

# **APPENDIX 4**

## **Adjunct Faculty Resumes and Faculty Job Descriptions**

# FACULTY VITA

<b>Faculty Member</b>	<b>Julie Jewell</b>
<b>Date of Vita</b>	July 2012
<b>Rank</b>	Adjunct Faculty
<b>UNOH Department</b>	Business Administration
<b>Year Joined UNOH</b>	2012
<b>Years of Teaching Experience at Other Institutions</b>	<p>2008 to Present  <u>Mt. Mercy University</u>, Cedar Rapids, IA            Adjunct Instructor: Principles of Management, Organizational Behavior, Business Communication</p> <ul style="list-style-type: none"> <li>• Instruct traditional semester-long courses and five-week condensed classes for adults. Work with online books, assignments, and testing. Created online discussions and wiki for classes through Angel.</li> </ul> <p>2005 to Present  <u>Kirkwood Community College</u>, Cedar Rapids, IA            Adjunct Instructor: Human Relations, Marketing, Introduction to Management</p> <ul style="list-style-type: none"> <li>• Instruct web-based classes for the surrounding Kirkwood locations via KTS (2009)</li> <li>• Helped to create and instruct (Marketing for Entrepreneurs) a certificate program for students and community members in educating potential entrepreneurs on various aspects of starting and running a business (2008-2009)</li> <li>• Worked with Continuing Education Department (2012) to educate local businesses within the community on communication, human resources functions, and emergency response.</li> </ul>

## EDUCATION

### *Doctoral Degree(s)*

<b>Institution</b>	Capella University, Minneapolis, MN
<b>Period of Attendance</b>	2009 - 2012
<b>Degree Received</b>	Ph.D.
<b>Major/Program of Study</b>	Organizational Management
<b>Date Degree Conferred</b>	June 2012

### *Master Degree(s)*

<b>Institution</b>	North Park University, Chicago, IL
<b>Period of Attendance</b>	2001 - 2003
<b>Degree Received</b>	Masters in Management
<b>Major/Program of Study</b>	Management
<b>Date Degree Conferred</b>	December 2003

<b>Baccalaureate Degree(s)</b>	
<b>Institution</b>	Mt. Mercy University, Cedar Rapids, IA
<b>Period of Attendance</b>	1993 - 1998
<b>Degree Received</b>	Bachelor of Arts
<b>Major/Program of Study</b>	Sociology
<b>Date Degree Conferred</b>	January 1998

<b>Professional Certification(s)</b>	
<b>Certification</b>	
<b>Received From</b>	
<b>Year</b>	

**EXPERIENCE**  
*Prior Experience Outside of Education (include date ranges)*

**Company: All Seasons Equipment, Cedar Rapids, IA**  
 Title of Position Held: Business Operations Manager  
 Dates of Employment: 2004 - 2008  
 Duties included: Supervised all departmental staff to ensure customer satisfaction, created and implemented various marketing and public relations campaigns, and developed department budgets and sales goals.

**Company: Buffalo Grove Fitness Center, Buffalo Grove, IL**  
 Title of Position Held: Member Relations Coordinator  
 Dates of Employment: 2001 - 2003  
 Duties included: Created a budgetary program that allowed the facilities to save \$30,000 a year; helped build a new massage therapy program, including Hot Stone Massage, which generated over \$70,000 in increased revenue; and redesigned the fitness center's pro shop, allowing for increased revenues of \$50,000 a year.

**SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT**

<b>Scholarship &amp; Professional Development</b>	<b>Dates</b>	<b>Description of Development Activity (include any offices held)</b>
<b>Professional Memberships</b>		
<b>Professional Meetings Attended</b>		
<b>Professional Presentations and Speeches Given</b>		
<b>Professional Growth Activities</b>		
<b>Papers Presented</b>		
<b>Publications</b>		
<b>Seminars and Training Programs Faculty Member Conducted for Business and Industry</b>		

<b>Consulting</b>		
<b>Non-Professional Certifications and Licenses</b>		
<b>Other Research Activity</b>		
<b><i>SERVICE TO THE UNIVERSITY</i></b>		
<b><i>Service to the University</i></b>	<b><i>Dates</i></b>	<b><i>Description of Service</i></b>
<b>Institutional Services Performed</b>		
<b>Recognition and Honors</b>		
<b><i>SERVICE TO THE COMMUNITY</i></b>		
<b><i>Service to the Community</i></b>	<b><i>Dates</i></b>	<b><i>Description of Service</i></b>
<b>Professionally-Related Community Activities</b>		Junior League Beta Sigma Phi Nucleus Retail Incubator, Cedar Rapids

# FACULTY VITA

<b>Faculty Member</b>	<b>Janelle Purdy</b>
<b>Date of Vita</b>	August 2013
<b>Rank</b>	Adjunct Faculty
<b>UNOH Department</b>	Office Technology
<b>Year Joined UNOH</b>	2013
<b>Years of Teaching Experience at Other Institutions</b>	<p>March 2011 to Present  <b>Ohio Christian University</b>  <i>Online Assistant Instructor</i></p> <ul style="list-style-type: none"> <li>• Online management and IT instructor at the post-secondary level</li> <li>• Taught Management, Ethics, Finance, Introduction to Computers, Business Applications, MS Word, MS Power Point, MS Excel, Access, and Group Technology online</li> <li>• Used both Angel and e360 online systems</li> </ul> <p>April 2010 to Present  <b>ITT Tech College, Cedar Rapids</b>  <i>Adjunct Instructor</i></p> <ul style="list-style-type: none"> <li>• Taught classes, including Strategies for the Technical Professional, Math 1, Math 2, Windows Server III, Programming Languages, Networking</li> <li>• Instructor of the Quarter, Winter 2011</li> <li>• Serving on ITT Tech's Advisory Board</li> </ul>

## EDUCATION

### *Doctoral Degree(s)*

<b>Institution</b>	
<b>Period of Attendance</b>	
<b>Degree Received</b>	
<b>Major/Program of Study</b>	
<b>Date Degree Conferred</b>	

### *Master Degree(s)*

<b>Institution</b>	Golden Gate University
<b>Period of Attendance</b>	1985 - 1988
<b>Degree Received</b>	Master of Science
<b>Major/Program of Study</b>	Telecommunications Management
<b>Date Degree Conferred</b>	April 1988

### *Baccalaureate Degree(s)*

<b>Institution</b>	Iowa State University
<b>Period of Attendance</b>	1983 – 1984
<b>Degree Received</b>	Bachelor of Science
<b>Major/Program of Study</b>	Sciences and Humanities, Computer Science
<b>Date Degree Conferred</b>	December 1984

<i>Associate Degree(s)</i>	
<b>Institution</b>	
<b>Period of Attendance</b>	
<b>Degree Received</b>	
<b>Major/Program of Study</b>	
<b>Date Degree Conferred</b>	

<i>Professional Certification(s)</i>	
<b>Certification</b>	
<b>Received From</b>	
<b>Year</b>	

**EXPERIENCE**  
*Prior Experience Outside of Education (include date ranges)*

**Company: Rockwell Collins, Cedar Rapids, IA**

*Title of Position Held: Program Management*

Dates of Employment: June 2006 to Present

Duties included:

- Managed and led a systems and software organization responsible for a \$35 million+ project for the upgrade of avionics displays: delivered every customer deliverable to customer on-time, mutli-year program with over 100% CPI and SPI, worked closely with Boeing customer to maintain customer relationship while still asking for additional funding for all scope changes, and partnered with HCL for off-shore verification activities.
- Responsible for hiring, coaching, PR&DP process; reviews always completed ahead of schedule
- Datalink management responsibility over C++ and database programs
- New hire training: Designed, developed, coordinated, and delivered training for new hires; trained the trainers to facilitate additional training sessions

**Company: Pearson, Iowa City, IA**

Dates of Employment: April 2000 to June 2006

*Title of Position Held: Vice President of Software Development (December 2000 – June 2006)*

Duties included:

- Led a large organization for the education and testing division of Pearson Education
- Managed and led a computer software organization of up to 300 software professionals including test engineers, application programmers, DBAs, project managers, development managers, and software directors creating software solutions and customer training on a wide variety of platforms including .NET, C, C++, Java, and mainframe. Development completed in multiple states and countries.
- Led multimillion dollar bid efforts for development programs; many new wins providing growth opportunities
- Led R&D efforts to design, create and deliver software projects for electronic testing, on-line image scoring, internet collection of testing demographics, and a data warehouse solution
- Dramatically improved the scoring process by creating a common scoring engine product for all programs saving costs while increasing quality

- Responsible to deliver over 310 million reports of testing results; delivered with over six sigma quality and over six sigma on-time or early deliveries
- Led strategic PEM wide initiatives with a goal of savings \$2M in 2003; results were savings of \$4.2M in 2003 and identified \$5.5M for 2004
- Budget responsibility for the software organization: under budget every year; for 2005, organization was under budget by \$4.4M
- Responsible for hiring, performance management, budget management and salary planning
- Led strategic planning for entire business unit
- Led quality organization and process engineers in ISO, CMM, and Lean methodologies

*Title of Position Held: Director of PC & Internet Development (April 2000 – December 2000)*

Duties included:

- Managed a computer software organization of approximately 85 individuals including application programmers, software project managers, and 5 software managers designing and developing products and programs in .NET and Java
- Responsible for scheduling, prioritization and development of educational internet and PC software products and services
- Responsible for personnel management, reviews, recruiting, hiring, budget management and salary planning

**Company: Norand Mobile Systems Divisions, Cedar Rapids, IA**

*Title of Position Held: Engineering Software Director*

Dates of Employment: March 1993 to April 2000

Duties included:

- Responsible for project planning, scheduling, prioritization and program management for handheld operating systems and application products
- Responsible for personnel management, reviews, recruiting, hiring, budget, capital, and salary planning
- Led strategic planning effort for R&D and marketing
- Increased revenue by 77% in 1997, 41% in 1998, and 22% in 1999
- Over 90% of projects were completed on-time or ahead of schedule
- Led software organization which became ISO-9003 certified

**Company: IBM Corporation, San Jose, CA**

Dates of Employment: January 1985 to March 1993

*Title of Position Held: Manager, Materials Distribution/PQA*

Duties included: Managed a group of 11 software engineers with responsibility for designing, coding, and supporting databases and applications to track inventory in and out of the plant sites

*Title of Position Held: Manufacturing Systems Information Center*

Duties included: designed, developed, and taught technical and engineering database classes; hosted open houses to solve technical database issues real time for internal customers

*Title of Position Held: SPM Host Application Support*

Duties included: Data Base Administrator (DBA) for production database applications.

**SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT**

<i>Scholarship &amp; Professional Development</i>	<i>Dates</i>	<i>Description of Development Activity (include any offices held)</i>
Professional Memberships		
Professional Meetings Attended		
Professional Presentations and Speeches Given		Guest Lecturer at Grambling University
Professional Growth Activities		ITT Tech College Advisory Board
Papers Presented		
Publications		
Seminars and Training Programs Faculty Member Conducted for Business and Industry		
Consulting		
Non-Professional Certifications and Licenses		
Awards		<ul style="list-style-type: none"> <li>• Adjunct Instructor of the Quarter at ITT Tech</li> <li>• Rockwell Alternative Awards</li> <li>• Intermec Performance Awards</li> <li>• Intermec Above and Beyond Award</li> <li>• Norand Spot Cash Awards for CPI Team Leader, Borden Dairy Project</li> <li>• IBM Informal Award for OS/2 Express</li> <li>• IBM Informal Award for handling Fall Plan for Project 576</li> <li>• IBM Dinner for Two for BARS Project</li> <li>• IBM Informal Award for Public and Production Reporting System</li> <li>• State of Iowa Scholar</li> <li>• Luther College Regents' Scholarship</li> <li>• Top 2% of Science &amp; Humanities College at Iowa State</li> </ul>
Other Research Activity		

**SERVICE TO THE UNIVERSITY**

<i>Service to the University</i>	<i>Dates</i>	<i>Description of Service</i>
Institutional Services Performed		

<b>Recognition and Honors</b>		
<b><i>SERVICE TO THE COMMUNITY</i></b>		
<b><i>Service to the Community</i></b>	<b><i>Dates</i></b>	<b><i>Description of Service</i></b>
<b>Professionally-Related Community Activities</b>		St. Timothy's Elementary School Board Hope Lutheran Church Council Cedar Valley Habitat for Humanity San Jose St. Science for Girls Presenter Solon Starzz Softball Coach Organized and led blood drives for Mississippi Valley Blood Bank Sunday School Superintendent Vacation Bible School Director Hope Lutheran Youth Coordinator

**Position Title:** Adjunct Instructor  
9/2008

**Department:** College of Business

**MAJOR FUNCTIONS**

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- To instruct courses on an as-needed basis, quarter to quarter. Compensated per course rate;
- To provide quality education in his/her area of expertise.

**RESPONSIBILITIES AND DUTIES**

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- Participate in academic assessment;
- Adhere to standard course syllabi provided by the college administration;
- Participate in textbook selection and curriculum decisions, when applicable;
- Adhere to administrative duties required of classroom instructors;
- Complete Distance Learning assignments as required;
- Support college-wide student retention efforts.

**RELATIONSHIPS**

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- Report to the Dean of the College of Business and the Associate Vice President for Academic Affairs, who are under the supervision of the Vice President for Academic Affairs/Provost;
- Work directly with department facilitator to standardize instruction.

**AUTHORITY**

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- Be responsible for satisfactorily conducting classroom activities. No other supervisory duties.

**QUALIFICATIONS**

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- MA, MEd, MBA, MS and/or professional certification in related field, Ph. D. Recent practical working and/or teaching experience in field of expertise;
- Those with a BA will teach in the Associate Degree programs only.

**SALARY**

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- Faculty will be compensated per course.

**Position Title:** Instructor  
9/2008

**Department:** College of Business  
Fulltime Position

**MAJOR FUNCTIONS**

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- To instruct courses in his/her area of expertise. Overloads are voluntary and compensated accordingly;
- To provide quality education in his/her area of expertise.

**RESPONSIBILITIES AND DUTIES**

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- All fulltime faculty must meet standards listed in the Promotional Guidelines for Teaching, Service to University, Service to Community, and Research Scholarship.

**RELATIONSHIPS**

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- Report to the Dean of the College of Business and the Associate Vice President for Academic Affairs, who are under the supervision of the Vice President for Academic Affairs/Provost;
- Work directly with department facilitator to standardize instruction.

**AUTHORITY**

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- Responsible for satisfactorily conducting classroom activities. No other supervisory duties.

**QUALIFICATIONS**

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- BA, MA, MEd, MBA, MS and/or professional certification in related field. Recent practical working and/or teaching experience in field of expertise;
- Those with a BA with professional certification will teach in the Associate Degree programs only.

**Position Title:** Associate Professor  
9/2008

**Department:** College of Business  
Fulltime Faculty

MAJOR FUNCTIONS

- To instruct courses in his/her area of expertise. Overloads are voluntary and compensated accordingly;
- To provide quality education in his/her area of expertise;

RESPONSIBILITIES AND DUTIES

- All fulltime faculty must meet standards listed in the Promotional Guidelines for Teaching, Service to University, Service to Community, and Research Scholarship.

RELATIONSHIPS

- Report to the Dean of the College of Business and the Associate Vice President for Academic Affairs, who are under the supervision of the Vice President for Academic Affairs/Provost;
- Work directly with department facilitator to standardize instruction.

AUTHORITY

- Responsible for satisfactorily conducting classroom activities. No other supervisory duties.

QUALIFICATIONS

- Master's Degree and 30 quarter hours or 18 semester hours of related graduate coursework
- At least eight years academically related work experience in higher education
- At least five years of full-time teaching at the college level
- In rare circumstances, a candidate with a Ph.D. and appropriate experience may be hired at this level.

Position Title: Professor  
9/2008

Department: College of Business  
Fulltime Faculty

#### MAJOR FUNCTIONS

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- To instruct courses in his/her area of expertise. Overloads are voluntary and compensated accordingly;
- To provide quality education in his/her area of expertise;

#### RESPONSIBILITIES AND DUTIES

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- All fulltime faculty must meet standards listed in the Promotional Guidelines for Teaching, Service to University, Service to Community, and Research Scholarship.

#### RELATIONSHIPS

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- Report to the Dean of the College of Business and the Associate Vice President for Academic Affairs, who are under the supervision of the Vice President for Academic Affairs/Provost;
- Work directly with department facilitator to standardize instruction.

#### AUTHORITY

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- Responsible for satisfactorily conducting classroom activities. No other supervisory duties.

#### QUALIFICATIONS

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- Master's Degree and 45 quarter hours or 27 semester hours of related graduate coursework
- At least ten years academically related work experience in higher education
- At least eight years of full-time teaching at the college level

**Position Title:** Instructor (2005)

**Department:** College of Applied Technologies

**MAJOR FUNCTIONS**

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Full-time faculty is responsible for punctual on-time attendance for instructing their course(s) in their areas of expertise. To facilitate learning environment free of unnecessary disturbances or interruptions for a quality education. Faculty works a 40-hour work week consisting of 30 hours contact time and is compensated monetarily for any additional contact time.

**RESPONSIBILITIES AND DUTIES**

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- Adhere to standard course syllabi provided by the college administration and/or modifying syllabi with the approval of the administration.
- Participate in textbook selection and curriculum decisions, when applicable.
- Adhere to administrative duties required of classroom instructors.
- Attend faculty and department meetings.
- Maintain a professional demeanor in relationships with students, colleagues, and staff.
- Know and adhere to all organizational policies.
- Participate on committees.
- Maintain current knowledge in respective teaching area.

**RELATIONSHIPS**

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- Reports to the Deans of the College of Applied Technologies, who are under the supervision of the Vice President for Academic Affairs.

**AUTHORITY**

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No supervision of other personnel.

**QUALIFICATIONS**

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- Minimum of ASE certification with an interest to be Master ASE certified for a well-rounded knowledge.
- Instructor must be actively working on a baccalaureate degree.
- Recent practical working or teaching experience in the respective areas of teaching.

# **APPENDIX 5**

**Policies that Comply with Iowa Code 261.9(1) “e” to “h”**

### Section 261.9(1)"e"

. . .[Adopt] a policy that prohibits unlawful possession, use, or distribution of controlled substances by students and employees on property owned or leased by the institution or in conjunction with activities sponsored by the institution. Each institution shall provide information about the policy to all students and employees. The policy shall include a clear statement of sanctions for violation of the policy and information about available drug or alcohol counseling and rehabilitation programs. In carrying out this policy, an institution shall provide substance abuse prevention programs for students and employees.

# STUDENT HANDBOOK

## Pages 36 and 37

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### DRUG AND ALCOHOL POLICY

UNOH's policy on student use of alcohol and drugs is clear: unlawful use, possession, manufacture, sale, distribution, or dispensation of drugs, or other drugs listed on the schedules in Ohio Revised Code § 3749.41 are absolutely prohibited in or on UNOH owned or controlled property or while enrolled at UNOH. This prohibition includes driving under the influence of alcohol or a controlled substance while enrolled at UNOH (including during breaks).

Sanctions for violation of this Policy are set forth in the Student Handbook and may include: probation; restrictions and loss of privileges; restitution; residence hall expulsion; interim suspension; university suspension; summary suspension; and expulsion. See the Student Handbook for additional information on the disciplinary process and disciplinary penalties.

UNOH retains absolute discretion to discipline students for violations of this Policy and may move directly to expulsion without applying any other form of discipline. In addition, students may be subject to criminal prosecution by local, state and/or federal law enforcement.

The recent development of synthetic marijuana and bath salts has resulted in difficulty determining whether a student is violating the University's longstanding policy against drug possession and use. In order to address this issue and preserve a drug free campus environment, the University has added the following language to the Student Code of Conduct: the use, possession, manufacture, sale, distribution, or dispensation of synthetic drugs that mimic marijuana, cocaine, methamphetamines, or other drugs listed on the schedules in Ohio Revised Code § 3749.41 are absolutely prohibited and briefly described as:

- 1) narcotics and opiates;
- 2) narcotics – opium derivatives;
- 3) hallucinogens;
- 4) depressants;
- 5) stimulants; and
- 6) anabolic steroids.

A complete list of the controlled substances listed in Section 3749.41 is on file in the Safety Services Office. The list includes Ecstasy (MDMA), bath salts, and all synthetic forms or derivatives of marijuana (Cannabis) regardless of the product name given to those substances. The presence of the odor of marijuana shall be considered prima facie evidence that a drug violation has occurred.

Finally, students shall not possess drug paraphernalia for use or with the intent or purpose to use it. See Exhibit A attached, Ohio Revised Code § 1758, which contains a definition of the term "drug paraphernalia."

The University of Northwestern does not permit drinking by students of any age on its campus and any student found in violation of this policy will be disciplined.

**Notice:** Exhibit A will be updated automatically from time to time as, pursuant to R.C. § 3719.43, changes to the federal schedules of controlled substances automatically become part of the schedules in R.C. § 3719.43 or as it is updated by the State Board of Pharmacy.

## Pages 46 – 51

### DISCIPLINARY PROCEDURE

Students must abide by the University of Northwestern Ohio's rules and regulations while participating in any University-sponsored event.

*Sanctions.* The following sanctions may be imposed upon any student found to have violated the *Student Code of Conduct*. Offenses against persons intentionally selected because of their race, religion, color, disability, sexual orientation, national origin, or ancestry may provide for enhanced sanctions.

1. Probation - (Disciplinary) A written reprimand for violation of specified regulations. Such a student is deemed not to be in good standing with the University during the probationary period. Probation is for a designated period of time and includes the probability of suspension or expulsion if the student is found to be violating any University regulation(s) during the probationary period.
2. Restrictions and Loss of Privileges - Terms of a warning or probation with restrictions or loss of privileges may include, but are not limited to, the following:
  - a. Seeking personal counseling at the Counseling Center or from other designated University faculty, staff, or administrative officials.
  - b. Denial of the right to park or operate a motor vehicle on campus.
  - c. Denial of, for a specified period of time, the privilege of participating in student activities
  - d. Assessment of a fine for his or her conduct violation, particularly in cases of theft, property damage, false alarm, hazing, injury to others, and in other cases where the University academic environment has been disrupted.
3. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
4. Residence Unit Expulsion - Permanent separation of the student from a residence unit. This includes all visitation privileges.
5. Interim Suspension - Temporary separation of a student from the University pending completion of disciplinary procedures. This occurs when, in the judgment of the Director of Safety Services, the physical or emotional well-being of the student, other students, or members of the faculty and staff could be endangered, or when the presence of the student would seriously disrupt the University.
6. University Suspension - Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
7. Summary Suspension - Ohio law provides that a student shall be dismissed if convicted of certain offenses and requires that disciplinary procedures be external to the University. Those students may be summarily suspended from the University prior to conviction if a hearing referee determines that the person committed the offense. This suspension procedure is set forth in Ohio Revised Code Sections 3345.22-3345.26 and is explained further in the Student Handbook and students are encouraged to be familiar with the Handbook.
8. Expulsion - Permanent separation of the student from the University.

#### A. *Informal Disposition*

1. In cases in which the student does not dispute the facts leading to the charge made by the Office of Safety Services, a formal hearing or further proceeding may not be required.

2. If the Director of Safety Services or his designee, after conferring with a student and reviewing facts pertaining to the case, decides that suspension or expulsion is a possible sanction, he or she shall refer the case directly to the Disciplinary Review Board for formal disposition.
3. If neither suspension nor expulsion is a possible sanction and the student wishes to resolve the case informally, the Director of Safety Services may complete the proceedings with the student present or notify the student in writing of the sanction (s), condition (s), and/or restriction (s) to be imposed.

B. *Formal Disposition.* If the student disputes the investigative findings that a violation (s) has been committed or rejects an informal disposition, the case shall be resolved through the formal disposition procedures as follows:

1. A written "Notification of Alleged Violation (s) and Pending Disciplinary Hearing" shall be delivered in person, or sent to the student's local address of record by certified mail return receipt requested.
2. The student shall have three (3) University working days from the receipt of notification of alleged violation (s) to request a hearing.
3. Hearing Procedures

The following procedural guidelines shall be applicable in disciplinary hearings:

1. At the student's request, the Director of Safety Services will provide, to the student, copies of documents relevant to the case and a list of witnesses and their expected testimony.
2. The complainant and the student have the right to be assisted by any advisor they choose, at their own expense. The complainant and the student are responsible for presenting their own cases.
3. The Director of Safety Services or his or her designee will present the case for the University.
4. Prospective witnesses, other than the complainant and student, may be excluded from the hearing during the testimony of other witnesses. All participants shall be excluded during Disciplinary Review Board deliberations.
5. The hearing will be held in two parts:
6. Determination of violation
7. Determination of sanction.
8. The chairperson will exercise control over the proceedings. Any person disrupting a hearing or who fails to adhere to the rulings of the chairperson may be excluded from the proceedings.
9. Any party may challenge in writing a Disciplinary Review Board member on the grounds of bias or a personal relationship that might affect impartial consideration of the case.
10. The standard of proof for the Disciplinary Review Board shall be by a preponderance of the evidence.
11. The Board shall determine what evidence is admissible. Evidence will be admissible if it directly relates to the guilt or innocence or severity of sanction. Formal rules of evidence shall not apply.
12. The student and witnesses may speak on their own behalf; however, they will not be forced to testify against themselves and their silence shall not be used to their detriment.
13. At the conclusion for the presentations, the Disciplinary Review Board shall deliberate in closed session.
14. The Disciplinary Review Board may hear evidence concerning the appropriate sanction if the student is found to have violated the *Code of Student Conduct*. The student's prior disciplinary record may be considered only in order to recommend an appropriate sanction.
15. Decisions by the Disciplinary Review Board shall be by majority vote. The chairperson will vote only in case of a tie.
16. After the hearing, the Board will give the final recommendations to the Director of Safety Services or the designee to issue to the student. A copy will be retained by the Director of Safety Services.

#### **Disposition of Case**

In accordance with the *Code* you have the right to choose whether the charge(s) against you should be resolved informally or formally. If you do not dispute the charge(s) made against you and wish to sign a statement admitting guilt to the offense, no formal hearing or further proceeding will be required. If, on the other hand, you dispute the investigative finding that an offense had been committed or reject any informal disposition, the case shall be resolved through the formal procedures described in the *Code* and outlined in the printed material given to you at the investigation meeting.

## **APPEALS PROCESS**

Within three days of the Disciplinary Review Board's decision, a student may submit a written appeal to the Director of Safety Services. The appeal must be submitted by the student (not a parent or guardian). The student's written statement must indicate the grounds for appeal. In his or her written statement, the student may also request a meeting with the Disciplinary Appeals Board.

The Disciplinary Appeals Board ("Board") will only consider appeals on the following grounds:

1. There is new information that was not considered by the Disciplinary Review Board.
2. There is evidence that the Disciplinary Review Board was influenced by undue bias in making its decision.
3. There is evidence that University procedures were not followed by the Safety Services Department or other University authority in the enforcement of the Student Code of Conduct.
4. There is evidence that the Disciplinary Review Board did not follow University policy.
5. There is reason to believe the sanction is excessive relative to the violation.

At the time of filing his or her appeal, the student will be given a Statement of Understanding of Appeal Guidelines that states what will be considered new information.

Upon receipt, the Director of Safety Services or his designee will immediately forward the written appeal to the Board. The Board will review the written appeal and all relevant documents and decide if the appeal should be considered and/or a hearing granted based on the preceding criteria for appeal. If the appeal does not identify any evidence that falls into one of the five categories above, the Board may reject the appeal. It will inform the student that the grounds for appeal were inadequate and that the decision of the Disciplinary Review Board is final.

If the appeals criteria are met, the Appeals Board will consider the appeal and/or meet with the student, if so requested. It will do so within seven business days of receipt of the appeal. Before reaching its decision, the Board shall advise the Disciplinary Review Board that it has accepted the appeal and ask the Disciplinary Review Board for a response to the evidence identified by the appealing student. The Disciplinary Review Board will have three business days to respond to the Board. In reaching its decision, the Board shall consider the evidence submitted by the student and by the Disciplinary Review Board.

The Board will submit its decision in writing to the Director of Safety Services or his designee, who will forward the written decision to the student and the Disciplinary Review Board. A copy of the decision will be given to the Disciplinary Review Board secretary within five days of the Board's decision.

**The decision of the Disciplinary Appeals Board will be final.**

## STUDENT DISCIPLINARY ACTION

Any of these steps may be skipped or other intervention may be imposed at the discretion of the Disciplinary Review Board. Violations occurring in the classroom may include additional academic sanctions imposed by academic administration.

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>1</b> Alcohol/Drug Related to Instructional Area	Immediate removal from class on day of occurrence/ Permanent Probation/Parental Notification/ \$300 fine/Residence Expulsion/ Group Intervention (\$50 credit given upon completion of intervention)	Expulsion	--
<b>2a</b> Alcohol Use/Possession/ Supply/Use in Motor Vehicle	Permanent probation/ parental notification/Residence Expulsion/ \$100 Fine/Group Intervention (\$50 credit given upon completion of intervention)	1 Session Suspension/\$250 fine/One-on-One Intervention (\$100 credit given upon completion of intervention)	Expulsion
<b>2b</b> Public Intoxication	\$100 fine/Permanent Probation/ Parental Notification/Residence Expulsion/Group Intervention (\$50 credit given upon completion of intervention )	\$150 fine/Parental notification/One-on-One Intervention (\$100 credit given upon completion of intervention) A one session suspension will result if intervention is not completed.	\$200 fine/2 session suspension
<b>3</b> Arson	Expulsion	--	--
<b>4a</b> Assaults	Expulsion	--	--
<b>4b</b> Aggravated Assault	Expulsion	--	--
<b>4c</b> Fighting	Permanent Probation/Residence Expulsion/\$50 fine	Suspension	Expulsion
<b>5</b> Assaults or Disturbances Relative to Schools	Expulsion	--	--
<b>6</b> Breaking & Entering	Suspension/Expulsion/Residence Expulsion	--	--
<b>7</b> Burglary	Suspension/Expulsion/Residence Expulsion	--	--
<b>8</b> Destruction of Property	Permanent Probation/Residence Expulsion/Pay Restitution	Expulsion/Pay Restitution	
<b>9</b> Disorderly Conduct	Permanent Probation/\$100 Fine/ Residence Expulsion	Suspension/Residence Expulsion	Expulsion
<b>10</b> Disorderly Dorm	\$100 Fine/Permanent Probation	Residence Expulsion and/or Suspension	Suspension or Expulsion

<b>11</b> Drugs; Scheduled Possession/Use: Sale or Intent: Cultivation of	Expulsion	--	--
<b>12</b> Drug Use/Possession/Paraphernalia/Supply or Use in Motor Vehicle	Permanent Probation/Parental Notification/Residence Expulsion/\$100 fine/Group Intervention (\$50 credit given upon completion of intervention)	1 Session Suspension/\$250 fine/One-on-One Intervention (\$100 credit given upon completion of intervention)	Expulsion
<b>13a</b> Explosives	Expulsion	--	--
<b>13b</b> Bottle Bombs	Permanent Probation/ Residence Expulsion/Pay Restitution if any damage/\$150 fine	Expulsion	--
<b>13c</b> Fireworks Possession/ Discharging	Permanent Probation/Residence Expulsion/Pay Restitution if any damage/\$50 fine	Expulsion	--
<b>14</b> Falsification	Permanent Probation/Residence Expulsion	Suspension	Expulsion
<b>15</b> Harassment: Phone/Telecommunications	\$300 fine/Permanent Probation/1 Session Suspension/Residence Expulsion	Suspension	Expulsion
<b>16</b> Hazing	Permanent Probation/Residence Expulsion	Suspension	Expulsion
<b>17</b> Inciting Materials	Confiscate/\$50 fine/Permanent Probation	Residence Expulsion/\$100 fine	--
<b>18</b> Indecent or Obscene Language Relative to Schools	Suspension, Fine, and/or Residence Expulsion	Expulsion	--
<b>19</b> Infraction of Lab/Internet Guidelines	\$300 fine/Permanent Probation/1 Session Suspension/Residence Expulsion	Suspension	Expulsion
<b>20</b> Postal Violations	Permanent Probation/Residence Expulsion	Expulsion	--
<b>21</b> Probation Violation	\$150 Fine	\$250 Fine	1 Session or Quarter Suspension
<b>22</b> Racial Offenses	Suspension/Expulsion/Residence Expulsion	--	--
<b>23</b> Receiving Stolen Property	Suspension/Expulsion/Residence Expulsion	--	--
<b>24</b> Robbery	Expulsion	--	--
<b>25</b> Sex Offenses	Expulsion	--	--
<b>26</b> Stalking	Suspension/Expulsion	--	--
<b>27</b> Theft	Suspension/Expulsion/Residence Expulsion	Expulsion	--

28 Unregistered Guest	\$100 fine/Permanent Probation	Dorm Expulsion/\$150 fine	Expulsion
29 Weapons	Expulsion	--	--
30 Homicide	Expulsion	--	--
31 Motor Vehicle Theft	Suspension/Expulsion	--	--
32 Unauthorized Use	Suspension/Expulsion	--	--
37 Failure to Comply with UNOH Policy Regarding Room Entry/Room Searches	Permanent Probation/Residence Expulsion	Suspension	Expulsion

## EMPLOYEE HANDBOOK

Pages 65 - 66

### DRUG-FREE WORKPLACE POLICY

In order to protect the health and safety of all employees and other persons having business with the University, no employee shall manufacture, dispense, possess, purchase, sell, use or be impaired by illegal drugs or controlled substances, including alcohol, while working, while on University premises, or while using or handling University equipment. Adherence to this policy is a condition of employment. Violation of the policy may subject the offender to discipline or discharge.

The University does not maintain a drug/alcohol rehabilitation program, but information concerning area programs offering assistance will be made available to persons who need help with a drug or alcohol problem. However, a certain level of benefits for alcohol and drug abuse services is covered in the University's health plan for those employees who participate. Participating employees should refer to their plan booklet for details.

In lieu of discipline or discharge, a first offender may request an unpaid leave to enter a rehabilitation program. Return to work with the same or similar job shall depend upon the offender's first presenting written certification of successful completion of the rehabilitation program and submission of urine or blood test results will assure the University that the employee is drug-free at the time he/she seeks reinstatement from the unpaid leave. After returning to work, any subsequent violation of this policy will result in immediate termination.

Any employee convicted of an offense under a criminal drug statute for an offense occurring within the workplace must report his or her conviction to the University no later than five (5) working days after the conviction. Failure to do so may result in discharge.

Information concerning the health of any employee will be treated as confidential, except as deemed necessary.

The following organizations and telephone numbers have been provided as a reference for employees wanting information regarding substance rehabilitation:

St. Rita's Medical Center (Local)  
Addiction Services  
(419) 226-9029

National Institute on Drug Abuse  
6100 Executive Boulevard  
Rockville, MD 20852  
1-800-662-0866  
or  
[www.drugabuse.gov](http://www.drugabuse.gov)

The EAP (Employee Assistance Program) is available for those who desire or require drug/alcohol counseling. If further assistance is needed, please contact the Human Resources office.

**Section 261.9(1)"f"**

...[Develop and implement] a written policy, which is disseminated during student registration or orientation, addressing the following four areas relating to sexual abuse:

- (1) Counseling.
- (2) Campus security.
- (3) Education, including prevention, protection, and the rights and duties of students and employees of the institution.
- (4) Facilitating the accurate and prompt reporting of sexual abuse to the duly constituted law enforcement authorities.

## **STUDENT HANDBOOK**

### **Pages 51 and 53**

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#### **STUDENT ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE**

Effective May 1, 2013

##### **Equal Educational Opportunity and Anti-Harassment Policy**

The University provides equal educational opportunities (EEO) to all applicants for admissions and students without regard to race, color, religion, sex, national origin, age, gender, disability, or status as a Vietnam-era or special disabled veteran, in accordance with applicable local, state and federal laws.

The University is committed to providing an educational environment which offers all students the opportunity for a quality education. To achieve this goal, every individual or group must be respected. Students share responsibility for exhibiting appropriate, polite, civil behavior that will allow every student to learn in a positive environment, both in and out of the classroom. The University is committed to a diverse student body and encourages students to broaden their knowledge and experience by learning from each other.

The University expressly prohibits any acts of racial, sexual, disability-based, or religious harassment, bullying or discrimination and will do everything necessary to maintain a safe, harmonious campus environment.

### **What is harassment?**

Harassing conduct can take many forms. It includes – but is not limited to – the following:

1. Physical contact: unwelcome or unwanted physical contact, including unwelcome sexual conduct such as touching or other physical advances; and
2. Verbal conduct:
  - a. Threats of physical contact or violence, including unwelcome advances or propositions;
  - b. Demeaning, insulting and intimidating statements;
  - c. Lewd comments, jokes dealing with sexual, racial, religious or other topics touching on personal characteristics
  - d. The use of disparaging words that put down groups or classes of people; and
  - e. Offensive personal references;
3. Electronic communications
  - a. Email, text messages, instant messages, telephone calls, Facebook or other on-line postings which constitute prohibited verbal conduct.
  - b. Creating a fake on-line posting in someone else's name.
4. Any other conduct directed at another student, or at faculty or staff, because of their race, sex, national origin, religion, disability, pregnancy, age, or veteran/military status.

### **Harassment is prohibited.**

Students are prohibited from engaging in harassing conduct directed at other students or at University faculty or staff, or campus visitors. In turn, every member of UNOH's faculty and staff are prohibited from engaging in harassing conduct toward students.

### **How to report harassment.**

Any student who believes he or she is experiencing harassment has a responsibility to report the situation as soon as possible.

Complaint procedure: Complaints should be reported to the Safety Services office. Any serious and substantiated complaints will be forwarded to Geri Morris, Executive Director of Human Resources or Chandra Braun, Human Resources Officer. Their offices are located in the Administration Building, 1000. You may contact the HR office in person, by telephone or through email.

The Executive Director of Human Resources will investigate the harassment report as quickly as possible. The Executive Director will keep complaints confidential, informing only those members of the faculty and staff with a need to know.

The Executive Director will prepare a written summary of her investigation with a recommendation for disciplinary action, if any. She will share this information with the complaining party as well as the accused, and with Safety Services.

If a complaint against a student is found to be true, the student will be disciplined as provided in the Disciplinary Procedure Policy in the Student Handbook.

If a complaint against a faculty or staff member is found to be true, that individual will be disciplined as provided in the Employee Handbook.

Students should not be afraid to make complaints. However, false complaints made for vindictive or personal reasons will also be subject to discipline as provided in the Student Handbook.

### Positive Conduct

The harassment policy is designed not only to prohibit inappropriate conduct but to encourage positive conduct. Harassing conduct is often based on fear of someone who is different or on misguided or outdated stereotypes. Part of the purpose of college is to expand each student's understanding of other cultures and other ways to live. Take the opportunity you have here to learn about people who are different from you. You might be surprised at how much fun you have expanding your horizons.

# EMPLOYEE HANDBOOK

## Pages 37 - 42

### HARASSMENT AND SEX HARASSMENT POLICY & COMPLAINT PROCEDURE

#### Policy

The University expressly prohibits any form of harassment based on race, color, religion, sex, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the University's employees to perform their expected job duties will not be tolerated. This applies to harassment of or by employees, of or by students, and of or by non-employees who come onto University property.

#### Definitions of Harassment

1. *Sexual harassment* constitutes discrimination and is illegal under federal, state and local laws.

For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- unwanted sexual advances or requests for sexual favors;
- sexual jokes and innuendo;
- verbal abuse of a sexual nature;
- commentary about an individual's body, sexual prowess or sexual deficiencies, or conformance with sex stereotypes for men and women;
- leering, whistling or touching;
- insulting or obscene comments or gestures;
- display in the workplace of sexually suggestive objects or pictures; and

- other physical, verbal or visual conduct of a sexual nature.
2. *Harassment on the basis of any other protected characteristic* also is strictly prohibited.

Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, status as a veteran, genetic information, sexual orientation, gender identity or expression or disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- epithets, slurs or negative stereotyping;
- threatening, intimidating or hostile acts; and
- denigrating jokes and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites, etc.

## **Reporting Harassment/Sex Harassment**

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The University encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, department head or Human Resources. See *the complaint procedure described below*.

In addition, the University encourages individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The University recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, department head or Human Resources.

The University encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, *early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment*.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

## Retaliation Prohibited

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Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as The University believes appropriate under the circumstances.

## Conclusion

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The University has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The University will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has any questions or concerns about these policies should talk with HR.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of the University prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

*For more information see:* The Equal Employment Opportunity Commission (EEOC) has published enforcement guidance dealing with discrimination and harassment on its website. Examples of those documents includes: "Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors" and a shorter Q&A titled "Questions and Answers for Small Employers on Employer Liability for Harassment by Supervisors."

## Procedure

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1. Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity.
2. Each employee and each supervisory employee has an affirmative responsibility to keep the workplace free of any form of harassment. This includes not engaging in any form of harassment and reporting observed incidences of harassment.
3. Harassment includes but is not limited to the activities described in the "Definitions of Harassment" section, above.
4. Any employee who believes that another employee's (including a manager or supervisor), student's or non-employee's actions or words constitute unwelcome harassment to the employee or others has a responsibility to report or complain about the situation as soon as possible in writing.

5. "As soon as possible" means within (10) days of the alleged conduct if possible. The report should contain sufficient detail to identify and describe the violation.
6. The written report or complaint should be made to the employee's supervisor or to the department head *or pursuant to the Bypass Provision below*.
7. **BYPASS PROVISION** – if the employee does not wish to bring a report or complaint to his or her immediate supervisor or department head, the employee may bring the complaint to Human Resources.
8. All complaints of harassment/sex harassment will be investigated promptly and in as an impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.
9. Any employee, supervisor, or manager who is found to have violated the harassment/sex harassment policy will be subject to appropriate disciplinary action, up to and including termination. The University prohibits any form of retaliation against employees for bringing complaints or providing information about harassment.
10. If a party is unsatisfied with the result of any investigation, the party may file a written appeal in the form of a letter stating the basis for the appeal. Appeals should be directed to Executive Assistant to the President, who will forward the appeal to the Appeals Committee consisting of: President, Executive Director of Human Resources, Controller or as designated by the President.
11. False and malicious complaints of harassment, discrimination or retaliation (complaints made in bad faith with a harmful motive as opposed to complaints that, even if wrong, are made in good faith) may be the subject of appropriate disciplinary action.

## Child Abuse Reporting

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The purpose of this policy is to explain the responsibilities that UNOH employees have to report physical abuse or neglect or sexual abuse of children, when reporting is required, and the process for making a report.

UNOH requires all employees to comply with applicable state law which, in Ohio and most other states, requires anyone to report, observed or reasonably suspected physical abuse or neglect of a child, including sexual abuse.

### Who Must Report

**Certain employees with specific job duties.** This policy requires employees who, in the scope of their employment responsibilities, examine, attend, counsel, or treat a child, to report suspected physical abuse or neglect or sexual abuse of a child

**All employees.** It also requires any employee to report suspected physical abuse or neglect or sexual abuse of a child when the individual knows, or has reasonable cause to suspect such abuse or neglect, based on facts that would cause a reasonable person in similar circumstances to suspect abuse.

At UNOH, those who are most likely to encounter a situation what would trigger the responsibility to report include, but are not necessarily limited to: faculty, coaches, athletic trainers, and counselors. If you are not sure whether you are required to report, this policy encourages you to err on the side of caution and report. You do not need to have proof that abuse/neglect has occurred in order to be required to report.

**When to Report.** A report of child abuse should be made when an act of abuse is seen, known, or reasonably suspected. The report should be made within twenty-four hours after becoming aware of the suspected abuse or as soon thereafter as reasonably practicable.

## **Reporting Procedures:**

**In the event of an emergency, first call 911.**

Reports can be made by contacting:

- Safety Services Office – (419) 998-3167
- The Allen County Children Service Office at (419) 227-8590
- Any law local or state law enforcement officer

When making a report of child abuse under this policy callers will be asked to provide the following information to the best of their knowledge:

- Name of the alleged victim(s)
- Name of the alleged perpetrator(s)
- Time and date of the incidents being reported
- Location where the incidents occurred
- Any additional information known about the abuse

## **Prohibition on Retaliation**

The University shall take not retaliate against an employee who makes a good faith report of child abuse or neglect

## **Definitions:**

**“Attends”** means to care for; look after; to take charge of, or to watch over.

**“Child”** means any person under the age of eighteen (18) or a mentally retarded, developmentally disabled, or physically impaired person under the twenty-one years of age.

**“Counsels”** means to advise or instruct.

**“Examines”** means to observe, test, or investigate, in order to evaluate general health or determine a medical condition.

**“Physical abuse”** means non-accidental acts or omissions that cause, or fail to prevent, physical injury to a child.

**“Sexual abuse”** means the commission of a sexual offense, including rape, sexual assault, molestation, incest, indecent exposure, or exploitation of a child in a manner in which the child is used for gratification or sexual enjoyment by another person.

**Violation of this policy may result in discipline up to and including termination of employment.**

Section 261.9(1)"g"

. . .[Adopt] a policy to offer not less than the following options to a student who is a member, **or the spouse of a member if the member has a dependent child**, of the Iowa National Guard or Reserve Forces of the United States and who is ordered to state military service or federal service or duty:

- i. Withdraw from the student's entire registration and receive a **full refund of tuition and mandatory fees**.
- ii. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- iii. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

The addition of the Iowa Military section as included in the Military Withdrawal Policy below will be added to the 2014-2015 University Catalog.

## UNIVERSITY CATALOG

### Pages 38 - 39

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#### Military Withdrawal

UNOH offers special circumstance extensions or withdrawals for students who find themselves deployed or sent on military mission assignments after starting a class or classes. Any service member who is eligible for a special extension or withdrawal is required to contact the Registrar's office, the ESO, the course instructor(s), and the Office of Military Relations (Randy Gasser) when deployment or other circumstances will make it impossible to complete coursework within the scheduled time frame.

Service members who provide documentation of deployment or other acceptable reason to the Military Relations Office at the time of a withdrawal for military purposes may have their catalog year for program requirements maintained for a period of up to one year from the date of withdrawal. If the deployment period exceeds one year, the student must submit documentation of the date of return to the Military Relations Office and re-enroll in the next available term after returning from deployment. Students in the College of Applied Technologies may also have their tuition rate maintained for the same period of time. Documentation must be provided to the Military Relations Coordinator, Randy Gasser, before withdrawing in order to be eligible for this policy. In the absence of documentation, the withdrawal will be processed according to standard procedure.

In case of unexpected deployment, the University may provide forgiveness of University charges not covered by eligible financial aid or military benefits. Deployment orders must be submitted to the University of Northwestern Ohio's Office of Military Relations no later than 14 calendar days after the start date of the orders.

### Iowa Military

As per Iowa Code Section 261.9(1)"g", students who are members, or spouses of members if the members have dependent children, of the Iowa national guard or reserve forces of the United States and who are ordered to state military service or federal service or duty have the following options available upon withdrawal:

1. Withdraw from the student's entire registration and receive a **full refund of tuition and mandatory fees**.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

### Section 261.9(1)"h" (added by a statutory revision effective July 1, 2012)

Develops and implements a consistent written policy for an employee who in the scope of the person's employment responsibilities examines, attends, counsels or treats a child to report suspected physical or sexual abuse. The policy shall include an employee's reporting responsibilities. The reporting responsibilities shall designate the time, circumstances, and method for reporting suspected child abuse to the accredited private institution's administration and reporting to law enforcement. Nothing in the policy shall prohibit an employee from reporting suspected child abuse in good faith to law enforcement.

## EMPLOYEE HANDBOOK

### Pages 40 - 42

### Child Abuse Reporting

---

The purpose of this policy is to explain the responsibilities that UNOH employees have to report physical abuse or neglect or sexual abuse of children, when reporting is required, and the process for making a report.

UNOH requires all employees to comply with applicable state law which, in Ohio and most other states, requires anyone to report, observed or reasonably suspected physical abuse or neglect of a child, including sexual abuse.

#### **Who Must Report**

**Certain employees with specific job duties.** This policy requires employees who, in the scope of their employment responsibilities, examine, attend, counsel, or treat a child, to report suspected physical abuse or neglect or sexual abuse of a child

**All employees.** It also requires any employee to report suspected physical abuse or neglect or sexual abuse of a child when the individual knows, or has reasonable cause to suspect such abuse or neglect, based on facts that would cause a reasonable person in similar circumstances to suspect abuse.

At UNOH, those who are most likely to encounter a situation what would trigger the responsibility to report include, but are not necessarily limited to: faculty, coaches, athletic trainers, and counselors. If you are not sure whether you are required to report, this policy encourages you to err on the side of caution and report. You do not need to have proof that abuse/neglect has occurred in order to be required to report.

**When to Report.** A report of child abuse should be made when an act of abuse is seen, known, or reasonably suspected. The report should be made within twenty-four hours after becoming aware of the suspected abuse or as soon thereafter as reasonably practicable.

**Reporting Procedures:**

**In the event of an emergency, first call 911.**

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- Name of the alleged victim(s)
- Name of the alleged perpetrator(s)
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- Location where the incidents occurred
- Any additional information known about the abuse

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**“Physical abuse”** means non-accidental acts or omissions that cause, or fail to prevent, physical injury to a child.

**“Sexual abuse”** means the commission of a sexual offense, including rape, sexual assault, molestation, incest, indecent exposure, or exploitation of a child in a manner in which the child is used for gratification or sexual enjoyment by another person.

**Violation of this policy may result in discipline up to and including termination of employment.**

