

COLUMBUS STATE

COMMUNITY COLLEGE

2020–2021

STUDENT HANDBOOK:
**Rights and
Responsibilities**

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Student Rights, Responsibilities and Code of Conduct

(Please refer to the website csc.edu/policy for the most current policies and procedures and to csc.edu/studenthandbook for the current, official Student Handbook.)

AMERICANS WITH DISABILITIES ACT

AMERICANS WITH DISABILITIES ACT (ADA), THE AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT (ADAAA) AND SECTION 504 OF THE REHABILITATION ACT OF 1973 (POLICY AND PROCEDURE 3-41)

(A) PURPOSE

The Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 require employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Columbus State Community College to comply with all federal and state laws concerning the employment, application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment of persons with disabilities.

It is also the policy of Columbus State Community College to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of College sponsored programs or services who have disabilities.

This policy speaks primarily to requesting a reasonable accommodation for a disability. Any individual with a disability who wishes to file a report about discrimination because of a disability should consult the Non-Discrimination/Anti-Harassment Policy 3-34 and the EEO/Title IX Reporting and Investigation Procedure 3-42.

(B) REASONABLE ACCOMMODATIONS

It is the policy of Columbus State Community College to make reasonable accommodations as defined in this policy which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by the College. It is the intent of the College to provide accommodations to such applicants, employees, and students with a qualified physical, mental, or learning disability, unless to do so would fundamentally alter the nature of the employment, educational program or service; would result in an undue hardship to the College; or would result in a direct threat to the health or safety of the individual or others.

(C) DEFINITIONS

As used in this policy, the following terms are defined and will be adhered to as follows:

Disability - a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Major life activities - include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending,

speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions - include but are not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Direct threat - a significant risk to the health or safety of others that cannot be eliminated by a reasonable accommodation.

Qualified individual - an individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other College sponsored programs and services such that they can perform the essential functions of:

1. An employment position that such employee holds or an employment applicant wishes to hold.
2. An educational program or other College-sponsored program or service in which an individual is enrolled or wishes to enroll or participates or wishes to participate.

Reasonable Accommodations - making appropriate and needed changes or modifications without imposing undue hardship so individuals with disabilities can enjoy the same rights and privileges of others without disabilities.

Undue hardship - an action requiring significant difficulty or expense to the College. Factors to be considered in determining whether an accommodation would impose an undue hardship include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation.
- The number of persons at such facility.
- The effect on expenses and resources or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the College.
- The number, type and location of facilities.
- The composition, structure and functions of the workforce.
- The ownership and/or lease relationship of the facility in which the College conducts business.

Essential Functions of the Job - those activities that are determined by the College to be essential or core to performing the job, completion of an academic program or participation in other College-sponsored programs or services. These functions cannot be modified.

Reasonable accommodations for qualified students shall include: those services or academic adjustments which will ensure the student has access to services or auxiliary aids which will afford them access to and allow them to benefit from educational programs or services; and that the student's participation in the delivery of educational programs or services is equal to those opportunities of students without disabilities.

All student applicants of educational programs will be advised at the time of scheduling a placement test of their right to request reasonable accommodations for the testing session. If the College requires additional time to review or arrange the requested accommodation, the testing session may be rescheduled at a time mutually convenient to the applicant and the College. A student who is not satisfied with a determination about the request for accommodations should consult with

Disability Services. The student may appeal the decision in accordance with the Student Complaint Policy 7-13.

(D) PARTICIPANTS OF OTHER COLLEGE-SPONSORED PROGRAMS AND SERVICES

Participants of other College-sponsored programs or services may request reasonable accommodations.

All applicants of other College-sponsored programs and services who wish to request a reasonable accommodation should follow the procedures found in the Reasonable Accommodations Procedure 3-41 (A).

(E) REPORTING ADA DISCRIMINATION

Any individual with a disability who believes that they have been a victim of discrimination because of their disability should consult the Non-Discrimination/Anti-Harassment Policy 3-43 and the EEO/Title IX Reporting and Investigation Procedure.

ANIMALS ON CAMPUS

ANIMALS ON CAMPUS POLICY AND PROCEDURE 13-03

This policy is intended to assure the College mission is not disrupted by a visiting animal, to protect humans from injuries and disease from animals, to protect the health and welfare of animals brought on the College campus, and to assure compliance with federal, state, and local regulations. This policy applies to individuals seeking permission to bring an animal not owned by the College onto campus for a temporary period of time.

This policy does not permit animals on College property or in buildings owned/operated by the College unless:

1. The animal is a service animal, assisting a person with a disability, and is therefore protected by the Americans with Disabilities Act (ADA) and Policy 11-05.

A person with a disability does not require the permission of the College to bring a service animal on College property. A service animal is defined by the ADA as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”

2. The animal owner, or faculty member, has followed the Columbus State Community College Animals on Campus procedure to receive pre-approval for the purpose of bringing the animal(s) onto College property, assuring compliance with the Federal Animal Welfare Act.

This policy does not supersede federal, state, or local statutes.

Procedure 13-03 (A)

1. The Columbus State Community College Police Department is designated to receive reports of stray animals, animal abuse, animal injuries, or injuries caused by animals on College property.
2. In accordance with the Americans with Disabilities Act (ADA), Columbus State’s Department of Disability Services is the designated department that administers the guidelines that provide for service animals on campus for students with disabilities. In addition, Human Resources and the ADA Coordinator’s office administer the guidelines for service animals for applicants to employment and employees on campus.

3. To receive approval to bring a non-service animal onto the College campus, the animal owner must:
 - (a) Obtain a “Miscellaneous Animals On Campus Form” from Public Safety. If the animal is owned by the College, obtain a “Teaching Protocol Form TP-04A” from the Columbus State Police Department.
 - (b) Provide documentation of current vaccinations and other health documents appropriate to the species as specified by the College’s attending veterinarian for the animal, as well as the above completed request for approval form(s).
 - (c) Return the completed form(s) and documentation to the attending veterinarian at least three weeks prior to the date that the animal is requested to be brought onto College property.
4. After receipt of the above material:
 - (a) The College’s attending veterinarian will review the request and work in conjunction with the Institutional Animal Care and Use Committee to reach a decision on the request and notify the requestor at least one week prior to the date the animal is requested to be brought onto College property.
 - (b) The attending veterinarian will provide copies of the final decision to the Columbus State Police Department and to the requesting party.
5. The animal owner and/or person restraining the animal must have the approved “Miscellaneous Animals on Campus” form in their possession while on College property with a non-service animal.
6. An animal previously approved to be on College property may be removed from College property if the animal is not being cared for, the animal is showing signs of disease or undue distress, the animal has become a threat to the health or welfare of people or other animals, or the presence of the animal is in any way a disruption to the mission of the College. The Columbus State Police should be contacted to remove an animal from College property.

CHILDREN ON CAMPUS

Children fourteen (14) years of age and under must be accompanied and attended by an adult while on campus, unless enrolled or seeking enrollment in a Columbus State Community College program, in accordance with Ohio Department of Education regulations. Children are not to be taken into classrooms unless authorized by the instructor in advance. Children shall not be left unattended in automobiles.

CLERY REPORTING REQUIREMENTS

CLERY CRIME AWARENESS AND CAMPUS SECURITY ACT

Federal legislation requires Columbus State Community College to maintain data on the types and number of crimes on College property as well as policies dealing with campus security. The Columbus State Police Department is responsible for the Clery Crime Statistics and Information (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, United States Code 20 U.S.C. 1092 [f]), and the Annual Security Report which is produced in collaboration with a cross-campus Clery Compliance Committee. To access this information, contact Columbus State Police Department, Delaware Hall 047, or csc.edu/services/police.

DISCLOSURE FOR STUDENTS PURSUING HEALTH, HUMAN SERVICES, AND RELATED PROGRAMS

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical

placements, internships, practicums, or similar experience through their program, should be aware that Columbus State Community College may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Each student is responsible for paying for the background check or other screening process as required by the program. Should the background check indicate a conviction, the academic program will make reasonable efforts to place students. However, it will be up to the host facility to determine whether a student will be allowed to perform clinical placement, internship, practicum, or similar experience at that facility. If it is unlikely that a placement can be found, the academic program may deny acceptance into the program of study, which is then brought to the Health and Human Services Office of Student Health Records for further review and processing. Students shall further be aware that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at the College does not guarantee licensure, certification or employment in the relevant occupation. Standards may change during a student's program of study.

TITLE IX AND NON-DISCRIMINATION

Columbus State Community College is committed to creating a learning and working environment that is free of bias, discrimination and harassment by supporting open communication and mutual respect. If you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation, gender identity and expression, genetic information (GINA), military status or disability, please contact one of the following people:

Renee Fambro Senior Director of Equity & Compliance rfambro@cscce.edu 614.287.5519	Joan Cook Supervisor of Equity & Compliance Title IX Coordinator jcook60@cscce.edu 614.287.2636	Danette Vance Compliance Officer Deputy Title IX Coordinator dvance1@cscce.edu 614.287.2433	Jolene Broshious Compliance Officer Deputy Title IX Coordinator jbroshious@cscce.edu 614.287.5106
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For additional information about your options or to file a complaint online, please visit the Equity and Compliance website at: <http://www.cscce.edu/services/title-ix/>

SEXUAL HARASSMENT/MISCONDUCT

SEXUAL HARASSMENT/MISCONDUCT POLICY 3-44

PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to supporting a safe, respectful and productive learning, athletic and working environment. The college prohibits sexual misconduct in any form. This includes sexual harassment, sexual violence and other unwelcome or non-consensual behavior that is of a sexual nature or based on sex and is directed towards or is by students, employees, persons participating in a college program or activity, vendors and college visitors. The college will address the behavior and/or its impact when it affects the learning, athletic and/or working environment, any other college program or activity or a substantial interest of the college, whether or not the behavior occurred on or off college property.

In furtherance of this commitment, all employees must participate in required training.

DEFINITIONS AND EXAMPLES OF SEXUAL MISCONDUCT

As used in this policy, the following terms will be defined as, and adhered to as follows:

1. Sexual Misconduct – any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex.
2. Non-Consensual Sexual Contact- any intentional sexual touching and any other intentional bodily contact in a sexual manner, however slight, with any object, by a man or a woman upon another person that is without consent. Non-Consensual Sexual Contact is a felony in the State of Ohio, defined in Title 29 of the Ohio Revised Code. The College's Police Department shall report the crime to the Columbus or local Police Department in accordance with the Clery Act.
3. Incapacitation - A state in which a person cannot make rational decisions because they lack the capacity to give consent. Incapacitation may result from a mental or physical disability, unconsciousness or from the taking of alcohol or other drugs. Sexual misconduct occurs when a person engages in sexual activity when they knew, or should have known, that the other person was incapacitated.
4. Consent - a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity, throughout the entire sexual activity by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed based on the existence of a previous dating or sexual relationship. The initiator's use of alcohol or drugs does not diminish his/her responsibility to obtain consent.
5. Force - the use of physical violence, threat of physical violence and/or imposing on someone physically to gain sexual access.
6. Coercion - unreasonable, intimidating or forcible pressure for sexual activity.
7. Sexual Assault - includes non-consensual vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.
8. Sexual Exploitation - occurs when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited.
9. Stalking - engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.
10. Domestic Violence/Intimate Partner Violence/Dating Violence - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and/or the frequency of interaction between the persons involved in the relationship.

11. Sexual Harassment - conduct of a sexual nature based on a person's sexual orientation, gender or gender identity and expression that prevents or impairs the full realization of occupational, educational or athletic opportunities or benefits. Sexual harassment occurs when this conduct explicitly or implicitly affects or interferes with a person's ability to pursue the terms and conditions of employment, academic or athletic attainment.

Forms of sexual harassment include:

- (a) Quid Pro Quo (a.k.a - "this for that") - is the abuse of power and/or authority. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by an explicit or implied promise of employment, academic success, preferential treatment, the threat of reprisal or a negative consequence for refusal to engage in behavior of a sexual nature. Sexual harassment may occur without employment, academic, athletic or economic injury to the victim.
- (b) Hostile Work Environment - includes any unwelcome, and severe or pervasive action of a sexual nature which unreasonably interferes with job performance or learning ability and creates an intimidating, or offensive work, academic or athletic environment, even if it leads to no tangible or economic consequences. A single instance of harassment may be sufficient to create a hostile work environment.

INDICATORS AND EXAMPLES OF SEXUAL MISCONDUCT

1. The harasser's conduct must be unwelcome, non-consensual and severe or pervasive.
2. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:
 - (a) The victim and the person engaging in misconduct do not have to be of the opposite sex.
 - (b) The person engaging in the misconduct can be any full or part-time faculty, staff, administrator, employee, student, or non-employee conducting business at the college.
 - (c) The victim does not have to be the person directly experiencing the misconduct, but could be a third party or anyone aware of, or affected by, the misconduct.
3. Examples of sexual harassment include, but are not limited to the following:
 - (a) Unwanted physical contact of any kind including touching, hugging or kissing.
 - (b) Verbal harassment, such as slurs, propositions, lewd comments, recordings, music, jokes and offensive personal references of a sexual nature.
 - (c) Non-verbal harassment, such as obscene hand or finger gestures, explicit drawings, pictures, posters, and cartoons or sexually suggestive written or electronically transmitted messages, and postings on social media.
 - (d) Conduct of a sexual nature that is demeaning, bullying, insulting, or intimidating.
 - (e) Sexual assault, including unwanted penetration of an orifice (anal, vaginal, oral) with the penis, mouth, finger or objects.
 - (f) Prostituting another person.
 - (g) Using electronic devices or technology (e.g., cell phone, camera, email, internet sites or social networks) to record or transmit nudity or sexual acts without a person's knowledge and/or permission.

- (h) Intentionally observing nudity or sexual acts of another person without the person's knowledge or permission (voyeurism).
- (i) Threatening to sexually harm someone.
- (j) Initiating sexual activity with a person who is incapacitated and unable to provide consent.
- (k) Inducing incapacitation for the purpose of sexual exploitation.

PROHIBITIONS AGAINST CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

Consensual sexual relationships include romantic, intimate or sexual relationships in which both parties agree to participate in the relationship. The college recognizes that consensual sexual relationships are generally not problematic, except when the relationship may compromise the integrity of the college, create the potential for the abuse of authority, or create the inability to remain impartial. Consensual sexual relationships may also create a third-party perception that a subordinate is receiving preferential treatment.

1. Consensual sexual relationship misconduct among employees: Consensual sexual relationships between administrators, supervisors, deans or chairpersons and the employees they supervise, professionally advise, counsel, or employees over whom they have direct impact on the employee's terms and conditions of employment is strictly prohibited.
2. Consensual sexual relationship misconduct with students:
 - (a) The college strictly prohibits consensual sexual relationships between faculty members and the students or student employees enrolled in a class or class sequence(s) taught, advised, counseled, coached or supervised by the faculty member; or over whom the faculty member has direct impact on the student or student employee's academic enrollment or success.
 - (b) The college strictly prohibits consensual sexual relationships between administrators, supervisors, deans, chairpersons or employees and the student or student employees whom they advise, counsel, coach or supervise, or over whom they have a direct impact on the student or student employee's academic enrollment or success.
 - (c) The college strongly discourages all employees or faculty members from engaging in consensual sexual relationships with students as long as the student is considered to be in an active status as a student, even if the student is not currently enrolled in a class.

CONSEQUENCES OF SEXUAL MISCONDUCT

For Employees - violations of this policy will result in disciplinary action, up to and including termination of employment in accordance with College Policy, 3-32 "Disciplinary Action" and/or the applicable collective bargaining agreement.

For Students - the student conduct hearing process will be initiated by the student conduct office to determine how a violation of this policy is to be resolved per the Student Code of Conduct Policy 7-10. Sanctions for violating this policy may range from a warning to expulsion.

CONSEQUENCES OF CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

Any employee or faculty member who is engaged in a consensual sexual relationship that may be in violation of this policy has the responsibility to notify his/her administrator, dean or chairperson, the Human Resources Department and/or the Office of Equity and Compliance about the relationship as soon as it is known that it may violate this policy.

- (a)

- (a) The employment of the parties involved in the consensual sexual relationship in which one person has authority over or influence upon the status of the other will be modified so that the authority or influence no longer exists. This shall occur by moving one of the persons to another position, department or supervisor, if possible.
- (b) An employee who does not notify his/her administrator, supervisor, dean or chairperson that he/she is involved in a consensual sexual relationship in violation of this policy shall be subject to disciplinary action, up to and including termination of employment
- (c) If an employee and/or faculty member is found to be engaged in a consensual sexual relationship with a student that violates this policy, disciplinary action may be expedited.
- (d) When one person in a consensual sexual relationship of any kind clearly informs the other person that the relationship is no longer welcome, the other person should not pursue the relationship. To continue the pursuit of the relationship may become a violation of this policy, and the pursuing person will be subject to disciplinary action, up to and including termination of employment.

REPORTING RESPONSIBILITIES FOR SEXUAL MISCONDUCT

Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known, but no later than 180 days of the occurrence, so that the college may administer this policy.

In cases of alleged sexual misconduct where the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:

- (a) Title IX Coordinator.
- (b) A Deputy Title IX Coordinator/Compliance Officer.
- (c) A supervisor, director, chairperson, dean or other administrator.
- (d) An employee of Human Resources.
- (e) An employee of Columbus State Police Department

In cases of alleged sexual misconduct where the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college athletic event, the complaint may be made to any of the following:

- (a) Title IX Coordinator.
- (b) A Deputy Title IX Coordinator/Compliance Officer.
- (c) The Dean of Student Life.
- (d) A dean, chairperson, or other academic administrator.
- (e) The college's athletic manager or a coach.
- (f) The Student Conduct Director or the Student Conduct Program Coordinator.
- (g) An employee of the Columbus State Police Department

Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must take immediate appropriate action to report the behavior to the Office of Equity and Compliance/Title IX Coordinator or a Deputy Title IX Coordinator. Failure to do so shall result in disciplinary action, up to and including termination of employment.

ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

1. The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the college recognizes the constitutional protection of academic freedom in the classroom.
2. This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations of sexual misconduct will be treated as confidential except to the extent it is necessary to disclose information in order to investigate the allegation, take steps to stop, prevent or address the misconduct, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

RETALIATION

College policy and federal, state and local law strictly prohibit retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of sexual misconduct.

Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should be directed to the Office of Equity and Compliance.

REPORTING

1. Any employee who knowingly or maliciously makes a false or frivolous allegation of sexual misconduct will be subject to college's disciplinary policy and procedures.
2. Any student who knowingly or maliciously makes a false or frivolous allegation of sexual misconduct will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

The president shall establish procedures to administer this policy.

FELONY REPORTING

FELONY REPORTING POLICY AND PROCEDURE 7-14

Columbus State Community College has a high standard of conduct for members of its College community, including students. To enhance the safety of the College, all applicants are responsible for informing the College of any prior felony convictions (including plea bargains) in any state or country upon application to the College. The College may deny, defer or place conditions on admission based on the nature and circumstances of the crime.

Currently enrolled students are required to report any felony conviction in any state or country subsequent to application (including plea bargains) to the Office of Student Conduct in writing before registration begins for the semester following the conviction. The College may deny, defer or place conditions on continued enrollment based upon the nature and circumstances of the crime.

Returning or previously enrolled students are required to report any felony

convictions subsequent to application (including plea bargains) to the Office of Student Conduct in writing prior to re-enrollment. The College may deny, defer or place conditions on re-enrollment based on the nature and circumstances of the crime, and place a hold on registration until the process is complete.

The President shall establish procedures to administer this policy.

FELONY REPORTING PROCEDURE

1. Documentation will be reviewed in the Office of Student Conduct, which will determine whether the individual will be accepted and/or allowed to register, or whether the documentation will be forwarded to the Enrollment Review Team (ERT) for further review related to campus safety.
2. All applicants will be in a pending admission status while being reviewed by the Office of Student Conduct. Pending admission status prohibits access to other College services.
3. ERT interviews are scheduled by the Office of Student Conduct, and individuals are contacted in advance with a date, time and location. If the individual cannot attend the scheduled interview, they must notify the Office of Student Conduct and request rescheduling. Failure to reschedule or attend the interview will continue the pending status until such time as the interview takes place. Admission and/or enrollment will not be approved for any individual whose status is pending.
4. The ERT is composed of voting members drawn for each meeting from a pool of preselected and trained staff members. For each interview date, a team of 3 members is selected, and voting will be on the basis of simple majority. The ERT membership pool is comprised of representatives of Student Life, Advising and Student Success and the Police Department with a focus on expertise in threat assessment, safety, advising and career services.
 - (a) A simple majority vote is also sufficient for the ERT to require an individual to obtain an assessment as a condition of admission. The individual will pay any costs related to such an assessment. The ERT will specify a timeline for assessment, recommend providers, and provisions for communicating assessment outcomes to the ERT.
 - (b) The ERT will issue a short rationale of its decision, which shall be shown to the applicant upon request. The ERT may recommend to:
 - i. Admit
 - ii. Admit with restrictions and/or conditions
 - iii. Continue the individual's status as pending, awaiting the outcome of a risk assessment or other required information
 - iv. Defer admission and require re-interview after a specified period of time with no further criminal charges and/or expiration of community control
 - v. Deny admission.
 - (c) All Individuals are reviewed on a case-by-case basis using standards maintained by the Office of Student Conduct.
5. Failure to report felony history:

With respect to applicants who fail to disclose felony history on the application, the Office of Student Conduct has discretion to determine if the application is fraudulent and whether admission will be granted.

With respect to admitted and/or enrolled students who fail to disclose a felony conviction, the Office of Student Conduct may initiate charges under the Student Code of Conduct Policy and Procedure 7-10 and/or subject the student to interim suspension while the matter is pending.

For all individuals with felony history, a copy of all relevant documentation will be retained in the Office of Student Conduct as per the Records Retention and Disposal Policy and Procedure 11-04.

FOOD AND BEVERAGES ON CAMPUS

FOOD AND BEVERAGES ON CAMPUS FROM POLICY 13-02

With the exception of the educational requirements for a course, food and beverages are prohibited in classrooms, lecture halls, laboratories, the library, gymnasium and its adjacent rooms, locker room areas, restrooms, hallways and elevators. Food and beverages are permitted in designated lobbies and lounges only.

GRADE GRIEVANCE

GRADE GRIEVANCE PROCEDURE 5-09

- (A) The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class or failed to follow the grading policy as stated in the course section syllabus.
- (B) The College will maintain a Grade Grievance Committee whose purpose is to determine if a grade grievance appeal is warranted in accordance with procedure 5-09 (D) 7(A), and facilitate the grade grievance hearing panel appeal process. The committee is composed of eleven members, five of whom are faculty members from the Arts and Sciences division, five of whom are from the Career and Technical division, and one faculty representative from the Columbus State Education Association (CSEA). Committee members are chosen by the dean of the respective division. Committee members will serve a term of three years, with approximately one-third of the members rotating off the committee each year after the second year. Two committee members, one from each division, are appointed to serve as co-chairpersons by the division deans.

GRADE GRIEVANCE PROCESS

- (A) When a student's final grade has been posted to his/her transcript, and the student believes that an error in evaluating or recording a grade has occurred, the student must first contact the instructor no later than the end of the second week of the semester following the posting of the grade. If the instructor of record is no longer affiliated with the College, the student shall contact the department chairperson or his/her designee. After discussion with the student, the instructor of record will determine whether or not an error in grading has been made and will communicate his/her decision to the student and department chairperson within five (5) business days of the student contact. If the instructor agrees that an error in grading has occurred, the instructor must authorize the Office of the Registrar to change the grade on the student's transcript.
- (B) If the instructor disagrees that an error has been made the instructor has five (5) business days to notify the student. If the student remains dissatisfied with the instructor's reasoning, the student must complete and submit a Grade Grievance Form and supporting documentation to the department chairperson or designee within seven (7) calendar days of notification from the instructor. If the instructor does not respond within five (5) business days, the student has an additional seven (7) calendar days to complete and submit a Grade Grievance Form. When

submitted, the form must include a written statement from the student clearly stating why the disputed grade should be changed along with documentation supporting the student's claim. After consulting with the instructor and student, the department chairperson or designee must communicate to the student and instructor his/her decision within four (4) business days.

When extenuating circumstances prevent a student from appealing a grade within the required timeline, such appeals will be considered on a case-by-case basis by the co-chairpersons of the Grade Grievance Committee. Such circumstances may include extenuating personal or family emergency, active military duty, changes in work schedule that the College was unable to accommodate, or other special circumstances.

- (C) If the chairperson upholds the awarded grade, the chairperson informs the student that they may appeal the decision to the Grade Grievance Committee. The chairperson submits the Grade Grievance Form and supporting documentation to the Grade Grievance Committee for a possible hearing.
- (D) The Grade Grievance Committee co-chairpersons will review the documentation and determine whether or not the grievance warrants a formal hearing panel and communicate their decision to the student, instructor and chairperson.
- (E) If a hearing panel is warranted, a hearing panel will be formed to review the grievance. The hearing panel will be comprised of three (3) faculty members: The Grade Grievance Committee co-chairpersons will select two (2) committee members from the Grade Grievance Committee, one of whom will chair the hearing panel. The third faculty member on the hearing panel will be from the department in which the grievance originated and chosen by the department chairperson.
- (F) The student may be accompanied at the hearing by a College official (faculty, administrator or full-time staff) to provide personal support in a non-speaking role.
- (G) The hearing panel shall consult with both the instructor and the student, separately, at a time agreed upon by the hearing panel, the student and the instructor, to determine the validity of the grievance. The student and instructor are encouraged to use this opportunity to provide written and verbal information regarding the grade grievance to the panel. The hearing panel will rule upon the validity of the grade grievance based on this information. If the instructor is no longer affiliated with the College, the department chairperson or designee may meet with the hearing panel in lieu of the instructor.
- (H) After consideration, the hearing panel shall inform both the student and instructor of the hearing panel's decision and submit a report of its findings to the department chairperson either confirming the student's grade remains as assigned by the instructor or asserting the grade be changed. In the latter case, the department chairperson will implement a change of grade to the Office of the Registrar.
- (I) The decision of the hearing panel is final and may not be appealed. Minor changes to this procedure which do not unreasonably prejudice the parties shall not be grounds to invalidate the process.

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY POLICY AND PROCEDURE 15-01

- (A) This policy applies to all users of College computing resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations, including dial-up sessions. Additional policies may apply

to specific computers, computer systems, or networks provided or operated by specific units of the College. All sections of this policy also apply to College publications on the Internet.

- (B) As a part of the educational, physical and social learning infrastructure, Columbus State Community College acquires, develops and maintains computers, computer systems and networks. The computing resources are intended for College-related purposes, including direct and indirect support of the College's instruction, research and service missions; of College administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the College community and between the College community and the wider local, national and world communities.
- (C) The rights of academic freedom and freedom of expression apply to the use of College computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of College computing resources, like the use of any other College provided resource and like any other College-related activity, is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.
- (D) The Internet provides access to a wide range of information and expands educational resources well beyond traditional collections. Not all sources on the Internet contain information that is accurate, complete, current, legal, safe or secure. Columbus State Community College does not necessarily endorse the viewpoints nor vouch for the accuracy of information accessed through the Internet and cannot be held responsible for its content. Some resources and destinations accessed through the Internet may contain information that some people may find offensive or objectionable in nature or content. Internet users access sites at their own risk. Workstations are in open labs and offices, and images on the screen may inadvertently be viewed by a wide audience. Columbus State is not responsible for the information accessed by anyone at their workstations.
- (E) Columbus State Community College views Information Technology services and associated equipment as an integral part of the learning process and individual development, and realizes the key role technology plays in students' success. Therefore, priority to access and use resource is given to academic and College-related work. Accordingly, the College will strive to provide the access necessary to accomplish such work. Resources used for general interest that relate to educational material and learning is encouraged, but priority will be given to course-related usage.
- (F) All users of College computing resources must:
 1. Comply with all federal, state and other applicable laws; all generally applicable College rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts and licenses include, but are not limited to: the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Electronic Communications Privacy Act and the Computer

Fraud and Abuse Act, which prohibit “hacking,” “cracking” and similar activities; the College’s Code of Student Conduct; the College’s sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.

2. Use only those computing resources that they are authorized to use and only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the College.
 3. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons’ accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
 4. Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. The College may require users to limit or refrain from specific uses in accordance with this principle or for other reasons.
 5. Not use those resources for personal financial gain or commercial purposes which is strictly prohibited. Personal, non-commercial, use of College computing resources is permitted when it does not consume a significant amount of these resources, does not interfere with the performance of the user’s job or other College responsibilities, and is otherwise in compliance with this policy. The College may limit personal use if needed.
 6. Refrain from stating or implying that they speak on behalf of the College and from using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College.
- (G) Users who violate this policy may be denied access to College computing resources and may be subjected to other penalties and disciplinary action, both within and outside of the College. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed by the Office of Student Conduct. However, the College may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security or functionality of College or other computing resources or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.
- (H) The College employs various measures to protect the security of its computing resources and of its users’ accounts. Users should be aware, however, that the College cannot guarantee such security. Users should therefore engage in

safe and responsible computing practices by establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly.

- (I) Users should have no expectation of privacy when utilizing the College computer resources. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary to provide service. The College may also specifically monitor the activity and accounts of individual users of College computing resources, including individual login sessions and communications, without notice, when:
 - 1. It reasonably appears necessary to do so to protect the integrity, security or functionality of College or other computing resources or to protect the College from liability.
 - 2. There is reasonable cause to believe that the user has violated, or is violating, this policy.
 - 3. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
 - 4. It is otherwise required or permitted by law.
- (J) Any such individual monitoring, other than that required by law, or necessary to respond to perceived emergency situations, must be authorized in writing and in advance by the President or designee. Every effort will be made to keep those records private, unless disclosure is required by law. The College, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings. Communications made by means of College computing resources are also generally subject to Ohio's Public Records Statute, Ohio Public Record Act. O.R.C. 149.43 et seq., to the same extent as they would be if made on paper. At the termination of an individual investigative or monitoring process, both internally and externally of the College, the individual within the College who has been monitored will be notified of the monitoring activity, unless the College is legally restricted from doing so.
- (K) Columbus State Community College's World Wide Web pages are considered official College publications as well as information sources. As with printed publications, information regarding the College must be approved by the appropriate manager prior to being published on the College's home page.
- (L) Administrative and academic units of the College are encouraged to develop individual home pages as part of the College's presence on the World Wide Web. Official College pages will be linked to appropriate, previously created, categories within the Columbus State home page.
- (M) This policy establishes a College wide information security program. This program develops and maintains standards and guidelines for the protection of information in compliance with all applicable laws and regulations.
- (N) The President shall establish procedures to implement this policy.

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INFORMATION AND TECHNOLOGY POLICY AND PROCEDURE 15-01(C)

The following constitutes a College-wide procedure for the management of College computer data networks, both on- and off-campus, all equipment housed at the College and the resources they make available.

Use of Columbus State Community College resources is for purposes related to the instructional and administrative mission of the College. Faculty, staff and students

may use computing resources for purposes related to their instruction, their studies, their duties as employees of the College, official business of the College or other College-sanctioned activities. The use of College computer and information resources for commercial purposes other than College-related is prohibited. Facilities used for connectivity are to be used in a responsible, ethical and legal manner.

All individuals authorized to use CSCC systems, which include but are not limited to computers, printers, peripherals, network and email, online and web services are required to use the College-provided account information that includes user-ID and password.

Activation and de-activation of the user accounts and access to resources are at the College's discretion.

Inappropriate use of the information technology resources, which Columbus State Community College makes available to faculty, staff and students, may result in suspension or termination of access. In addition to federal, state and international laws, College policy prohibits but is not limited to:

- (a) Harassment, including creating, displaying, or transmitting threatening, racist, sexist or obscene language and/or materials both inside and outside of campus community.
- (b) Deliberate or intentional destruction or damage to equipment, system installations and configurations, software or data belonging to the College or others.
- (c) Use of computer systems in a manner that results in a violation of the privacy rights of others.
- (d) Unauthorized monitoring of electronic communications.
- (e) Violating computer system security.
- (f) Unauthorized use of computer accounts or access codes.
- (g) Use of computer facilities (i.e., labs, rooms) for purposes unrelated to the College's mission, goals and administrative functions. For non-tangible computing resources, such as e-mail, priority to access and resource use is given to academic and College related work. Everyone is expected to avoid creating excessive network traffic or storage consumption.
- (h) Using computer systems to commit academic misconduct.
- (i) Posting on electronic bulletin boards materials that violate existing laws or College policies.
- (j) Engaging in commercial and non-commercial advertising, internet gambling or other non-College-related functions.
- (k) Using computer systems for online or offline games not related to the College's programs and/or mission.
- (l) Using computer systems for the purpose of creating and distributing harmful programs such as viruses, worms, etc., that incapacitate, compromise or destroy College or non-College resources.
- (m) Unauthorized modification to individuals' system profiles or configurations.

System administrators will not review contents of files nor monitor the content of files, unless one of their special tasks (e.g., recover a file) may require them to review the contents. In a situation where the content of the file is disclosed to the system administrator, they have the obligation to maintain complete confidentiality. System administrators include but are not limited to system operators, programmers, analysts, telecommunications staff, managers, web developers and administrators. System administrators work with files for the maintenance of networks, computers and storage systems to create backup copies or resolve network difficulties.

Additionally, Columbus State may routinely monitor and log utilization statistics (e.g., network session connection times, etc.). Monitoring will be conducted for general statistic gathering and not individually focused. Monitoring of individual activity will require the authorization of the President or designee. In all cases, individuals' privileges and rights of privacy will be preserved to the greatest extent. In extreme cases where health or safety issues necessitate an emergency, files may be accessed by system administrators; appropriate documentation must be filed with the Vice-President of Information Technology by the system administrator.

WEB PRESENCE

WEB PRESENCE PROCEDURE 15-01 (K)

Columbus State Community College strives to maintain a modern, comprehensive, and easy to navigate presence on the World Wide Web. This presence is intended to provide information and services in a timely and accurate manner to all visitors. CSCC's Web presence will contain password-protected information as well as open-access information.

Information presented on the Web is a part of the College's official publications and shall remain in the College's control. Open-access pages shall conform to the established Web Presence Standards. Password-protected pages designed for delivery of course content or specialized applications may deviate from the Web Presence Standards as required by other established College standards. These procedures do not infringe on academic content decision-making criteria.

The College Web presence will:

- (a) Present a desirable image of the College specific to its mission and vision to its users.
- (b) Provide faculty and students access to information resources available on and via the World Wide Web.
- (c) Disseminate official College information to all its audiences.

Before any content is published to any Columbus State Community College Web sites, the department requesting must select an individual as an Information Provider. That person or persons are responsible for the management of the information and coordination of the content and the request.

WEB PRESENCE STANDARDS

Marketing and Communications, with the help of the Information Technology division, Instructional Services and the Information Providers will create and maintain standards for the College's Web presence known as Web Presence Standards that govern presentation of the information. The standards developed will also be compliant with the guidelines established for access for Americans with Disabilities Act, which can be found in section 1194.22 of title 26 of the Code of Federal Regulations

INFORMATION PROVIDERS ARE:

- (a) Designated by the department head in all areas of the College; more than one Information Provider may be designated by an area or department.
- (b) Trained on how to create and manage content using Web content creation and management systems and the associated templates and standards.
- (c) Provided access to Web content management systems by Information Technology with Marketing and Communications' approval.
- (d) Responsible for creating and maintaining their information and content.

- (e) Accountable to ensure the content and information along with all Web links they provide to their Web sites are accurate, timely, and relevant to the College and its stated mission, and are of highest value to students in meeting their CSCC's general education outcomes and/or specific course objectives.
- (f) Expected to ensure websites, pages and/or other contents adhere to the established Web Presence Standards.

CONTENT APPROVAL PROCESS

Marketing and Communications will establish appropriate processes for approval and moving of the content submitted by the Information Providers to the appropriate sites. The decision whether content should be password protected may be made prior to submission by Information Providers or by Marketing and Communications. Data protection standards established within the College's Information Security program must be adhered to when handling data as part of the content.

It is understood that the College may need to use delivered applications to provide online services to its users. When feasible, the College will customize these applications to adhere to Web Presence Standards. All online service applications, regardless of their hosting environments, must be reviewed for information security and contract management by the Information Technology division.

THIRD-PARTY HOSTED SYSTEMS

All CSCC Web pages will be hosted exclusively on CSCC servers unless a formal agreement/ contract is in place for third party hosting services. Web pages using the CSCC logo or College owned content outside of the CSCC server environment must be reviewed by Information Technology. Academic course content follows standards established by Learning Systems faculty.

UNIFORM RESOURCE LOCATOR (URL) ADDRESSES

Departments may need to request a specific Uniform Resource Locator other than the College's URL address: www.csc.c.edu. The rationale for this request must be provided to Marketing and Communications. If approved, the URL address must be obtained through the Information Technology division. No personal homepages on College open access websites will be permitted. Links to personal homepages are approved for academic use only. Information Providers and their respective departments are the owners of and responsible for their content. Determining appropriateness of all external links presented as part of the department's online content is the responsibility of the Information Provider and the respective department. Institutional Advancement (now Marketing and Communications) is responsible for monitoring Web content to ensure it is accurate, timely, and relevant to the College and its mission. Institutional Advancement (now Marketing and Communications) will assist any College area requesting support concerning the appropriateness of Web content. Institutional Advancement (now Marketing and Communications) will also work to assure that the content of the website and web links is of highest value to students in meeting CSCC's general education outcomes and/or specific course objectives.

SOCIAL NETWORKING SITES

CSCC allows for social networking sites such as blogs, wikis, etc. as part of its Web presence subject to prior approval from Marketing and Communications. Marketing and Communications will provide the requester(s) with site guidelines to ensure

highest quality of social networking experience.

SOCIAL MEDIA GUIDELINES

Columbus State encourages a decentralized approach to social media management, while at the same time upholding brand standards and the College's mission. Social media can take many forms, including but not limited to blogs, online forums, and networking sites. To help faculty, staff, and student groups with creating and maintaining a presence for a group, event or department, the College has assembled a list of guidelines and best practices. Guidelines for posting as a Representative of Columbus State can be found at cscs.edu/policy.

These guidelines will be updated as technology and communication channels continue to evolve.

ONLINE PRIVACY STATEMENT

Marketing and Communications has the delegated authority to coordinate with other interested parties to establish an Online Privacy Statement. The Statement will inform users of the CSCC Web policies concerning secure collection and use of personal identifiers and information. The Statement will be periodically updated and available for review on the Web. The Online Privacy Statement will be consistent with applicable state and federal requirements. Non-compliance with this or any other College policies or procedures may result in removal of files from the Web servers.

DISCRIMINATION/ HARASSMENT/RETALIATION

DISCRIMINATION/ HARASSMENT/RETALIATION POLICY AND PROCEDURE 3-43

(A) Purpose and expectations

Columbus State Community College is committed to supporting a respectful and productive learning, athletic and working environment free of discrimination, harassment and retaliation. The College prohibits discriminatory or harassing behavior based on a protected class by or against students, employees, persons participating in a College program or activity, vendors and College visitors.

While the College does not tolerate any form of discriminatory or harassing behavior, this policy applies only to discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy, status as a parent of a young child or status as a foster parent and gender identity and expression.

While the College does not tolerate any retaliatory behavior, this policy's prohibition of retaliation applies only to retaliation that is based on individual's participation in an investigation of discrimination and/or harassment and/or an individual's exercise of rights under the Americans with Disabilities Act and its Amendments (ADA/ADAAA) and/or under the Family and Medical Leave Act (FMLA).

Employees and students are expected to assist in the College's efforts to prevent discrimination, harassment and/or retaliation from occurring. Administrators, supervisors, faculty members and employees who have been designated to act on behalf of the College are responsible for reporting such behavior to the Office of Equity and Compliance. However, any person is encouraged to report potential violations of this policy, even if they were not the intended target of the potential violation.

In furtherance of this commitment, all employees must participate in required training.

If the determination is made that the alleged conduct is not based on a protected class or on the exercise of rights under the ADA and/or FMLA, the information may be referred for follow-up and/or remediation according to relevant policy.

(B) Definitions

1. Discrimination - Any act or failure to act based in whole or in part on a person's or group's membership in a protected class, that when viewed objectively, adversely affects benefits, privileges, working conditions, educational or athletic conditions or negatively impacts a substantial College interest.

Examples of discrimination include, but are not limited to:

- (a) Disparate Treatment - When an individual or group is treated differently from another similarly situated person or group because of membership in a protected class.
 - (b) Disparate Impact - When a College policy, procedure, practice or decision is neutral on its face but has an adverse impact on a protected class.
2. Harassment - Any unwelcome physical, non-verbal or verbal conduct based on a protected class which is sufficiently severe, persistent or pervasive so that it unreasonably interferes with, denies or limits a person's ability to participate in or benefit from the College's educational and/or athletic programs and/or activities and/or work activities and/or negatively impacts a substantial College interest. Harassment does not have to include an intent to harm. A single instance can constitute harassment.

Examples of harassment include, but are not limited to:

- (a) Comments, slurs, jokes, recordings, videos, music and personal references or use of negative terms to identify someone in a protected class;
- (b) Graphic communications (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating or suggestive written material, email, posters, graffiti, cartoons, other electronically transmitted messages or use of social media which are directed at someone because of a protected class.

Conduct which may constitute sexual harassment will be addressed under Columbus State Policy 3-44, Sexual Misconduct.

3. Hostile Environment - Any unwelcome and severe or pervasive conduct based on a protected class which creates an objectively intimidating, abusive or offensive work, learning or athletic environment even if the conduct does not lead to tangible consequences. A single instance may be sufficient to create a hostile environment.
4. Retaliation – See section (G).

(C) Consequences of Discrimination/Harassment/Retaliation

1. For Employees - Violations of this policy can result in disciplinary action, up to and including termination of employment.
2. For Students - Sanctions for violating this policy range from formal warning to expulsion. Recommended violations of this policy will be referred to the Office of Student Conduct for resolution in accordance with the Student Code of Conduct.

(D) Reporting responsibilities

1. Human Resources employees, supervisors, directors, deans, chairpersons, coaches, faculty members including adjuncts, persons with significant responsibility for students and College activities and Columbus State Police Department employees who have direct or constructive knowledge that a

faculty or staff member, student, person participating in a College program or activity, vendor or College visitor's behavior may constitute a violation of this policy are responsible for promptly reporting the behavior to the Office of Equity and Compliance. Failure to follow this reporting requirement may result in disciplinary action, up to and including termination of employment.

2. An employee who knowingly or maliciously makes a false or frivolous allegation of discrimination, harassment and/or retaliation will be subject to the College's disciplinary policy and procedures.
3. A student who knowingly or maliciously makes a false or frivolous allegation of discrimination, harassment and/or retaliation will be subject to sanctions under the Student Code of Conduct.

(E) Academic freedom/First Amendment guidelines

1. The College is committed to supporting a respectful and productive learning, athletic and working environment that protects the civil rights of individuals while also recognizing the constitutional protection of academic freedom in the classroom.
2. This policy is not intended to restrict serious discussion of controversial issues in training and academic situations. In order to prevent claims that course or training content is discriminatory, harassing or offensive, it is strongly encouraged that participants in such discussions are provided with a disclosure that the content may be controversial.

(F) Confidentiality

To the extent possible, College officials will limit the sharing of information related to the reporting, investigation and resolution of allegations of discrimination, harassment and/or retaliation except to the extent it is necessary to disclose information in order to investigate, prevent or address the effects of the conduct, resolve the complaint or when compelled to do so by law. All individuals involved in the process are expected to observe the same standard of discretion and respect for everyone involved in the process..

(G) Retaliation

Retaliation in any form against an individual who brings forth a good faith allegation of discrimination and/or harassment, participates in an investigation of discrimination and/or harassment or supports someone involved in a report of discrimination and/or harassment is strictly prohibited by College policy and state and federal law. Examples of retaliation include, but are not limited to, intimidation; threats or actual violence against the person, their family or property; adverse educational or employment consequences; ridicule; bullying; and ostracism or attempting any such actions. Retaliation also includes encouraging someone else to take such actions against an individual for reporting discrimination and/or harassment, participating in a discrimination and/or harassment investigation or supporting someone involved in a report of discrimination and/or harassment.

Retaliation in any form against an individual who exercises their rights under the ADA/ADAAA and/or under FMLA is strictly prohibited. Examples of retaliation include, but are not limited to, intimidation; threats or actual violence against the person, their family or property; adverse educational or employment consequences; ridicule; bullying; and ostracism or attempting any such actions. Retaliation also includes encouraging someone else to take such actions against

an individual who exercises their rights under ADA/ADAAA and/or FMLA.

Retaliation is a serious violation that can subject the offender to sanctions, and allegations of retaliation should be promptly reported to the Office of Equity and Compliance.

The protocol for evaluating and investigating concerns of discrimination/harassment/retaliation is found here:

<https://www.csc.edu/services/title-ix/pdf/Protocol%20for%203-43.pdf>

(H) The president shall establish procedures to administer this policy.

NOTICES ON CAMPUS

All students must follow the solicitation guidelines of the College. Any flier, poster or other publicity material for students and student clubs and organizations must be approved by Student Engagement and Leadership, Nestor Hall 116, before it can be posted on designated College bulletin boards on campus. All other on-campus solicitation by nonstudent groups or individuals must be approved by Human Resources, RH 115. Depending upon the nature of solicitation requests, additional approval may be required from other College offices per College guidelines. Any materials not approved may be removed.

SELECTIVE SERVICE REGISTRATION

In accordance with Section 3345.32 of the Ohio Revised Code, if you are a male resident of Ohio, are less than 26 years of age, and are enrolling for courses at Columbus State Community College, you must provide the College with current information concerning your status with the Federal Selective Service System. Even if you are an Ohio resident for fee purposes, if you fail to provide the College with this information, you will be charged a tuition surcharge equal to that of a non-resident student. Information about Selective Service is available at www.sss.gov.

SEVERE WEATHER POLICY

In the event that Columbus State must close or alter its operating schedule because of severe weather or other emergencies, an announcement will be broadcasted on local television and radio stations and on the College's website at csc.edu.

Students who reside in areas which fall under a level III weather emergency should not attempt to drive to Columbus State, even if the College remains open.

A level III emergency means all roadways are closed to non-emergency personnel. Consult your course syllabus for information on the makeup of missed laboratories and clinicals. It is the student's responsibility to keep up with reading and other assignments when a scheduled class does not meet, whatever the reason.

Scheduled class work - If an assignment is due on the day the College is closed, or the class is canceled, the assignment will be collected at the next scheduled class period. If an examination is scheduled for a day the campus is closed, or the class is canceled, the examination will be given on the next scheduled class day. If a laboratory is scheduled on a day the campus is closed, it will be made up at the next scheduled laboratory class. In the event the College is forced to close during Final Examination Week, daytime exams scheduled for the first missed date will be rescheduled for Friday of Exams Week, in the same location and at the same time as scheduled.

Extended closure-If the College remains closed for a second day, the daytime exams scheduled for that day will be given on Saturday of Exams Week at the same time and place. Exams scheduled for additional dates during Finals Week

that are missed will be scheduled for another date that will be announced to all students. See the College's final exam schedule posted on the Academic Calendar page.

SMOKING ON CAMPUS

(SEE POLICY 13-02)

Columbus State Community College strives to enhance the general health and wellbeing of its students, faculty, staff and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. As of July 1, 2015, smoking and the use of tobacco are prohibited in or on all College-owned, operated or leased property, including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e-cigarettes.

STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT POLICY AND PROCEDURE 7-10

(A) Preamble

Columbus State Community College has a high standard of conduct for members of its College community, including students. Consistent with the educational mission of the College, students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the College, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of the College, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the College. In addition to these rules, the behaviors enumerated under the Student Code of Conduct may result in penalties up to and including expulsion from the College. Should the concern involve allegations of violations of students' civil rights by employees, including but not limited to sexual harassment, sexual misconduct, and/or harassment, the matter will be referred to the College's Office of Equity and Compliance for disposition.

(B) Overview of conduct expectations

1. The student conduct process at the College is not intended to punish students. Rather, it exists to protect the interests of the College community and to challenge those whose behavior is not in accordance with Columbus State policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with College community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that they should no longer share in the privilege of participating in the College community.
2. Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker.
3. Students continue to be subject to city, state, and federal laws while at Columbus State, and allegations, charges or violations of those laws may

also constitute violations of the Student Code of Conduct. In such instances, The College may proceed with disciplinary action under the Student Code of Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Student Code of Conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

4. No student will be found in violation of College policy without information showing by a preponderance of the evidence that a policy violation occurred. In Columbus State's sole discretion, sanctions will be proportionate to the severity of the violation(s).

(C) Jurisdiction of student code of conduct

1. The Student Code of Conduct applies to conduct that occurs on College premises or College property, at any location at College sponsored activities, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal registration by Columbus State. The Student Code of Conduct may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:
 - (a) An allegation, arrest, charge or conviction of a criminal offense as defined by Ohio law, including repeat violations of any local, state or federal law.
 - (b) Any situation where the student presents a danger or threat to the health or safety of themselves 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.
 - (d) Any situation that is detrimental to the educational interests of the College.
2. Each student will be responsible for their conduct from the time they apply for admission until the actual awarding of a degree, including the academic year, during breaks and between academic terms, before classes begin and after classes end, during periods between terms of actual enrollment, and including conduct whether or not discovered until after a degree is awarded. The Student Code of Conduct will apply to a student's conduct even if the student withdraws from school while a matter is pending.
3. The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the College are also protected by the Student Code of Conduct, and may initiate grievances for violations of the Student Code of Conduct committed against them.
4. Clubs, Organizations and Affiliations (COA)s may be charged with violations of the Student Code of Conduct for behavior occurring on or off campus. A COA and its officers may be held collectively or individually responsible when violations of the Student Code of Conduct by those associated with the group or organization have received the tacit or overt consent or encouragement of the leaders, officers, or spokespersons. While COAs not registered by the College are exempt from the Student Code of Conduct, student members of such organizations may be held accountable for their behavior under the Student Code of Conduct. When considering allegations involving collective responsibility, the College may make individual findings with respect to the involvement of each student.
5. The College will treat an attempt to commit a violation listed in the Student Code of Conduct as if the attempted conduct had been completed.

6. The College reserves the right to initiate an allegation and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.
7. The College will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make a false report of any policy violation or violation of any federal, state, or local law.
8. The College community encourages the reporting of violations of the Student Code of Conduct. To this end and at the sole discretion of College officials, students who may have conduct violations related to the same incident and who report violations may be held less accountable for conduct violations and/or may be provided educational options in such cases.
9. Columbus State reserves the right to notify parents/guardians of dependent students regarding any conduct situation when alcohol and/or narcotic/substance/inhalant abuse or violations are suspected. The College may contact parents/guardians of dependents or non-dependent students who are under age 21. The College may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.
10. The Office of Student Conduct or designee reserves the right to determine whether other College officials have a need to know about individual conduct allegations pursuant to the Family Education Rights and Privacy Act (FERPA).
11. In accordance with federal law, victims of sexual misconduct and/or sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation. 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 also a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The College may release this information to the victim in any of these offenses regardless of the outcome, but victims are cautioned that FERPA does not permit them to re-release this information to others.
12. Behavior conducted online such as harassment delivered by e-mail can subject students to actions under the Student Code of Conduct. Blogs, web pages, social networking sites and other modes of electronic communication are in the public sphere, are not private, and can subject a student to allegations of misconduct. The College does not seek out this information, but may take action if and when such information is brought to the attention of College officials.
13. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Office of Student Conduct or designee for final determination.
14. The Student Code of Conduct shall be reviewed periodically under the direction of the Office of Student Conduct or designee. Recommendations for changes will be submitted to Shared Governance as needed.

(D) Definitions

1. Student - For the express purposes of the Student Code of Conduct, all persons taking courses at or through Columbus State, persons who withdraw after allegedly violating the Student Code of Conduct, persons who are not officially enrolled for a particular term but who have a continuing relationship with The College, persons who have been notified of their acceptance for admission, and persons who have applied for admission to the College but have not yet been notified of acceptance.

2. Faculty Member – For purposes of this policy, any person hired by Columbus State to conduct classroom or teaching activities, or who is otherwise considered by The College to be a member of its faculty.
 3. College Official - any person employed by Columbus State, performing assigned administrative, academic or professional responsibilities.
 4. College Community - any person (or persons collectively) who is a student, faculty member, administrator, staff member, or any other person employed by the College. A person's status in a particular situation will be determined by the Office of Student Conduct.
 5. College Premise - includes all land, buildings, facilities, and other property in the possession of or owned, used, leased or controlled by Columbus State including adjacent streets and sidewalks.
 6. College Property - includes vehicles, equipment, furniture, identification badges, parking passes and other similar items owned, used or controlled by Columbus State.
 7. Clubs, Organizations and Affiliations (COA)s- any number of persons who have complied with the formal requirements for Columbus State registration through the Office of Student Engagement and Leadership.
 8. Hearing Board - the Student Conduct Hearing Board.
 9. Conduct Officer or Hearing Officer - a Columbus State official authorized on an ongoing or case-by-case basis by the Office of Student Conduct to make determinations including but not limited to, the hearing procedures, whether a student's behavior violates the Student Code of Conduct, the conduct's impact upon the College community, recommendations for responsibility by the student or recommendations for sanctions.
 10. Policy - the written regulations of the College found in, but not limited to, the student handbook, college catalog, and the enacted College policies and procedures.
 11. Preponderance of Evidence - information that would lead a reasonable person to conclude that it is more likely than not that a student's behavior occurred and/or violated the Student Code of Conduct.
 12. Person of Support – For purposes of the Student Code of Conduct, refers to an individual who assists a student or COA with hearing preparation and process. A person of support may be any member of the student's or COA's choosing and is not limited to members of the College community.
 13. Interim Action - temporary exclusion from College premises and/or College events and/or other sponsored activities imposed by the Office of Student Conduct.
 14. Effective Consent - as applicable to sexual misconduct, words or actions that show a voluntary agreement to engage in mutually agreed-upon sexual activity.
- (E) The President may establish procedures to administer this policy.

1. PROHIBITED CONDUCT DEFINITIONS

Misconduct for which students are subject to disciplinary action include, but is not limited to:

- (a) Abuse of the College conduct system:
 - i. Attempting to discourage an individual's participation in, or use of the College conduct system;
 - ii. Failure to attend meetings scheduled for conduct purposes;
 - iii. Failure to provide information, destroying or hiding information during an investigation of an alleged policy violation;

- iv. Failure to comply with sanctions imposed by the College;
 - v. Influencing or attempting to influence another person to abuse the College conduct system;
 - vi. Verbal or physical harassment and/or intimidation of a member of a College conduct body prior to, during, and/or after a College conduct proceeding.
- (b) Abuse of prescriptions: abuse or misuse of prescriptions or over-the-counter medications.
- (c) Acts of dishonesty/deception:
- i. Alteration or misuse of any College document, record or instrument of identification;
 - ii. Altering or producing a duplication of a document or signature;
 - iii. Furnishing false information to any College official, department or office;
 - iv. Tampering with an election process of any registered student organization.
- (d) Animals on campus: having animals on campus except as may be required for a class, or for use of guide or support animals as outlined in College Policy 13-03.
- (e) Assist in a violation: action or inaction by a student who is in collusion which fails to discourage a violation of College policy or law.
- (f) Cause harm: threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health or safety of any person, whether done intentionally or by failure to exercise reasonable care.
- (g) Cheating: possessing or using open textbooks, notes, electronic devices, other assistance, or collaborating with another person while completing academic requirements, except those that have been authorized by the instructor or College official.
- (h) Controlled substances:
- i. Use (including odor emanating from one's person), possession or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law;
 - ii. Use (including public intoxication), possession, or distribution of an alcoholic beverage, except when sanctioned by the College;
 - iii. Use of tobacco products while on College-operated property.
Tobacco is more fully defined in College Policy 13-13, section B.
- (i) Disruption: obstruction of teaching, research, administration, or other College activities or services, on or off campus.
- (j) Failure to comply:
- i. Action or inaction that fails to comply with the directions of College officials acting in the performance of their duties;
 - ii. Failure to comply with Columbus State policies or process(es).
- (k) Fire safety: failure to follow fire safety procedures such as:
- i. Failure to exit a building when the fire alarm sounds;
 - ii. Intentionally or recklessly causing a fire which causes or could cause damage to College or personal property, or which causes or could cause injury to any member of the community;
 - iii. Intentionally or recklessly obstructing a fire exit in any College building;
 - iv. Misusing, damaging or tampering with fire safety equipment.

- (l) False report of emergency: initiating a false report or warning of fire, explosion, bomb threat, or other emergency.
- (m) Gambling: conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law.
- (n) Harassment: verbal, written, or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.
- (o) Harassment of a discriminatory nature: unwelcome verbal, non-verbal or physical conduct based on a protected class which is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies, or limits a person's ability to participate in or benefit from the College's educational programs and/or activities, including a person's ability to perform their job duties. See College Policy 3-43 for additional details.
- (p) Harassment of a sexual nature: unwelcome verbal, non-verbal or physical conduct of a sexual nature or that is sex or gender-based and is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits a person's ability to participate in or benefit from the College's educational programs and/or activities, including a person's ability to perform their job duties. Sexual harassment can be based on power differentials (*quid pro quo*) or by the creation of a hostile environment. See College Policies 3-43 and 3-44 for additional details.
- (q) Hazing: behavior that endangers the mental, physical, or emotional health of a student as a condition for initial or continued affiliation with any group regardless of either the lack of intent to endanger the student or the student's own willingness to participate. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is also a violation of this policy.
- (r) Intimidation/coercion: implied threats or pressuring another unreasonably until an act is not truly voluntary.
- (s) Lewd/obscene conduct: behavior to include, but not limited to:
 - i. Disrobing in a public space or streaking;
 - ii. Possession or distribution of obscene materials;
 - iii. Public urination/defecation;
 - iv. Sexual acts performed in public or on College premises.
- (t) Misconduct in College enrichment experience: inappropriate behavior of students enrolled in apprenticeships, clinical training, practicum, co-op work experiences, internships, field experiences, directed practice, research lab, College-sanctioned travel and workforce training programs, including but not limited to:
 - i. Behaving unethically based on College or professional standards;
 - ii. Failing to abide by policies and procedures of the training site, including privacy and confidentiality;
 - iii. Jeopardizing the safety and/or welfare of self and/or others, including clients, patients, customers, and co-workers;
 - iv. Sexual or other harassment as defined by the Student Code of Conduct.
- (u) Misuse of computing resources: misuse of College computing facilities, equipment, network, passwords, accounts or information. Students who connect their personal computing device(s) to the College network will be

held responsible for any violation of this Policy that originates from that computing device(s). See College Policy 15-01. Examples include but not limited to:

- i. Anonymous or forged network news articles or e-mail messages;
 - ii. Making copies of or distributing copyrighted materials (i.e. music, movies, computer software, books, etc.) when no written authority to copy the materials has been granted;
 - iii. Storage usage over the allotted limit without prior approval;
 - iv. Unauthorized access to a file or personal or group account;
 - v. Unauthorized transfer of a file;
 - vi. Use of another individual's identification and password or sharing of your own identification and/or password;
 - vii. Use of computing facilities to interfere with normal operation of College computer system;
 - viii. Use of computing facilities to interfere with the work of other community members;
 - ix. Use of computing facilities to send or share harassing or abusive messages, videos, images or any other form of communication that is abusive or harassing.
- (v) Misuse of College name: misuse or unauthorized use of College or organizational names, representations and/or images.
- (w) Pattern of misconduct: involvement in multiple alleged violations in close proximity of time or a series of similar allegations over an extended period of time.
- (x) Plagiarism: acts to include, but not limited to:
- i. Knowingly permitting one's own work to be submitted by another student as if it were the student's own;
 - ii. Presenting as one's own the ideas, organization, or wording of another person without acknowledgment of sources;
 - iii. Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person;
 - iv. Submitting an assignment as original work which has been copyrighted or published, without acknowledgement of previous submission, except those which have been authorized by the instructor;
 - v. Submitting an assignment as original work which has been wholly or partially submitted in another course, except those which have been authorized by the instructor.
- (y) Property damage:
- i. Damage or destruction of College property, including but not limited to littering, driving on lawn or premises without permission, and vandalism;
 - ii. Damaging items rented, leased or placed on the campus at the request of the College;
 - iii. Damage to property or services of others on College premises.
- (z) Retaliation: any intimidating, threatening or coercive conduct against a person who reports an allegation or participates in an investigation. See College Polices 3-43 and 3-44 for additional details as they relate to discrimination and sexual harassment.

- (aa) Sexual contact, non-consensual: a type of sexual assault defined as any intentional sexual touching or any other intentional bodily contact in a sexual manner, however slight, with any object, of a person upon another person that is without consent. Sexual contact includes intentional contact with the breasts, buttocks, 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; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- (bb) Sexual exploitation: taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. This behavior includes, but is not limited to prostituting another person, non-consensual video or audio-recording of sexual activity, going beyond boundaries of consent, voyeurism, or knowingly transmitting an STI or HIV to another person.
- (cc) Sexual harassment: see "harassment of a sexual nature."
- (dd) Sexual intercourse, non-consensual: a type of sexual assault defined as any sexual intercourse, however slight, with any object or body part of a person upon another person that is without consent. Intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- (ee) Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. See College Policies 3-43 and 3-44 for additional details.
- (ff) Theft: taking of property or services belonging to the College or others, including but not limited to:
 - i. Knowingly possessing stolen property;
 - ii. Selling or attempting to sell items unless the seller is the owner of the item or has the permission of the owner to do so;
 - iii. Taking, attempting to take, or keeping items belonging to the College or items used for display.
- (gg) Threat/cause harm: see "cause harm."
- (hh) Unauthorized entry or use of College property:
 - i. Unauthorized or attempted unauthorized entry into any building, office, construction site, or other College facility;
 - ii. Unauthorized possession, use, or duplication of keys or other methods of controlled access such as ids, access cards or codes.
- (ii) Violating course rules: violating course rules or department policies as contained in the course syllabus, other rules and regulations provided to the student, including those of off-campus training sites, or other information provided to the student.
- (jj) Violation of law: allegation, arrest or charge of a violation of federal, state, or local law.
- (kk) Violation of position of authority: violations of positions of trust or authority within the College community.
- (ll) Weapons: possession and/or use of firearms, explosives, other weapons (including, but not limited to BB/pellet guns, slingshots, and sharp edged instruments, such as pocket knives when used as weapons, or any item

used as a weapon or in a threatening manner), or dangerous chemicals while on campus, unless properly authorized.

2. NOTICE

Written notice of the alleged policy violation(s) will be provided to the accused student. This notice will include: (1) the nature of the complaint; (2) the alleged violation(s) of the Student Code of Conduct; and (3) the date, time and location of the hearing, or directions to schedule a hearing. A hold will be noted on the accused student's record which will restrict the adding or dropping of classes or obtaining transcripts until the conduct matter is resolved. Notice will include copies of the applicable procedures that will be used to resolve the allegation. All notices are considered delivered when sent by the College.

When scheduling hearings, the College gives priority to cases of sexual misconduct, physical violence, safety and allegations of discriminatory conduct based on protected class to ensure the College provides a prompt response.

3. ACADEMIC MISCONDUCT

(a) Cheating and Plagiarism Procedure

In instances where the instructor/college representative recommends formal actions for alleged violations of cheating and plagiarism the following process will occur:

- i. The instructor/college representative will notify the student of the alleged violation when possible.
- ii. The instructor/college representative will provide a full report of the incident to the Office of Student Conduct, and concurrently to the appropriate chain of authority of the reporting party, which will include the date, time, place and nature of the behavior of concern, alleged violation and any documents or statements of witnesses relative to the alleged misconduct.
- iii. The Office of Student Conduct will notify the student of the specific policy alleged to be violated as well as the options to respond.
- iv. If the student wishes to contest the allegation of cheating and plagiarism, a hearing will take place to determine the level of responsibility and sanctions, if applicable.
- v. If the student admits responsibility for the violation, sanctions will be enacted. Possible sanctions include:
 1. Sanctions for first-time violations include receiving zero credit on the assignment in question, required participation in an educational experience, and a formal warning of the progressive discipline process through the Office of Student Conduct. Mitigating and/or aggravating circumstances are reviewed in partnership with the instructor/reporting party to determine if sanctions should be adjusted.\
 2. Sanctions for second violations may include required participation in an educational experience (i.e. workshop, reflection exercise, etc.), receiving zero credit for the assignment in question (or failing grade for the course for multiple violations within the same course), and probationary status with the College, as appropriate. Factors used to determine the appropriate educational sanction will include:

type of violation, similarity to previous violation(s), length of time between violations, and any extenuating circumstances. The Office of Student Conduct in partnership with Academic Affairs will determine if the alleged violation may warrant suspension or expulsion, in which case the matter will be referred to the Student Conduct Hearing Board as outlined in part 6 of this procedure.

- vi. Incidents involving a student with three or more allegations of academic misconduct will be referred to the Student Conduct Hearing Board, without the option for the administrative hearing.

(b) Other Academic Misconduct Instances

In other academic misconduct instances (e.g. a student's academic performance, professionalism, safety and/or conduct in the learning environment, which is unsatisfactory, unprofessional, inappropriate and/or interferes with the learning environment), (i) academic programs have the authority to exercise control over the learning environment and/or (ii) the instance may be referred to the Office of Student Conduct.

- i. When instructors, college representatives, or academic programs exercise control over the learning environment, should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, the student will be notified of the unacceptable behavior and may discuss the matter with the instructor, college representative, or academic program. Disciplinary action may include but is not limited to a warning up to and including dismissal. Also, instructors, college representatives, or academic programs may choose to submit "informational reports" to the Office of Student Conduct.
- ii. Referrals may also be made to the Office of Student Conduct. Incidents rising to the level of a Student Code of Conduct policy violation, handled by the Office of Student Conduct may proceed under the Administrative Hearing Procedure and/or the Student Conduct Hearing Board Procedure (see parts 4 and 6 of this procedure). An incident or violation may warrant dual processes through the academic program procedure and the Student Code of Conduct procedures.

4. ADMINISTRATIVE HEARING PROCEDURE

When the alleged violation does not warrant suspension or expulsion from the College, an administrative hearing is used to review allegations and determine if the student is responsible for the policy violation(s). Administrative hearings are one-on-one conversations with a conduct officer to determine responsibility for alleged violations of the Student Code of Conduct and review behavioral impact to the community. Witnesses may be called. When it is determined that a violation is likely, students are given the option to:

- (a) Accept responsibility for the violation without having an administrative hearing and accept the sanction recommended by the conduct officer, or
- (b) Complete an administrative hearing where the hearing officer will make a decision of responsible or not responsible based on a preponderance of the evidence.

If a student is found responsible and does not accept the recommended finding of the hearing officer, the matter will be resolved by the Student Conduct Hearing Board. No appeal will be permitted from an administrative hearing.

5. INTERIM MEASURES

- (a) The College may temporarily suspend a student or issue other interim measures pending the scheduling of a campus hearing when allegations include arrest, criminal investigation, and/or charges when there is reasonable cause due to safety concerns or continued negative impact to the individual, College, or community.
- (b) The College will schedule a meeting with the student as soon as possible to determine whether the interim measure should continue until a formal resolution is reached.

6. STUDENT CONDUCT HEARING BOARD PROCEDURE

- (a) The Student Conduct Hearing Board (SCHB) is composed of six (6) members: one (1) representative from the Office of Student Conduct who serves as the non-voting facilitator, two (2) faculty members, one (1) non-academic employee, and two (2) students selected from a pool of trained volunteers from the College. Any member of the Columbus State community may apply to become a representative of the SCHB. Individuals must be in good standing with the College and are required to participate in annual training to remain active. Efforts will be taken to avoid any conflict of interest to ensure that board members can conduct responsibilities without bias.
- (b) The accused student has the right to be assisted by a support person of their choosing. This support person does not have to be affiliated with Columbus State, but the individual will be required to review expectations of the role with the facilitator.

A support person may provide counsel and support to the student but is not permitted to speak to the hearing board or to participate directly in the hearing. If the support person does not observe this restriction, they can be removed from the hearing. No replacement support person will be permitted.

- (c) All reporting and alleged parties will be provided an opportunity to provide a list of witnesses to present pertinent information to the hearing board. Witnesses must be confirmed through the Office of Student Conduct a minimum of three (3) business days prior to the scheduled hearing. Witnesses will provide information to and answer questions from the hearing board. Questions suggested by the accused student must be directed to the facilitator rather than to the witness directly. The facilitator will determine if questions are relevant and/or permissible to ask during the hearing process.
- (d) In hearings involving more than one student in the same situation, the Office of Student Conduct may permit the hearings to be conducted jointly.
- (e) Supporting documentation, including pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the facilitator. All documentation must be submitted to the Office of Student Conduct a minimum of three (3) business days prior to the hearing.
- (f) Statements of a party's character are not permitted during the proceedings except in the rare case that the facilitator determines such information to be highly relevant in determining whether the policy has been violated.

- (g) The accused student, and the support person, if any is selected, will be allowed to attend the entire hearing, excluding deliberations of responsibility and sanctioning. Admission of any other person to the hearing will be at the discretion of the facilitator.
- (h) All procedural questions are subject to the final decision of the facilitator.
- (i) Formal rules of process, procedure, and/or technical rules of evidence that are commonly applied in civil or criminal court are not used in these proceedings.
- (j) If an accused student who has been given notice does not appear before the SCHB, the information submitted about the alleged violation(s) will be presented and considered in the student's absence. If no explanation of events is provided by the alleged, it is reasonable for the SCHB members to infer that no explanation is available.
- (k) The SCHB will use a majority vote to determine whether the student is responsible for violating each section of the Student Code of Conduct of which the student is accused. The SCHB's determination will be made on the basis of the preponderance of the evidence, i.e. whether it is more likely than not that the student violated the Student Code of Conduct. If a student is found to be in violation of the Student Code of Conduct, the SCHB will then deliberate on what sanction(s) it will recommend to the designee appointed by the Chief Student Affairs Officer.
- (l) SCHB hearings, excluding deliberations, will be audio recorded for the purpose of appeals.
- (m) The facilitator will complete and submit a written form to the SCHB reviewer, detailing the finding, the majority vote, and the information cited by the SCHB in support of its finding. This form must be submitted to the SCHB reviewer within 48 hours after the end of deliberations. The SCHB reviewer will implement the final determination which the party or parties will receive in writing.

7. VOLUNTARY WITHDRAWAL AGREEMENT

In cases where a student's continued enrollment may adversely affect their well-being or the College, the Chief Student Affairs Officer, or designee, and the student may sign a written withdrawal agreement. This agreement will outline any processes for removing the student from courses and criteria for returning to the College.

8. ADMINISTRATIVE DISENROLLMENT

- (a) A student may be disenrolled from the College, prohibited from all or any portion of College premises, College-related activities or registered student organization activities, and/or permitted to remain only under specified conditions when the Chief Student Affairs Officer, or designee, finds that there is clear and convincing evidence that:
 - i. The student's continued presence poses a significant risk of substantial harm to the health or safety of themselves or others, or to property, or to College operations, or
 - ii. The student, as a direct result of an apparent health condition, is engaged in substantial, continuing disruption of teaching, learning, research, administration, or other College-related activities.

- (b) Before making such a determination, the Chief Student Affairs Officer, or designee, shall notify the student in writing of the reasons that disenrollment is being considered, provide the student with an opportunity to respond, and consult with appropriate College personnel. The Chief Student Affairs Officer, or designee, may also consult with any other persons who are deemed appropriate under the circumstances.
- (c) The Chief Student Affairs Officer, or designee, may request the student to undergo a specified and appropriate examination to determine whether any health condition or disability as defined by the Americans with Disabilities Act exists that may be addressed through reasonable accommodation to reduce the risk or disruption and whether any such accommodation is possible.
- If the student fails to undergo such an examination, and if the other available evidence supports administrative disenrollment, the Chief Student Affairs Officer, or designee, shall, to the extent reasonably possible, take the least restrictive measure or combination of measures necessary to resolve the risk or disruption.
- (d) A student who has been disenrolled, prohibited from College premises, prohibited from College-related activities or registered student organization activities, or permitted to remain only under specified conditions may petition the Chief Student Affairs Officer, or designee, in writing for revision of that status. The petition must include supporting documentation or evidence that:
- i. The conditions identified as the basis of the separation no longer exist and will not recur, and
 - ii. The student meets all usual and appropriate College requirements for admission and enrollment, including resolving any outstanding violations of the Student Code of Conduct.
- (e) Upon receipt of such a petition, the Chief Student Affairs Officer, or designee, shall evaluate the evidence and may consult with the student, any appropriate College personnel, and any other persons deemed appropriate. The petition may be granted in whole or in part, granted in whole or in part under specified conditions, or denied.

9. SPECIAL PROVISIONS FOR SEXUAL MISCONDUCT AND OTHER SENSITIVE ISSUES

When a case concerns an allegation of sexual misconduct, the following provisions are used with regard to notification of parties and the hearing board procedure:

- (a) Complainants/victims are notified when written notices of the allegation(s) of the hearing are delivered to the respondent/accused student.
- (b) Due to the sensitive nature of sexual misconduct, these hearings will be closed to the public and at the sole discretion of the Office of Student Conduct, only those who have a legitimate reason to be present will be permitted to attend the hearing.
- (c) In cases of alleged sexual violence (such as domestic violence, dating violence, sexual assault, and sex or gender-based stalking), both parties may be assisted by a support person of their choice who may be internal or external to the College.
- (d) Witnesses who are included in the investigative report will not be permitted to testify at the hearing unless they are presenting new information that was not available prior to the completion of the investigative report as determined by the Office of Student Conduct.

- (e) Throughout the hearing process, the complainant/victim and the respondent/accused student are to have no communication with each other.
- (f) Hearing board members for sexual misconduct cases receive additional, specialized training for these hearings. For these hearings, the board will consist of three (3) employees, where at least one member will be a faculty member, in addition to a non-voting facilitator from the Office of Student Conduct.
- (g) Each party has the right to be present for all testimony and questioning. Deliberation is conducted in closed-session without the parties present.
- (h) Each party will be given the opportunity to present an impact statement to the SCHB which explains a brief perspective of the incident, how it has affected them and/or any personal growth that has resulted from participating in the investigation and hearing processes. The statement must be submitted to the facilitator for review a minimum of three (3) business days prior to hearing.
- (i) Questions from hearing board members, complainant/victim or the respondent/accused student will be submitted to the Student Conduct Facilitator for approval. Approved questions will be asked by the facilitator on behalf of the submitting party.
- (j) Both the complainant/victim and the respondent/accused student will be informed in writing of the following:
 - i. The outcome of the investigation completed by the Office of Equity and Compliance (see College Procedure 3-44 (A));
 - ii. Any subsequent hearing that arises from a violation of sexual violence;
 - iii. The procedures for parties to appeal the results of the SCHB;
 - iv. For reports of sexual violence, both parties will be sent written notification of the outcome simultaneously.
 - v. For reports of sexual misconduct, other than sexual violence, both parties will be sent written notification of the outcome contemporaneously.
- (k) The SCHB may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant/victim, respondent/accused student, and/or witnesses during the hearing by providing separate facilities, using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, video recording, audio recording, written statement, or other means as determined by the Office of Student Conduct to be appropriate.

10. SANCTIONS

- (a) The following sanctions may be imposed by the Office of Student Conduct upon any student found to have violated the Student Code of Conduct:
 - i. Educational sanctions – including work assignments, essays, community service, behavioral contracts, administrative referrals, or other related educational assignments.
 - ii. Expulsion from Columbus State – the student is permanently separated from the College, may not be present on College property, or in attendance at College-sponsored events. The Chief Student Academic Affairs Officer in partnership with the Chief Student Affairs Officer, or designees, shall review all recommendations of expulsion.

- iii. Facility expulsion – the student has lost the privilege of entering or using a particular facility or building at any time.
 - iv. Facility suspension – the student no longer has the privilege of entering or using a particular facility or building for a specified period of time or until specific conditions are met.
 - v. Formal warning – a notice issued to the student that further proven violations of the Student Code of Conduct will result in progressive sanctions.
 - vi. Loss of privileges – denial of specified privileges for a designated period of time.
 - vii. Probation – the student is not in good standing for a designated period of time and is notified that further proven violations of the Student Code of Conduct may result in suspension or expulsion from Columbus State, particularly if the incident occurs during the probationary period.
 - viii. Removal from class – the student is barred from attending a particular class or may be reassigned to a different section of the same class. Details will be coordinated between the Office of Student Conduct, or designee, and the appropriate faculty member/academic unit.
 - ix. Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - x. Revocation of admission – the student loses admitted status to Columbus State. The Chief Academic Affairs Officer in partnership with the Chief Student Affairs Officer, or respective designees, shall review all recommendations for admission revocation.
 - xi. Revocation of degree – the student loses the right to claim a degree from Columbus State. Awarding of the degree will be removed from the student's transcript. The Chief Academic Affairs Officer in partnership with the Chief Student Affairs Officer, or respective designees, shall review all recommendations for degree revocation.
 - xii. Suspension from Columbus State – the student is issued a conditional separation from Columbus State activities, services, facilities, and grounds. Suspension may be based on terms or conditions as follows:
 - 1. Term suspension will be for a specified time, after which the suspended student may return to the College.
 - 2. Conditional suspension will stipulate that reentry to the community will be granted upon the fulfillment of certain conditions by the student. Subject to fulfillment of the stipulated conditions, the suspension will be indefinite.
- (b) More than one of the sanctions listed above may be imposed for any single violation.
- (c) Any sanction imposed will be in effect at all campuses/sites or functions sponsored by or under the supervision of the College.
- (d) Where there is reasonable cause to believe that a student has intentionally selected a person or persons to victimize or selected property to damage, or violated other provisions of the Student Code of Conduct because of a

person's perceived or identified membership in a protected class, sanctions may be increased.

- (e) If a student is found responsible for one or more violations of the Student Code of Conduct, the student's prior conduct record will be taken into consideration and may result in progressive sanctions because of a pattern of behavior. While previous conduct violations by the accused student are not generally admissible as information about the current alleged violation, the Office of Student Conduct may supply information to the SCHB in pattern-offense situations, such as stalking, relationship violence, or sexual misconduct, only if:
 - i. The accused was previously found to be responsible;
 - ii. The previous incident was substantially similar to the present allegation;
 - iii. Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.
- (f) All conduct records are kept by the Office of Student Conduct in accordance with the College's Record Retention Policy.

11. APPEALS

- (a) A student who is found responsible for violating the Student Code of Conduct may petition within 10 calendar days of the notice of the written decision for review of a decision reached or a sanction imposed. Such petitions must be in writing and shall be submitted to the Chief Student Affairs Officer and may be reviewed in partnership with the Chief Academic Affairs Officer, or their respective designees. Appeals are not permitted in administrative hearings as the cases are resolved through agreement between the hearing officer and the alleged student.
- (b) If the Chief Student Affairs Officer, or designee, determines that the appeal may be reviewed, the matter will be returned to the original hearing body, when possible, to allow reconsideration of the original determination and/or sanction(s). The Chief Student Affairs Officer, or designee, serves as the final level of review in a conduct matter.
- (c) An appeal will be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - i. New and compelling evidence that was not available at the time of the investigation and any following proceedings, or
 - ii. Procedural error that substantially impacted the findings.
- (d) Every opportunity should be taken to return the allegation to the original hearing body for reconsideration. Where this is not possible, the Chief Student Affairs Officer, or designee, may decide the appeal directly. The Chief Student Affairs Officer, or designee, may support or change a decision or modify a sanction. The Chief Student Affairs Officer will be deferential to the original decision maker, making changes to the finding only where at least one of the grounds for appeal in section 11 (c) of this procedure is met, and to the sanction only if a compelling justification to do so exists.

STUDENT RIGHT TO KNOW

Under the terms of the Student Right to Know Act, the College must maintain and report statistics on the number of students receiving aid related to athletics reported by race and gender, the graduation rate for athletes participating in specific sports

reported by race and gender, the graduation rate for students in general reported by race and gender and other relevant statistics. Copies of these reports are available at csc.edu/disclosure.

STUDENT TRAVEL POLICY AND PROCEDURE 7-03

Columbus State Community College provides numerous educational and College programs for the students it serves including but not limited to course-related travel, education abroad, and student athletic travel. The student travel policy applies to all students and/or student groups who travel with College approval in support of the College mission and student learning. Clinical placements, internships, field experiences and field trips are not considered student travel. For field trips, see Field Trips Policy and Procedure 5-17 and 5-17 (B).

The College supports domestic and international student travel for the following reasons:

Travel to enhance educational and College experiences.

Travel to accomplish College business such as approved representation at community, governmental, or other external events or activities.

The College will financially support student travel pursuant to College policies and procedures.

Student athletic travel must also be in compliance with appropriate inter-collegiate athletic governing bodies.

The President shall establish procedures to administer this policy.

GENERAL

- (A) All College-sponsored student travel must have a designated employee travel coordinator or coach who is responsible for leading and/or coordinating the student travel pursuant to College policies and procedures.
- (B) All College-sponsored student travel other than student inter-collegiate athletic travel outside of the College's four-county service district (Franklin, Delaware, Union, and Madison) requiring an overnight stay or with expenses other than mileage must be pre-approved by the appropriate Cost Center Manager, Dean of Student Life and a Cabinet member.
- (C) All student inter-collegiate athletic travel during the regular season of play including preseason warm-ups or tournaments, regular games or meets which requires College-sponsored transportation for student athletes, must be pre-approved by the appropriate Cost Center Manager, Athletics Director and the Dean of Health and Human Services.
- (D) All inter-collegiate athletic travel to post-season district, regional and/or national championship tournaments must be pre-approved by the appropriate Cost Center Manager, Dean of Health and Human Services and a Cabinet member.
- (E) Commuting expenses between the student's residence and the departure location are not reimbursable under any circumstances.
- (F) Third party funding may be used to supplement student travel activities with proper documentation and pre-approval by the appropriate Cost Center Manager, Dean of Health and Human Services, Cabinet member and Grant Representative.
- (G) For the employee travel coordinator, guidelines on meal allowances are found in the Employee Travel and Reimbursement Policy and Procedures 9-06 and 9-06 (A). Student meal allowance will be made on a case-by-case basis in conjunction with the appropriate Cost Center Manager, Dean and Cabinet members.

- (H) For international travel, students are responsible for any additional documentation that may be required.
- (I) Students on College-sponsored travel are subject to disciplinary action by the College for violations of the Student Code of Conduct. The accompanying Travel Coordinator is authorized to maintain good order during the trip. If student behavior is found to be in violation of the established expectations or otherwise considered to be detrimental to or incompatible with the interest, harmony and welfare of the College, host entities, other students or the community, interim sanctions may be administered by the Travel Coordinator after consultation with the Dean of Student Life or designee. These sanctions may include but are not limited to, limitations on participation or expulsion from the program and immediate return home at the student's expense and no refund of fees. Upon returning to the campus students will be subject to due process procedures under the Student Code of Conduct for the actions that allegedly took place on the trip. For students who are determined to be responsible, disciplinary sanctions may be administered for misconduct which occurred during the trip.
- (J) Student travelers are responsible for unforeseen expenses not covered or otherwise disclosed on the approved Student Travel Request Form and accompanying documentation. Exceptions may be made on a case-by-case basis as approved by the appropriate Cost Center Manager, Dean of Student Life and a Cabinet member.
- (K) The employee Travel Coordinator who incurs extraordinary expenses as a result of unforeseeable or unavoidable situations must request reimbursement per Procedure 9-06(A) (1) (f).
- (L) A sudden illness or a family emergency prior to departure may result in a student needing to cancel their travel. It is recommended that all student travelers purchase trip insurance to insure against potential loss. The student remains responsible for any costs pre-paid by the College. The College assumes no obligation to make refunds to students in the event a trip is cancelled, postponed, or altered. Deposits made pursuant to a tour agency's written policies may be nonrefundable.
- (M) There may be times when it is necessary to end a travel program early or cancel it completely. Such decisions are made when it has been determined that a particular travel site has become so dangerous and unpredictable that the College believes the risks to students are unacceptable. Examples of such situations include but are not limited to occasions where:
- The site is experiencing a period of exceptional political and/or civil unrest that is unlikely to be resolved or may worsen in the immediate future.
 - The site has experienced a major natural disaster.
- (N) Prior to departure, students shall provide 24/7 emergency contact information to the College.
- (O) In case of emergency, family members may call Columbus State Police at 614-287-2525 for further direction 24 hours per day, seven days per week.
- (P) Personal expenses including but not limited to annual or late fees for credit cards, alcoholic beverages or loss or theft of personal cash or property will not be reimbursed.
- (Q) Request to Travel
- (a) The employee Travel Coordinator or Coach must initiate a request for student travel on the Student Travel Request Form. The Employee Travel

Coordinator must also submit an employee Travel Request Form for him/herself if traveling with students. Coaches do not have to submit a separate request and are included with the Student Athletic Team Travel Request.

- (b) On all travel request forms, travelers must provide their birth date and legal name as it appears on a driver's license, state identification or other picture id for the purpose of booking airfare.
- (c) Registration-only requests may be made using the Registration Fees Form.
- (d) The appropriate Employee Travel Coordinator and Cost Center Manager will work in conjunction with Business Services to make necessary travel arrangements as needed.
- (e) Students are strongly advised to carry health insurance during the term of travel. Students electing not to carry health insurance must sign a waiver of liability form prior to travel.
- (f) A copy of the list of student travelers, travel itinerary, appropriate waiver forms and emergency contact information must be filed with the Dean of Student Life Office and Columbus State Police prior to the date of travel by the employee Travel Coordinator. Emergency contact information for student travelers will be carried by the accompanying Travel Coordinator during travel.

(R) Payment and reimbursement

(a) The College will provide prepayment for student travel for the following:

- i. Registration fees
- ii. Application fees
- iii. Hotel accommodations
- iv. Airfare
- v. Chartered transportation
- vi. Meal allowances as stated in (1) (G) above
- vii. Other as pre-approved.

(b) Reimbursement for student group travel expenses

- i. The employee Travel Coordinator or Coach must submit a Student Travel Expense form for any expenses not covered in (3)(a) within 30 days upon return from travel and be paid from funds allocated in the fiscal year that the travel occurred. The employee Travel Coordinator or Coach must attach all receipts (including e-tickets with confirmation number) and itinerary for commercial transportation. Approval of the Student Travel Expense form must be made by the Cost Center Manager and a Cabinet member.
- ii. Consistent with the Ohio Ethics Commission (see <http://ethics.ohio.gov>), employees or coaches may not accumulate frequent flyer miles or other reward points resulting from business travel. Employees and coaches are expected to take an active role in preventing the posting of frequent flyer miles or other rewards points to their account.

VOTER REGISTRATION

Sixty (60) days before a federal election, Columbus State will have voter registration forms available for enrolled students. Forms will be available in the Student Engagement and Leadership Office, Nestor Hall 116, and in Disability Services, Eibling Hall 101.

WORKPLACE, FAMILY AND RELATIONSHIP VIOLENCE POLICY AND PROCEDURE 3-45**(A) Purpose**

Columbus State Community College is committed to maintaining an environment that is safe, secure and free from threats, intimidation and violence for all faculty, staff, and students. This includes providing a supportive workplace and educational environment in which to discuss workplace/college violence and seek assistance with those concerns. It is the goal of Columbus State Community College to provide a workplace and educational environment in which violence of any kind is neither tolerated nor excused.

(B) Definitions

As used in this policy, the following terms are defined and will be adhered to as follows:

Workplace/college violence - any act or conduct against a person or property that is sufficiently severe and objectively offensive and/or intimidating to cause actual harm or to create an abusive or intimidating workplace or educational environment. This includes, but is not limited to: assault; psychological intimidation or bullying; threats; isolation; name-calling or verbal, physical or emotional abuse.

Deadly weapon - any instrument, device or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon, including, but not limited to: a firearm (and includes an unloaded, inoperable or sawed-off firearm, starter pistol, zip gun, stun gun, Taser, etc.); knife; club; brass knuckles; martial arts weapon or an improvised weapon (e.g. an item not intended to be a weapon that is used as a weapon).

Bullying - a type of workplace or college violence that consists of repeated, abusive verbal or physical conduct directed against a person or persons in the course of employment or in the educational environment that would cause a reasonable person to feel threatened, humiliated or intimidated or to experience interference in the work or educational environment.

(C) Prohibited conduct or behavior includes, but is not limited to the following:

1. Threatening to harm an individual or their family, friends, associates or property, including pets.
2. Hitting or shoving an individual or other intentional physical contact that results in harm.
3. Unauthorized possession or inappropriate use of deadly weapons on college-owned and/or leased property or where a college or work program or activity takes place.
4. Storing deadly weapons on campus, including in personal vehicles parked on College-owned and/or leased property.
5. Intimidating conduct or harassment that disrupts the work or educational environment or causes a reasonable person to fear for personal safety.
6. Making harassing or threatening telephone calls or sending threatening communication in any form (verbal, written or electronic), including through the use of social media.

(D) Risk assessment protocols for employees and students

1. Behavioral Intervention Teams (BIT) consist of a cross-section of trained personnel whose task is to identify and assess low-risk behaviors before they escalate and recommend appropriate intervention strategies.

2. Threat Assessment Teams (TAT) consist of a cross-section of trained personnel whose task is to evaluate and manage imminent threats or violence and coordinate an appropriate plan of action.

(E) Consequences of policy violations

Individuals found to engage in behavior in violation of this policy will be subject to corrective action, up to and including termination of employment or academic sanctions. Criminal charges may also be filed, as appropriate.

1. Employees who are perpetrators of workplace/college violence may be required to seek and successfully complete training, counseling, treatment and/or disciplinary action, as determined by Human Resources and/or the employee Behavioral Intervention Team (BIT).
2. Students who are perpetrators of workplace/college violence occurring in the learning environment may be required to seek and successfully complete training, counseling, treatment and/or sanctions as determined by the Office of Student Conduct and/or the student Behavioral Intervention Team (BIT).
3. Non-employees who are perpetrators of workplace/college violence will have their consequences determined by the Police Department or the appropriate entity, including being transferred to the Columbus Police Department or other appropriate criminal justice facility.

(F) Resources for consultation and support at Columbus State

1. Human Resources Department
2. EEO/Title IX Coordinator/Deputy Title IX Coordinators
3. Police Department
4. Student Conduct Director/Program Coordinator
5. The College provides resources to students and full-time employees to help manage stress and prevent occurrences of violence:
 - i. Full-time employees may seek support and assistance with personal concerns affecting their work or home lives through the Employee Assistance Program (EAP).
 - ii. Students may seek support and assistance with personal concerns affecting their education or home lives through Student Counseling Services.

(G) Community resources for consultation and support

1. Choices 24-hour Crisis/Shelter
2. The Center for Family Safety and Healing
3. Ohio Domestic Violence Network
4. Mental Health America of Franklin County
5. Community resource information also can be found at:
<http://www.csc.edu/services/title-ix/resources.shtml>

(H) Confidentiality

To the extent possible, all information received in connection with the reporting, investigation and resolution of workplace/college violence allegations will be treated as confidential, except to the extent it is necessary to disclose information about the investigation or when compelled to do so by law. Appropriate College officials will determine if information will be disclosed based on the circumstances of each case. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(I) REPORTING

1. Any employee who knowingly or maliciously makes a false or frivolous allegation of workplace/college violence will be subject to disciplinary action, up to and including termination of employment.
2. Any student who knowingly or maliciously makes a false or frivolous allegation of workplace/college violence will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

(J) This policy is not meant to address personality or communication conflicts.

(K) The President shall establish procedures to administer this policy.

**WRITTEN STUDENT COMPLAINTS POLICY AND PROCEDURE
7-13**

(A) Columbus State Community College encourages student communication with the administration, faculty and staff regarding College operations and procedures and encourages students to use existing policies, personnel and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel and departmental offices cannot address their specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President or a Vice-President.

1. Records maintained by the College concerning written student complaints include information about the disposition of the complaint and information regarding the referral and/or final resolution of the complaint.
2. Information about formal student complaints will be shared with the Higher Learning Commission of the North Central Association of Colleges and Schools; however, individual student identities will remain anonymous in the College's institutional log. As part of continuing improvement efforts at Columbus State, all formal student complaints filed with the College will be examined and reviewed annually by the College.
3. If a student wishes to make a formal complaint, they must make this complaint in writing, electronic submission is acceptable, and submit the complaint to either the office of the President or a Vice-President. All complaints must include the student's signature, or name in the case of electronic submission, and contact information so the College may respond and/or notify the student as to the status of the complaint.
4. Upon receiving a formal student complaint, the office of the President, or a Vice-President, will keep a log of each complaint noting the nature of the formal complaint and the expectation, if any, the student has in resolving the complaint.
5. Once a formal student complaint is initiated, the office of the President or a Vice-President will make a determination as to the exact nature of the complaint and forward the complaint to the appropriate College office/department or external agency for response or resolution.
6. The student filing a formal complaint will be notified when the complaint is resolved, or when actions are taken to address their specific complaint. The referring office will also be notified. Actions taken on formal student complaints and/or attempts to resolve formal student complaints will be logged by the office of the President or a Vice-President.

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