may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or psychologist (or licensed professional counselor, social worker, licensed clinical social worker, etc.) chosen by the College. Such evaluation may be appropriate if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental health/behavioral condition or disorder will be introduced.

Students referred or mandated for evaluation will be so informed in writing with personal and/or certified delivery, and will be given a copy of these standards and procedures. The evaluation must be completed per the direction of the referral letter, unless the Dean of Students (or designee) grants an extension. A student who fails to complete the evaluation in accordance with these standards and procedures, and/or who fails to give permission for the results to be shared with appropriate administrators, will be referred for conduct action for “Failure to Comply” under the Code of Student Conduct.

c) College-Initiated Leave Hearing Procedures for Direct Threat of Harm to Others
1. Administrative Hearing Option
The Dean of Students (or designee) may invoke informal resolution procedures to determine the need for an involuntary leave without a formal hearing. This process is also known as an administrative hearing. In administrative hearings, medical and administrative evidence (e.g., BIT/CARE assessment) will be heard, and final determinations will be made by the Dean of Students (or designee). If the medical evaluation and/or administrative assessment (e.g., BIT assessment) support the need for a leave, the Dean of Students will render a written decision within two business days, barring exigent circumstances, stating the rationale for his/her determination. The decision will be delivered to the student directly, electronically, and/or by regular and certified mail. If the determination is made that a leave is warranted, the notification will include information regarding how long the leave may endure, as well as specifying any conditions of reinstatement. If other actions are pending, the appropriate individuals will be notified and may proceed with their actions.

2. Formal Hearing Option
The student subject to an involuntary leave may request a formal hearing in lieu of the administrative hearing described above. If the medical evaluation and/or administrative assessment (e.g., BIT assessment) support the need for a leave, a hearing will be scheduled before the Dean of Students (or designee), and core members of the College administration. The student will be informed, in writing electronically and through regular and/or certified delivery, of the time, date and place of the hearing. The student will be given at least two business days to independently review the psychological or psychiatric evaluation prior to the hearing. The student will be notified of who is expected to present information at the hearing, and
is expected to notify the Dean of Students (or designee) of any parties with relevant information whom the Dean should contact to request their appearance at the hearing as a witness. The student may, at the discretion of the Dean of Students (or designee), be assisted by an advisor in the hearing but no advisor will be allowed to speak for or formally represent the student during a formal involuntary leave hearing.

The student and the student’s advisor may present information about the necessity of involuntary leave and the student will be given the opportunity to ask questions of others presenting information. The hearing should be conversational and non-adversarial; however the Dean of Students (or designee) will exercise active control over the proceeding, to include deciding who may present information. Formal rules of evidence will not apply. Anyone who disrupts the hearing may be excluded. There will be a single verbatim record, such as a tape recording, for all involuntary leave hearings. The record will be the property of the College and maintained according to the College’s record retention policy for such hearings.

A written decision will be rendered by the committee within two business days, barring exigent circumstances, stating the rationale for its determination. The decision will be delivered to the student in writing electronically and through regular and/or certified delivery. If the determination is made that a leave is warranted, the notification will include information regarding how long the leave may endure, as well as specifying any conditions of reinstatement. If other actions are pending, the appropriate individuals will be notified and may proceed with their actions.

3. Appeals Process

The determination of the involuntary leave hearing, administrative or formal, is subject to appeal to the Chief Student Affairs officer in accordance with the following process:

Students subject to involuntary leave may petition for a review of the determination within three (3) business days of issuance of the hearing committee’s written decision. All petitions must be in writing and delivered to the Office of Student Life. Reviews will only be considered for one or more of the following purposes:

- To consider new information which was unavailable at the time of the original hearing and could be outcome determinative;
- To assess whether a material deviation from written procedures impacted the fairness or outcome of the hearing;
- To decide if an involuntary leave is disproportionate to the severity of the threat evidenced in the hearing;
- To determine if the decision does not align with the information provided in the hearing or whether reasonable accommodations might mitigate the risk without a leave; or
To assess whether bias on the part of a hearing committee member deprived the process of impartiality.

Except as required to explain the basis of new information unavailable at the time of a hearing, review of a hearing will be limited to the verbatim record of the initial hearing and/or all supporting documents. The review and appeal decision of the Chief Student Affairs Officer (or designee) is final.

C. Readmission Following an Involuntary Leave

A student who is seeking reinstatement to the College after an involuntary leave must receive clearance by providing the Dean of Students written evidence from a licensed medical or mental health professional that the student is no longer a direct threat to others and is otherwise qualified to participate in the College’s educational programs. Any other conditions outlined in accordance with this policy and/or any conduct sanctions must also be completed. A hearing, as outlined above, may be held to determine whether it is more likely than not that the student is no longer a direct threat.
### IMPORTANT PHONE NUMBERS

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### RESIDENCE HALLS

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FALL SCHEDULE 2018

New Faculty Orientation................................................................. Monday, August 13
Faculty Workshop................................................................. Wednesday – Friday, August 15-17
Registration and Evening Classes Begin (Undergrad & Grad)........ Monday, August 20
Day Classes and Labs Begin (Undergrad & Grad)....................... Tuesday, August 21
Add/Drop Ends (Full Term & 1st Half Classes)........................... Friday, August 24
Labor Day Holiday (Offices Closed - No Classes) .... Monday, September 3
Last Day to Withdraw (1st Half Classes) .............................. Wednesday, September 19
Last Day of 1st Half Classes .................................................. Thursday, October 11
Fall Break (No Classes, College Open) ................................... Friday, October 12
Midterm Grades Due by 12 NOON ........................................... Friday, October 12
2nd Half Classes Begin .......................................................... Monday, October 15
First Half Classes Grades Due By Noon .............................. Tuesday, October 16
Midterm Intervention Committee Meetings ..................... Wednesday – Thursday, Oct 17-18
Add/Drop Ends (2nd Half Courses) ........................................... Friday, October 19
Last Day to Withdraw with an Automatic “W” (Full Term Courses)...... Friday, October 26
Spring Semester Registration Opens................................. Monday, October 29
Last Day to Withdraw (2nd Half Classes) ......................... Wednesday, November 14
Thanksgiving Break (Offices Closed – No Classes) .............. Wednesday - Friday Nov. 21 - 23
Last Day of Classes (Undergraduate & Graduate) ................. Friday, November 30
Final Examinations ................................................................. Monday - Friday, December 3-7
Grades Due by 12 NOON ..................................................... Tuesday, December 11
Offices Closed for Holiday Break ................. Monday, December 24 – Tuesday, January 1
SPRING SEMESTER 2019

Offices Reopen ................................................................. Wednesday, January 2

Evening and Lab Classes Begin (Undergrad & Grad).................. Monday, January 7

All Classes Begin (Undergrad & Grad)....................................... Tuesday, January 8

Add/Drop Ends (Full Term & 1st Half Classes)......................... Friday, January 11

Martin Luther King Holiday (No Classes – Offices Closed)......... Monday, January 21

Last Day to Withdraw (1st Half Classes)" ................................. Wednesday, February 6

Spring Break (No Classes)...................................................... Monday – Friday, March 4 – 8

Midterm Grades Due by 12 NOON .......................................... Friday, March 8

1st Half Grades Due by 12 NOON ........................................... Tuesday, March 5

2nd Half Classes Begin .......................................................... Monday, March 11

Midterm Intervention Committee Meetings .............................. Wednesday-Thursday, March 13-14

Add/Drop Ends (2nd Half Classes)........................................... Friday, March 15

Summer and Fall Semester Registration Opens ...................... Monday, March 18

Last Day to Withdraw (Full Term Classes) ............................. Friday, March 22

Last Day to Withdraw (2nd Half Classes) ............................... Wednesday, April 3

McMaster Symposium Academic Research Day ...................... Wednesday, April 11

(No Classes; College Open)

Good Friday Holiday (Offices Closed - No Classes) ................. Friday, April 19

Last Day of Classes (Undergraduate & Graduate)..................... Wednesday, April 24

Final Examinations ....................................................... Wednesday, April 25-Wednesday, May 1

(Graduating Students) Grades Due at 12 NOON .................... Wednesday, May 1

Commencement .............................................................. Saturday, May 4

Final Grades Due at 12 Noon ............................................... Tuesday, May 7
FREQUENTLY CALLED NUMBERS

Absences from Class  Academic Affairs 2586
Defiance Hall  Individual Professor(s)
Accounts – Students  Business Office 2550
Second Floor  Defiance Hall
Academic Requirements  Registrar 2358
Second Floor  Serrick Campus Center
Books  Bookstore 2470
Hubbard Hall  Change of Major
Registrar Office 2551  Second Floor
Serrick Campus Center  Course Overload Permission
Registrar 2358  Second Floor
Serrick Campus Center  Dining Services
Sodexo Dining Service 2488  First Floor
Serrick Campus Center  Emergency at Home or away
Student Life 2437  Hubbard Hall
Hubbard Hall  Employment (On-campus)
Business Office 2339  Second Floor
Defiance Hall  Employment (Off-campus)
Career Development 2349  Hubbard Hall
Equipment Reservation  Audio Visual 2615
Second Floor  Serrick Campus Center
Facilities Management 2585  Second Floor
Serrick Campus Center

Faculty Advisor Change  Registrar Office 2551
Second Floor  Serrick Campus Center
Housing Concerns  Residence Life Office 2563
McCann Center  I.D. Cards
Student Life 2437  Hubbard Hall
Job Search Information  Career Development 2349
Hubbard Hall  Illness
Health Center 2527  Second Floor
Serrick Campus Center  International Student Advisor
Intercultural Affairs 2362  McCann Center
Loans/Grants  Financial Aid 2458
Second Floor  Serrick Campus Center
Maintenance  Physical Plant 2503
Newspapers/Magazines  Pilgrim Library 2481
Payment of College Fees  Business Office 2550
Second Floor  Defiance Hall
Room Reservations  Facilities Management 2585
Second Floor  Serrick Campus Center
Personal Concerns & Health Issues  Spiritual Life 2444
Hubbard Hall  Residence Life 2563
Hubbard Hall  Dean of Students 2437
Hubbard Hall  Health Center 2527
Second Floor  Serrick Campus Center
Refunds for Laundry

Automatic Apartment Laundries 1-800-521-9938
Student Academic Support Services, 2332
Pilgrim Library, Rooms 211 and 214
Student Activities
Student Activities Office 2388
McCann Center  Student Government
Student Life 2437  Hubbard Hall
Study Areas  Pilgrim Library 2481
Hubbard Hall/McCann Center  Residence Hall Floor Lobbies
Summer Housing  Residence Life 2563
McCann Center  Summer Sessions
Registrar Office 2551  Second Floor
Serrick Campus Center  Telephone Problems
Maintenance 2503  Maintenance Building
Testing  The Learning Commons 2332
Pilgrim Library  Transcripts
Registrar Office 2551  Second Floor
Serrick Campus Center  Tutoring
The Learning Commons 2332  Tutoring
Pilgrim Library  Sexual Health Concerns
Health Center 2527  Second Floor
Serrick Campus Center  Withdraw from a Course
Registrar Office 2551  Second Floor
Serrick Campus Center  Withdraw from DC
Registrar Office 2551  Second Floor
Serrick Campus Center
We invite YOU to join us for a casual setting, relevant music, and an inspiring message.

JOIN US THIS WEEK
SUNDAYS
8:30am, 10am, & 11:30am

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Plan a Visit to receive the VIP treatment &
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Defiance, OH. 43512

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WELCOME BACK DEFIANCE COLLEGE STUDENTS

VISIT ONE OF OUR CONVENIENT LOCATIONS:
1180 N. Clinton • Defiance, OH
2296 N. Scott St. • Napoleon, OH

JUST SHOW YOUR VALID STUDENT ID & RECEIVE A 10% DISCOUNT

FREE WHOPPER® SANDWICH
WHEN YOU BUY ONE OF EQUAL OR GREATER VALUE

Offer good only at the following BURGER KING® restaurants:
1180 N. Clinton • Defiance, OH
2296 N. Scott St. • Napoleon, OH
Expires: 3/31/19

Present coupon before ordering. Limit one coupon per customer per visit.
Not good with any other food offer. No substitutions, please. Cash redemption value 1/100¢.

FREE CROISSAN’WICH
WHEN YOU BUY ONE OF EQUAL OR GREATER VALUE DURING BREAKFAST HOURS ONLY

Offer good only at the following BURGER KING® restaurants:
1180 N. Clinton • Defiance, OH
2296 N. Scott St. • Napoleon, OH
Expires: 3/31/19

Present coupon before ordering. Limit one coupon per customer per visit.
Not good with any other food offer. No substitutions, please. Cash redemption value 1/100¢.
1 FREE GAME OF OPEN BOWLING
with the purchase of One (1) Game of Open Bowling at regular price
Plus Shoe Rental
One (1) Coupon per visit/
College ID required
Expiration Date: May 31, 2019
1/2 PRICE APPS
MON-FRI 3-6PM + 9PM-CLOSE

Weekly SPECIALS

BURGER MONDAY
$7.99 Any Burger + Fries

BBQ TACOS on TUESDAY
$8.99 BBQ Brisket Tacos

KIDS EAT FREE WEDNESDAY

ALL-YOU-CAN-EAT THURSDAY
$12.99 Riblets or Chicken Tenders

All specials available for dine-in only. Wednesday special: child must be accompanied by an adult. Limit one free kid’s meal per adult entrée. Any additional kids’ meals will be full price. Kids 12 and under only, when ordering from the Kid’s Menu.

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www.pleaseapplyonline.com/rmh
$10 OFF Any Oil Change

Must present this coupon. Valid for any regular, synthetic blend or full synthetic oil, lube & filter change. Not valid with other offers or discounts.

$40 HEADLIGHT RESTORATION

Putting Life Back Into Your Foggy Lenses

Must present this coupon. Not valid with other offers or discounts.

$20 OFF Purchase of $150-250

$40 OFF Purchase of $251-350

$60 OFF Purchase of $351 & UP

Must present this coupon. For Service Department use only. Not valid for insurance work or warranty. Limit one coupon per service. Not valid with other offers or discounts.

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Service Hours: Monday-Friday 7:30am-5:30 pm • Saturday 7:30am-Noon
EASY ACCESS TO YOUR MONEY
ACROSS THE COUNTRY
EVERY BRANCH WITH
THE CO-OP LOGO CAN
BE YOURS.

Download the app today!
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The best way to predict your future is to create it.
~ Abraham Lincoln

August 16, 2018

August 17, 2018

August 18, 2018

August 19, 2018
Learning is not attained by chance; it must be sought for with ardour and diligence.

~ Abigail Adams

August 23, 2018

August 24, 2018

August 25, 2018

August 26, 2018
August 27, 2018

August 28, 2018

August 29, 2018
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**September 3, 2018**
Labor Day

**September 4, 2018**

**September 5, 2018**
People learn something every day, and a lot of times it’s that what they learned the day before was wrong.

~ Bill Vaughan

September 6, 2018

September 7, 2018

September 8, 2018

September 9, 2018

Grandparents Day
September 13, 2018

September 14, 2018

September 15, 2018

September 16, 2018

Why should society feel responsible only for the education of children, and not for the education of all adults of every age?

~ Erich Fromm
Treat people as if they were what they ought to be, and you help them become what they are capable of becoming.

~ Johann Wolfgang von Goethe
Never be afraid to try something new. Remember amateurs built the ark, but professionals built the Titanic.

~ Unknown

September 27, 2018

September 28, 2018

September 29, 2018

September 30, 2018
October 8, 2018
Columbus Day

October 9, 2018

October 10, 2018
We should not teach children the sciences but give them a taste for them.

~ Jean Jacques Rosseau

October 11, 2018

October 12, 2018

October 13, 2018

October 14, 2018
If the only tool you have is a hammer, you tend to see every problem as a nail.

~ Abraham Maslow
October 22, 2018

October 23, 2018

October 24, 2018
Education costs money, but then so does ignorance.
~ Clause Moser

November 1, 2018

November 2, 2018

November 3, 2018

November 4, 2018

Aim for success, not perfection. Never give up your right to be wrong, because then you will lose the ability to learn new things and move forward with your life. Remember that fear always lurks behind perfectionism.
~ Dr. David M. Burns

Education costs money, but then so does ignorance.
~ Clause Moser
November 5, 2018

November 6, 2018
Election Day

November 7, 2018
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**Integrity Auto Body**

WE TAKE THE DENTS OUT OF ACCIDENTS

20502 CR 424 • Defiance, OH

**419-784-4808**

Free Estimates • 24 Hour Towing
November 19, 2018

November 20, 2018

November 21, 2018

Student Handbook
All the world is a laboratory to the inquiring mind.
~ Martin H. Fischer

November 22, 2018
Thanksgiving

November 23, 2018

November 24, 2018

November 25, 2018
November 26, 2018

November 27, 2018

November 28, 2018
The beautiful thing about learning is that no one can take it away from you.

~ B.B. King

November 29, 2018

November 30, 2018

December 1, 2018

December 2, 2018
Don’t limit yourself. Many people limit themselves to what they think they can do. You can go as far as your mind lets you. What you believe, you can achieve.

~ Mary Kay Ash
Believe in yourself, be strong, never give up no matter what the circumstances are. You are a champion and will overcome the dreaded obstacles. Champions take failure as a learning opportunity, so take in all you can, and run with it. Be your best and don’t ever ever give up.

~ Brad Gerrard
December 24, 2018

Christmas Eve

December 25, 2018

Christmas Day

December 26, 2018

Student Handbook
The only dreams impossible to reach are the ones you never pursue.

~ Michael Deckman

December 27, 2018

December 28, 2018

December 29, 2018

December 30, 2018
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We invite **YOU** to join us for a casual setting, relevant music, and an inspiring message.

**JOIN US THIS WEEK**

**SUNDAYS**

8:30am, 10am, & 11:30am

Visit Us Online

[www.xchurch.tv](http://www.xchurch.tv)

Plan a Visit to receive the VIP treatment & Free Gift

**DEFIANCE AREA YMCA**

1599 Palmer Dr.
Defiance, OH. 43512

GET MORE INFO
419-980-4732
WELCOME BACK
DEFIANCE COLLEGE
STUDENTS

VISIT ONE OF OUR CONVIENT LOCATIONS:
1180 N. Clinton • Defiance, OH
2296 N. Scott St. • Napoleon, OH

JUST SHOW YOUR VALID STUDENT ID & RECEIVE A 10% DISCOUNT

FREE WHOPPER® SANDWICH
WHEN YOU BUY ONE OF EQUAL OR GREATER VALUE
Offer good only at the following BURGER KING® restaurants:
1180 N. Clinton • Defiance, OH
2296 N. Scott St. • Napoleon, OH
Expires: 3/31/19

FREE CROISSAN’WICH
WHEN YOU BUY ONE OF EQUAL OR GREATER VALUE DURING BREAKFAST HOURS ONLY
Offer good only at the following BURGER KING® restaurants:
1180 N. Clinton • Defiance, OH
2296 N. Scott St. • Napoleon, OH
Expires: 3/31/19

Present coupon before ordering. Limit one coupon per customer per visit.
Not good with any other food offer. No substitutions, please. Cash redemption value 1/100¢.
1 FREE GAME OF OPEN BOWLING
with the purchase of One (1) Game of Open Bowling at regular price
Plus Shoe Rental
One (1) Coupon per visit/
College ID required
Expiration Date: May 31, 2019

1923 SOUTH JEFFERSON (Rte 66 South)
419-784-3666
Applebee’s GRILL + BAR

DEFIANCE
1003 N. Clinton St.
419-784-2279

Weekly SPECIALS

1/2 PRICE APPS
MON-FRI 3-6PM + 9PM-CLOSE

BURGER MONDAY
$7.99 Any Burger + Fries

BBQ TACOS on TUESDAY
$8.99 BBQ Brisket Tacos

KIDS EAT FREE WEDNESDAY

ALL-YOU-CAN-EAT THURSDAY
$12.99 Riblets or Chicken Tenders

All specials available for dine-in only. Wednesday special: child must be accompanied by an adult. Limit one free kid’s meal per adult entree. Any additional kids’ meals will be full price. Kids 12 and under only, when ordering from the Kid’s Menu.

Looking for a DELICIOUS CAREER?
Join our team by visiting
www.pleaseapplyonline.com/rmh
<table>
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<tr>
<th>THURSDAY</th>
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### December 31, 2019

**New Year’s Eve**

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### January 1, 2019

**New Year’s Day**

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### January 2, 2019

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January 7, 2019

January 8, 2019

January 9, 2019
We learn more by looking for the answer to a question and not finding it than we do from learning the answer itself.

~ Lloyd Alexander

January 17, 2019

January 18, 2019

January 19, 2019

January 20, 2019

Academic Planner
January 21, 2019
Martin Luther King Day

January 22, 2019

January 23, 2019
Man’s mind, once stretched by a new idea, never regains its original dimensions.

~ Oliver Wendell Holmes, Jr.
It had long since come to my attention that people of accomplishment rarely sat back and let things happen to them. They went out and made things happen.

~ Elinor Smith

February 14, 2019

Valentine’s Day 💐 💐 💐

February 15, 2019


February 16, 2019


February 17, 2019


I would rather entertain and hope that people learned something than educate people and hope they were entertained.

~ Walt Disney
### February 25, 2019

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### February 26, 2019

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### February 27, 2019

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All the world is a laboratory to the inquiring mind.
~ Martin H. Fischer

February 28, 2019

March 1, 2019

March 2, 2019

March 3, 2019
If you think education is expensive, try ignorance.

~ Derek Bok

March 7, 2019

March 8, 2019

March 9, 2019

March 10, 2019
March 11, 2019

March 12, 2019

March 13, 2019
It’s OK to try things out, to ask questions, to feel unsure, to let your mind wander, to daydream, to ask for help, to experiment, to take time out, not to know, to practice, to ask for help again - and again, to make mistakes, to check your understanding.

~ Jane Revell & Susan Norman

March 14, 2019

March 15, 2019

March 16, 2019

March 17, 2019

St. Patrick’s Day ♦ ♦ ♦
One of the greatest discoveries a man makes, one of his great surprises, is to find he can do what he was afraid he could not do.

~ Henry Ford

March 21, 2019

March 22, 2019

March 23, 2019

March 24, 2019
The only real failure in life is one not learned from.
~ Anthony J. D’Angelo

March 28, 2019

March 29, 2019

March 30, 2019

March 31, 2019
Life is a series of experiences, each one of which makes us bigger, even though sometimes it is hard to realize this. For the world was built to develop character, and we must learn that the setbacks and grieves which we endure help us in our marking onward.

~ Henry Ford

April 11, 2019

April 12, 2019

April 13, 2019

April 14, 2019
April 18, 2019

April 19, 2019
Good Friday

April 20, 2019

April 21, 2019
Easter
### April 22, 2019

### April 23, 2019

### April 24, 2019
Learning is not attained by chance; it must be sought for with ardour and diligence.

~ Abigail Adams
May 2, 2019

May 3, 2019

May 4, 2019

May 5, 2019
Cinco de Mayo
ADVERTISERS

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Auto Servant .............................................................. BC
B&Z Auto ................................................................. 199
Biggby ................................................................. 145
Burger King .............................................................. Coupons
Defiance Chamber of Commerce ....................... 207
Defiance College ...................................................... IFC
Defiance Recreation ........................................... Coupons
Deluxe Cleaners ...................................................... 151
Estle Chevrolet Cadillac ......................................... Coupons
Henry County Health Department ......................... IBC
Hubbard Company, The ............................................. 2
Integrity Auto Body .................................................. 157
Ken’s Furniture & Mattress Center ....................... 175
Midwest Community .............................................. Insert
Moose Lodge #2094 ............................................... 203
Putt Putt Golf & Games ............................................ 181
Roehrs-McMillen ................................................... 155
Stambaugh Jewelers .............................................. Insert
Short Stop ............................................................... 135
Westside Hall & Storage ..................................... 183
Xperience Church .................................................. Insert

ADDITIONAL NUMBERS
The Henry County Health Department provides a range of services available to students and families.

Call us today for more information on immunizations, home health care and hospice, as well as birth and death records.

Here to serve you.

1843 OAKWOOD AVENUE NAPOLEON, OHIO 43545

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FAX: 419-592-6400
FOR ALL OF YOUR AUTOMOTIVE NEEDS

We are blessed to serve Defiance!
Family Owned and Operated

AUTO SERVANT®

419.785.KARS

“Have I not commanded you? Be strong and courageous! Do not tremble or be dismayed, for the LORD your GOD is with you wherever you go.”

-Joshua 1:9

1956 Spruce Street
Defiance, OH 43512
Joe Kieffer - Owner

Thank you for your support!
Facebook.com/autoservant