

WALSH UNIVERSITY



Student Handbook

2019–2020





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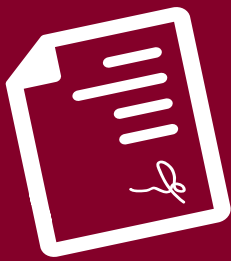
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OVERVIEW

HANDBOOK INTRODUCTION

College years offer the student the opportunity for intellectual and personal growth. To foster this growth, this handbook presents important policies describing the behaviors expected of Walsh students and the services students can expect from the University.

The Student Handbook is a guide for the academic year. This handbook states general policies designed to serve the best interests of the University community and describes nonacademic life with its campus services and activities. It supplements the University Catalog, which provides information concerning academic programs, course descriptions, degree requirements, and financial commitments.

RIGHTS AND RESPONSIBILITIES

Unless otherwise specified, the policies and procedures outlined in this handbook pertain to all students. By becoming members of the Walsh student body, persons bind themselves to comply with the policies explained in this handbook. It is the responsibility of the students to know the requirements and the policies of the University, especially those stated in the Catalog and the Student Handbook.



WELCOME FROM THE ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS/DEAN OF STUDENTS



Dear young scholars,

Welcome to the 2019-2020 academic year at Walsh University. Whether you are returning to Walsh University or this is your first semester, your membership in this very special community is a privilege – one you have earned and I hope eagerly embrace.

To support you on this journey, this Student Handbook is designed as a key resource for your success. Within it, you will find information about campus resources, university policies and procedures, and additional information that will help you thrive during your time here. As a member of our campus community, it is your responsibility to know our policies and procedures just as citizens are responsible for understanding the laws that govern them.

During your time at Walsh, I encourage you to take an active role in your education and strive for excellence. Remember, a liberal arts education is as much about character, values and social responsibility as it is about intellectual development. You will be faced with many challenging decisions as you navigate your college journey. Always allow your personal values and those of Walsh University to guide you. Remember that while community membership involves many privileges, you are also responsible and accountable for the decisions you make. During these times, accept responsibility for your actions, learn from the experience, and respect those charged with upholding the standards of Walsh University both in and outside the classroom. This is when growth occurs, and where respect is earned.

As an intellectual community, Walsh University encourages healthy discourse and debate – but as an inclusive Christian community, we insist upon respectful communication in all its forms. Offensive, disrespectful and judgmental communications and/or behaviors have no place at Walsh University. Walsh University students strive to be people of character – and that includes civility and respect in our communication with people, whether in person or with the anonymity of social media.

Please know that our faculty and staff are committed to supporting you! We believe in your potential and will challenge you to learn and grow throughout your collegiate experience.

May God bless you on this journey and may He continue to bless Walsh University.

Bryan Badar

Associate Vice-President for Student Affairs/Dean of Students



The Founding Brothers, 1960: (seated from left) Dacian J. Barrette (Business Manager), Thomas S. Farrell (President), and Henry J. Vannasse, (standing from left) Edmond Druin (Librarian), Paul E. Masse, Robert A. Francoeur (Academic Dean), and Alexis Gunlbault

FOUNDERS OF WALSH UNIVERSITY

Originally founded in 1819 by two Breton priests, Jean Marie de la Mennais and Gabriel Deshayes, the Brothers of Christian Instruction strove to carry religious education all over the world, including North and South America, Africa and Asia. Their home in North Canton, Ohio, is a shining testament to the Brothers' mission of bringing values-based education to all who seek it, regardless of means or circumstances.

When the Brothers of Christian Instruction stood in a farmer's field at the corner of North Market and Easton, they formed a vision. A vision to turn fifty acres of alfalfa into a college campus. This vision lay on a foundation of faith, courage and selfless hard work. That vision was realized on November 17, 1960, when seven Brothers, comprising the entire faculty, welcomed the incoming class of sixty-seven "gentlemen." Br. Farrell (Walsh's first president) stood on the steps and gave the group a pep talk. Apparently, construction delays and final charter approval by the Ohio Board of Regents had forced a late start for classes, and students would be required to double up on their credit hours to complete the fall semester on time.

Staff support at the time came from a full-time custodian and a part-time secretary. Two structures, a residence for the Brothers and an academic building, stood on the bare campus. The parking lot flooded whenever it rained, and boards were used to cover muddy walkways. (Quite a contrast to the present 24 buildings and nearly 300 faculty and staff led by Walsh's sixth president, Richard Jusseaume.)

At first, Walsh offered a liberal arts curriculum with majors in secondary education and business administration, as well as pre-professional programs in dentistry, medicine and law. Today, nearly 3,000 students can select from more than 53 undergraduate majors and seven graduate degrees.

This wonderful Catholic higher-education resource has continued to grow and prosper for more than 50 years because the Brothers of Christian Instruction, and those who have built on their efforts, had a vision - a vision that built Walsh University.

WALSH UNIVERSITY MISSION

Walsh University is an independent, coeducational, Catholic liberal arts institution. Founded by the Brothers of Christian Instruction, Walsh University is dedicated to educating its students to become leaders in service to others through a values-based education with an international perspective in the Judeo-Christian tradition.

Walsh University believes in the desirability of a small university that promotes academic excellence, a diverse community, and close student-teacher interaction.

The University provides its students a higher education that fosters critical thinking, effective communication, spiritual growth, and personal, professional, and cultural development. Walsh University encourages individuals to act in accordance with reason guided by the example and teachings of Jesus Christ.

STUDENT AFFAIRS MISSION

Student Affairs affirms the philosophy and tenets of the Walsh University Mission Statement. As the primary source for life skills education, the Student Affairs team creates opportunities for students to develop in a supportive community. We provide comprehensive student services that are responsive to individual and community needs, empowering students through mentoring, teaching and modeling.

The Student Affairs team is a diverse collection of educators with a common goal. We are committed to the holistic development of students, including an understanding and appreciation of six core values: respect for self, others, and the world in which we live; integrity in thought, word and deed; excellence in the teaching and learning process; an appreciation of diversity; hospitality; and selfless service. It is our firm belief that all students have the potential to develop and become valuable assets in our world community.

Student Affairs policies flow logically from the University Mission Statement in support of the academic Mission Statement. Members of the Student Affairs team embody the Christian values espoused in the University Mission Statement, enlivened by our care and concern for students, for relationships, and the community.



COMMITMENT TO DIVERSITY

The Walsh University Mission compels us to be a beacon of light and hope to all who become part of the university family. One of our core values is respect for everyone, and we are committed to creating, advocating for, and maintaining in all areas of campus life an inclusive environment that respects, supports, and values the uniqueness of all individuals as children of God. We seek student and workforce diversity, and diversity in our service providers and suppliers.

We strive to create an environment where people believe they are valued and appreciated because they are.





THE WALSH UNIVERSITY CREST

The Roman lamp at the top of the design features a gold Chi-Rho to indicate that each graduate of Walsh University is charged by Christ to be a “light of the world.” In the Sermon on the Mount, the first thing Christ did after preaching the eight Beatitudes was to compare his disciples to the salt of the earth and a light in the world (Matthew 5:13-14).

Underneath the large “W” is a golden cross and the motto of the Brothers of Christian Instruction, “DS.” These letters stand for Deo Soli, which, translated from the Latin means “For God Alone.”

And the banner under the shield are the word sed deus dat incrementum. The phrase is taken from 1 Corinthians 3:7 and means “God gives the increase.” The words express the thought that, although members of the Walsh faculty give all they humanly can, it is known that the flowering of their seed comes from Almighty God.

WALSH UNIVERSITY ALMA MATER

Alma Mater we give all our love and our favor;
May our lives ever be a reflection of Thee.
Through the days, through the years, the memories we'll savor,
And forever will be, true to Walsh, true to Thee.

From fields of green you grew, with the love of Brothers' tending,
From our God you find anew the increase that sustains,
And our God has charged anew the mission that remains.

Alma Mater we give all our love and our favor;
May our lives ever be a reflection of Thee.
Through the days, through the years, the memories we'll savor,
And forever will be true to Walsh, true to Thee.

*Words and arrangement by Dr. Britt Cooper,
Professor of Music, Chair, Division of Fine & Performing Arts*



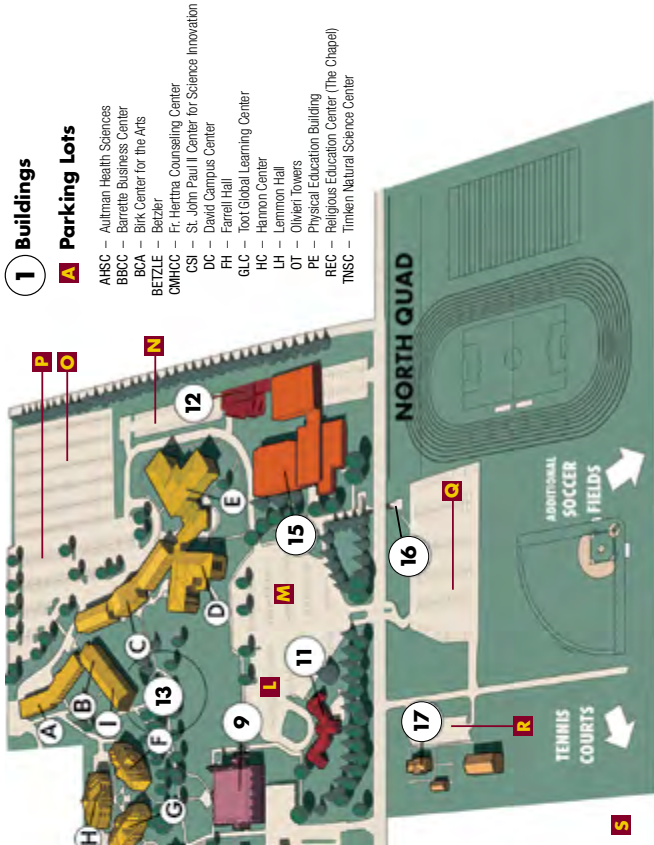
WALSH UNIVERSITY CAVALIERS' FIGHT SONG

Fight on, you Cavaliers
We will defend our might and honor
Drive on to victory
And we will proudly stand and shout:
Go Walsh!

And when the game is through,
And the contest has been won,
We'll sing a song for Walsh
And cheer you on, our Cavaliers!

WALSH UNIVERSITY

CAMPUS MAP



1 Buildings

A Parking Lots

- AHSC – Aultman Health Sciences
- BBOC – Barrette Business Center
- BCA – Birck Center for the Arts
- BETZLE – Betzler
- CMHCC – Fr. Hertha Counseling Center
- DC – St. John Paul II Center for Science Innovation
- DC – David Campus Center
- FH – Farrell Hall
- GLC – Toot Global Learning Center
- HC – Harmon Hall
- LH – Lemmon Hall
- OT – Oliver Towers
- PE – Physical Education Building
- REC – Religious Education Center (The Chapel)
- TNSC – Timken Natural Science Center

EAST QUAD

1	FH	FARRELL HALL Academic Affairs Academic Support Center Advancement/Alumni Br. Edmund Drouin Library Classrooms Human Resources Information Technology Services Office of the President Student Service Center Financial Aid/Registrar/Student Billing
2	REC	OUR LADY OF PERPETUAL HELP CHAPEL Classrooms Religious Education Center
3	CSI	SAINT JOHN PAUL II CENTER FOR SCIENCE INNOVATION Faculty Offices Learning Labs Research Labs
4	TNSC	TIMKEN NATURAL SCIENCES CENTER Classrooms Faculty Offices Research Labs
5	AHSC BETZLE	AULTMAN HEALTH FOUNDATION BYERS SCHOOL OF NURSING/HEALTH SCIENCES CENTER/THE DON & IDA BETZLER SOCIAL AND BEHAVIORAL SCIENCES CENTER Betzler Auditorium Byers School of Nursing Classrooms/Labs Faculty Offices
6	CMHCC	FATHER MATTHEW HERITINA COUNSELING CENTER Classrooms Counseling Center Faculty Offices
7	BBOC	THE BARRETTE BUSINESS AND COMMUNITY CENTER Auxiliary/Special Services Betzler Grille Br. Robert Francoeur Conference Center Classrooms DeVillie School of Business
8		LA MENNAIS HALL Brothers of Christian Instruction Residence Faculty Offices Marketing/University Relations
9	DC	THE PAUL & CAROL DAVID FAMILY CAMPUS CENTER Admissions/Digital Campus Bookstore Founders Room Post Office Schervish Dining Center Sodexo Food Services Student Affairs
10	GLC	THE MARLENE AND JOE TOOT GLOBAL LEARNING CENTER Camelot Music Career Readiness & Development Center Cavaller Café Digital Classrooms/Labs James B. Renacci Forum & Center for Civic Engagement Research Institutes Saint Teresa of Calcutta Chapel

WEST QUAD

11	HC	HANNON CHILD DEVELOPMENT CENTER Classrooms/Labs Faculty Offices
12	BCA	THE BIRK CENTER FOR THE ARTS Atrium Gallery Fine and Performing Arts Offices Walsh Chorale/Chamber Singers Walsh Marching Band
13		RESIDENCE HALL COMPLEX (A) Seaton Hall (Formerly Alexis Hall) LH Lemmon Hall (C) Marie of Egypt/Wilford Towers (E) Marie & Emilly Towers OT Oliver Towers (F) Bratcher Hall (G) Meier Hall (H) Stein Hall (I) The Commons
14		ST. KATHARINE DREXEL HOUSE Campus Ministry
15	PE	GAETANO M. CECCHINI FAMILY HEALTH AND WELLNESS COMPLEX Athletic Offices Alumni Arena Auxiliary Gym Classrooms Mercy Wellness Center Cecchini Center
16		TUNNEL TO ATHLETIC FIELDS
17		HOOVER HISTORICAL CENTER AND HOOVER PARK



2020 East Maple Street • North Canton, Ohio 44720-3336
 Main Line: 330-490-7090 • Toll Free: 1-800-362-9846
 Fax: 330-490-7165 • Email: admissions@walsh.edu
www.walsh.edu

UNIVERSITY OFFICES DIRECTORY

Academic Affairs	Farrell Hall.....	330.490.7123
Academic Support Center	Farrell Hall.....	330.490.7235
Accessibility Services.....	Farrell Hall.....	330.490.7529
Admissions.....	David Campus Center.....	330.490.7172
Advancement	Farrell Hall.....	330.490.7111
Alumni.....	Farrell Hall.....	330.244.4752
Athletics	Cecchini Health & Wellness Complex.....	330.490.7035
Bookstore.....	David Campus Center.....	330.490.7361
Campus Ministry	St Katherine Drexel House.....	330.490.7344
Campus Police.....	Betzler Tower Residence Hall.....	330.490.7474
Career Center.....	Global Learning Center.....	330.490.7380
Class Cancellation.....		330.490.7005
Commuter Services	David Campus Center.....	330.490.7173
Counseling Services.....	David Campus Center.....	330.490.7348
Dining Services	David Campus Center.....	330.490.7381
Global Learning	Global Learning Center.....	330.244.4771
Health Services.....	Cecchini Health & Wellness Complex.....	330.490.7030
Help Desk (Information Technology).....	Farrell Hall.....	330.490.4357
Human Resources	Farrell Hall.....	330.490.7210
International Programs & Services	David Campus Center.....	330.490.7105
Library	Farrell Hall.....	330.490.7185
Multicultural Affairs.....	David Campus Center.....	330.490.7342
Post Office.....	David Campus Center.....	330.490.7316
President's Office.....	Farrell Hall.....	330.490.7102
Print Room	Farrell Hall.....	330.490.7161
Residence Life	David Campus Center.....	330.490.7107
University Chaplain	Our Lady of Perpetual Help Chapel.....	330.490.7051
School for Professional Studies		330.490.7292
Student Affairs	David Campus Center.....	330.490.7301
Student Service Center	Farrell Hall.....	330.490.7367
Title IX Coordinator.....	David Campus Center.....	330.490.7301
University Relations	La Mennais Hall.....	330.490.7296

CONSTITUENCIES

TRADITIONAL STUDENTS

For admission purposes, traditional students are classified as those students who are between the ages of 18 and 23.

NONTRADITIONAL STUDENTS

For admission purposes, nontraditional students are classified as those students who are 24 years of age and above.

GRADUATE STUDENTS

Those students enrolled part time or full time in graduate classes.

RESIDENT STUDENTS

Those students who are required or who choose to live in the residence halls.

COMMUTING STUDENTS

Those students who are not required to live in the residence halls.

DISTANCE LEARNING STUDENTS

Those students enrolled part time or full time in online degree programs or workshops.





GENERAL UNIVERSITY POLICIES

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Walsh University is covered by, and subscribes to, the Family Educational Rights and Privacy Act (FERPA) informally known as the Buckley Amendment. Passed by the U.S. Congress, Public Law 93-380, as amended became effective November 19, 1974.

This law permits students the right of confidentiality and the right to inspect and review their educational record as maintained by the appropriate offices and agencies of the University. Also, it affords students the right to request that amendments be made to ensure that their records are accurate.

A copy of the Act and the Federal Regulations is available for examination in the University Library, the Office of the Registrar, or by accessing the Department of

Education's FERPA website at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA information is published yearly in the university catalog and student handbook.

DEFINITIONS

“Student” is any person who attends or has attended Walsh University.

“Educational Record” is any record in handwriting, print, tape, microfilm, electronic file or other medium maintained by Walsh University which directly relates to a student. The following exemptions are not part of the educational record or subject to this Act:

1. Personal records maintained by University staff/faculty if kept in the sole possession of that individual, and the information is not accessible or revealed to any other person. For example a faculty grade book.
2. Employment records not contingent on student's enrollment.
3. Law enforcement records that are created by a law enforcement agency for that purpose.
4. Medical and psychological records used solely for treatment.
5. Alumni records disclosing information about a student who is not considered “enrolled.”

RIGHT TO INSPECT AND REVIEW EDUCATIONAL RECORDS

Students have the right to inspect and review their educational records within 45 days of the day the University receives a request for access.

Procedure. A student should submit to the University Registrar a written request that identifies the records to be inspected. Arrangements for access will be made by the University Registrar, and notification will be given to the student of the day, time, and location where records will be inspected. Exceptions: Students are granted the right to inspect and review all their educational records except for the following:

1. Information regarding other students;
2. Financial records of parents;
3. Confidential letters of recommendation, confidential letters or statements of recommendation for admission, employment, or honorary recognition put in education files before 1/1/75.

DISCLOSURE OF EDUCATIONAL RECORDS

Walsh University accords all rights under the Act to each student. Outside individuals or agencies will not have access to, nor will the University disclose any information from a student's educational record without the written consent of the student. The University may, however, furnish information within the University's community serving in the educational interest of the student (i.e., faculty, administration, support staff, advisors, campus security, campus student service departments such as financial aid and housing).

Exceptions made to the disclosure policy are:

1. to University officials listed in the above paragraph;
2. to federal/state educational officials in connection with legislative requirements;
3. in connection with financial aid for which the student has applied;
4. to organizations conducting studies on behalf of the University;
5. to accrediting organizations; to the parents of dependent students (e.g., parent information listed on the FAFSA [Free Application for Federal Student Aid]);
6. to comply with a lawful judicial order or subpoena;
7. to appropriate individuals in health/safety emergencies;
8. limited directory information.

DIRECTORY INFORMATION

Walsh University, in accordance with the Act, has designated the following information as “directory information.” The University may release directory information to anyone without the student’s consent unless the student requests otherwise in writing to the Office of the Registrar PRIOR to the first day of the academic semester or term in which the request is to become effective. This will remain effective until removed by the student.

Information the University may release (unless the student requests all information to be withheld as described above) includes:

1. Name;
2. Address (local and home);
3. Telephone (local and home);
4. Major field of study;
5. Participation in officially recognized University activities and sports;
6. Weight and height of member of athletic teams;
7. Dates of attendance;
8. Degrees and awards received;
9. Most recent previous educational agency or institution attended.

The student has the right to consent to disclosures of personally identifiable information contained in the educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interests. Personally identifiable information is information that, if disclosed, would make a student’s identity easily traceable, e.g., Social Security number.

AMENDMENT OF EDUCATIONAL RECORDS

Under the Act, students have the right to request an amendment to educational records they believe are inaccurate, misleading, or in violation of their privacy rights under this Act. Procedures are as follows:

Students must submit a written request to the appropriate University official to amend a record. In doing so, the student should clearly identify the part of the record to be amended, and clearly state why it is inaccurate or misleading.

If the University determines that the information is inaccurate, misleading, or in violation of the student’s right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

If the University determines that it is not appropriate to change the record, the appropriate University official will notify the student of the decision. The student will be advised of his or her right to a hearing regarding the request for amendment. At that time, information regarding the hearing procedures will be provided to the student.

COMPLIANCE OFFICE

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Walsh University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605



FINANCIAL POLICIES

TERMS OF PAYMENT

Walsh University requires the following payment terms:

- All charges for tuition, fees, room and board are due no later than the first day of classes each semester, or
- Students electing the Walsh University Payment Plan, offered through Tuition Management Systems, must be enrolled in the program no later than the first day of classes each semester. An enrollment fee of \$40 per semester is charged to participate in the program. (Please contact the Student Service Center for information regarding the payment plan), or
- Students participating in the Employer Reimbursement Program must be enrolled in the program no later than the first day of classes each semester. For details, see the Employer Reimbursement Program section below.

Student account balances and details are available online within the secure area of the Cavalier Center (Student Account Information). Students are responsible for timely payments and those students that do not follow the required payment terms will be charged interest of 12% (1% per month) on any outstanding balance. Students enrolled in the tuition payment plan or the Employer Reimbursement Program are exempt from interest charges if they adhere to the published payment schedule. Please contact the Student Service Center at 330.490.7367 with questions or if you have difficulty accessing the Cavalier Center.

Tuition Payment / Employee Reimbursement Program: Students enrolled in the Tuition Payment Plan or the Employer Reimbursement Program are exempt from interest charges if they if they adhere to the published payment schedule. Walsh University reserves the right to deny future participation in either program if there is evidence of abuse or late payments. Students must re-enroll in the program each year to maintain eligibility. Enrollment forms are available at the Student Service Center and at School for Professional Studies offices.

If a student withdraws or reduces the number of credit hours after the refund period for reasons beyond his or her control, a detailed letter may be submitted to the Fees and Charges Appeals Committee explaining the extenuating circumstances. Poor academic performance will not be considered as grounds for appeal. The University will not grant a refund of charges for any withdrawal or reduction in hours beyond the established deadline without an approval from the Fees and Charges Appeals Committee. Detailed appeal letters documenting the extenuating circumstances can be addressed to Walsh University, Fees and Charges Appeals Committee, Finance Department, Attn: Sarah Sowers, 2020 East Maple Street, North Canton, OH 44720.

CHECKS RETURNED

Walsh assesses a \$29 service charge to those individuals whose checks, made payable to Walsh University, are returned by the bank because of insufficient funds.

UNPAID BALANCES

Students with outstanding balances may not register for classes, receive grades, participate in graduation ceremonies, or receive a diploma or transcript of credits. This may include students enrolled in the Payment Plan who are delinquent with their payments or who have made payments in an amount that will be insufficient to reconcile to reconcile the account at the end of the program. In these circumstances, the student will be sent written notice.

Balances that remain outstanding for over 150 days will be turned over to a collection agency and collection costs of up to 40% will be added to the outstanding account balance.

FINANCIAL AID

Walsh University offers a competitively priced liberal arts education. Nevertheless, more than 90 percent of the University's full time students receive some form of financial assistance (Scholarships, Grants, Loans, Work-Study).

Most types of financial aid require that applicants complete the Free Application for Federal Student Aid (FAFSA), available on-line at www.fafsa.gov. Financial assistance is determined on the basis of demonstrated financial need and academic achievement. All students must maintain satisfactory academic progress as determined by Walsh University and the Department of Education. The Office of Financial Aid provides assistance in three basic forms: scholarships, grants, loans, and employment.

EMPLOYER REIMBURSEMENT PROGRAM

A student whose employer offers educational reimbursement benefits may elect to participate in the Walsh University Employer Reimbursement Program.

Students wishing to enroll in Walsh University's Employer Reimbursement Program must complete the enrollment form available each academic year they wish to participate.

The form must be turned in to the Student Service Center to be enrolled in this program. The form is valid for one academic/financial aid year and should be submitted at the time of initial registration. Students shall be subject to interest charges until the application is complete and submitted to the Student Service Center.

Participants in the program receive the following benefits:

- Exemption from late fee charges for the semester;
- Eligibility to register for classes with an outstanding balance exceeding \$1,000;
- Permission to delay final payment until 30 days after the last day of that semester.

The Student is responsible for notifying the University of any changes in eligibility or employment status. If a student fails to make final payment within thirty (30) days following the completion of the academic semester, the University may elect to remove the student from the program and/or assess finance charges.

As a courtesy, Walsh University will provide an account statement/registration schedule to the student to present to his/her employer. These statements will be sent one time at the end of each semester. Due to the popularity of this program, Walsh is unable to accommodate requests for "customized" statements.

Employer Reimbursement and Tuition Discounts: The Alumni and Post Baccalaureate Discounts are intended to financially assist Walsh Graduates who choose to continue their education at Walsh. As a result, these discounts are not structured to extend to the student's employer. If, however, the student is unable to document that his/her employer does not reimburse based on the pre-discount rate initially assessed, Walsh University may reconsider its policy on a case-by-case basis.

WALSH UNIVERSITY SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

The Financial Aid Office at Walsh University is required under Federal regulations to monitor the academic progress of all financial aid recipients. Failure to maintain Satisfactory Academic Progress (SAP) can affect a student's eligibility for federal financial aid. Both qualitative and quantitative standards are applied when determining SAP. Walsh University reviews SAP at the end of each spring semester. Students who fail to meet SAP are sent written notification which includes Walsh University's SAP policy as well as appeal information.

Acceptable Passing Rate

Each student must earn a passing grade in at least 67% of all courses attempted at Walsh University. "F" (Failed) and "W" (Withdrawn) grades will be counted as hours attempted but not passed. "I" (Incomplete) coursework cannot be counted as a successful completion. An Incomplete grade that has been changed to a passing grade can be added to the number of hours completed. It is the student's responsibility to notify the Office of Financial Aid once an incomplete grade has been changed to a valid grade. Transfer hours accepted by Walsh University and repeated coursework are considered in this ratio.

Acceptable Grade Point Average (GPA)

The minimum GPA standards for financial aid eligibility must be equal to or higher than the standard set forth by Walsh University for academic standing purposes. Freshmen must have a cumulative GPA of at least 1.75. Sophomores/juniors/seniors must have a cumulative GPA of at least a 2.0 in order to maintain federal SAP. Determination of GPA requirements (1.75 vs. 2.0) for entering transfer students will be based on the number of transfer credits they carry with them from their prior institution(s), but the approved transfer coursework will have no effect upon the cumulative grade point average. Only one grade for a repeated course will be reflected in the calculation of the student's GPA. (For federal aid purposes, a student is allowed to repeat a course only once if a passing grade is achieved). The minimum cumulative GPA for graduate students is 3.0 and the calculation also follows the transfer and repeated coursework stipulations cited above.

Time Limits

Students cannot exceed 187 attempted hours (150% of graduation requirements) and continue to receive financial aid toward their undergraduate degree. Transfer hours are included in the 187 attempted hours. (Please note: State Aid is only available for a maximum of five full-time years, regardless of whether or not the student has reached the 187 credit hour limit.) Time limits are applicable even during periods where students did not receive Title IV aid and include courses taken during the summer. Transfer hours and repeated coursework also count when calculating acceptable time frame limits. Graduate students are not held to the same 150% calculation based on their specific graduation requirements. The 150% maximum time frame allowance for completion of the program is intended to be long enough to allow for changes in major, loss of credit due to transfer, withdrawn coursework, minor, double majors, etc.; therefore, an extension of the maximum time frame granted for those reasons is unlikely. Students seeking a second degree are limited to the federal Direct Loan program and will be monitored for time limits as well.

Appeals

Students who have lost their eligibility for federal financial aid due to not maintaining SAP will be notified in writing and have a right to appeal. All appeals must include substantive reasons for failure to comply with the SAP Policy, and all extenuating circumstances should be supported by documentation whenever possible. Documentation should not only indicate the mitigating circumstance(s) that caused a student to have academic difficulty, but also indicate that the circumstance which caused the situation has been rectified so that the student will be successful in future terms. Prior to submitting the appeal to the Student Service Center, the student must contact the Director of Academic Achievement for assistance in completing certain sections of the appeal form.

If an appeal is approved, students are granted a probationary period in which to rectify the reason why he/she did not meet SAP. If it is apparent that the student cannot complete this within one term, an extension may be given to the student after review of the academic "Action Plan" included in the original appeal. If the student does not adhere to the criteria outlined in the Action Plan, the probationary period will not be extended.

Regaining Financial Aid Eligibility

Students can regain full eligibility for federal financial aid by successfully completing coursework while in Suspension status that will raise their cumulative GPA to meet or exceed the minimum required for their total attempted hours, and raise their overall Cumulative Completion Rate for all coursework attempted to the 67% undergraduate or graduate level. Students who are ineligible to receive federal financial aid may use one or more of the following payment options while attempting to regain eligibility: student's own resources, Walsh University's Payment Plan, and/or Alternative/Private Educational Loans.

(PLEASE NOTE: Since Walsh University does not offer remedial courses, that category of coursework is not addressed in this SAP Policy.)

WITHDRAWAL POLICY

Registration for classes creates a contract for payment of tuition, fees, and charges.

A student choosing to terminate this contract with Walsh University must officially withdraw during the first 5 business days of the fall or spring semester or are obligated to pay all charges in full. Withdrawal must be made in writing through the Student Service Center and must be signed by the student. Nonattendance to class or notification to a professor does not constitute an official withdrawal.

Withdrawal from a class or from the University on or before the fifth business day of the fall or spring semester will cancel all financial obligations to the University.

Fall, Spring and Summer Semesters (Including 8-Week Courses)

- Five (5) business days or earlier..... 100% of tuition
- Six (6) business days or later..... no refund

Fall, Spring and Summer Semesters (Less Than 8-Week Courses)

- One (1) business day or earlier..... 100% of tuition
- Two (2) business days or later..... no refund

SUSPENSION OR EXPULSION

The University will follow the Withdrawal Policy stated above in the event suspension or expulsion occurs. Students suspended or expelled after the refund periods will be obligated to pay all charges in full.

CAMPUS POLICES

ALCOHOL POLICY

The presence, possession or use of any alcoholic beverages on campus is limited to those who are of legal drinking age as per Ohio state law. Any student who possesses, consumes, or is under the influence of alcohol when she/he is not of legal age will be subject to disciplinary action. Students who host, provide or purchase alcohol for any person under the age of 21 will be subject to an immediate Level IV Violation and may face civil consequences (see Student Life Conduct System).

Repeat offenders of the alcohol policy and those involved in a serious alcohol abuse incident will possibly be required to enter a substance abuse program and/ or will have alcohol privileges restricted. Walsh University also reserves the right to notify parents of serious abuse. This right is granted to universities under the FERPA law.

Designated Areas for Alcohol

Alcoholic beverages, containers and/or packaging are not permitted in freshman student housing. These areas include Seanor Hall, Menard Hall (excluding Betzler Tower) or any other housing areas designated as "substance-free."

In the other residence halls, alcoholic beverages are permitted in a student's private residence hall room, but only if one of the residents of that room is of legal drinking age. If all official residents of an assigned room are under 21 years of age, alcohol is not permitted in that room, regardless of who is in possession of the alcohol.

Open Containers

The presence of alcoholic beverages is also limited to certain locations on campus. Regardless of the student's legal drinking age, all students are prohibited from possessing or consuming from an open container in common areas (unless it is during a University sponsored, alcohol-approved event). Common areas include, but are not limited to, hallways, breezeways, lounges, study-rooms, courtyards, parking areas, etc. During select special events on the campus grounds and in campus buildings, alcohol will be permitted under strict guidelines. The presence of alcohol in any other area or at any other time is in violation of University policies.

Public Intoxication

Public intoxication is prohibited on university premises and at university sponsored events. Walsh University defines intoxication by the identifiable and reliable signs, including but not limited to, a strong odor or alcohol on an individual's breath, slurred speech, impaired coordination, glassy eyes, or exaggerated emotions and behaviors.

Bulk Containers, Paraphernalia and Drinking Games

Kegs, beerballs or any bulk containers will not be allowed in the residence halls or other university buildings (without prior authorization). Alcohol paraphernalia, including bongos, packaging and/or items related to drinking games that promote binge drinking, are strictly prohibited and will be considered a conduct violation. The procedure to request permission to have a keg on campus can be found in the section below: Campus Events Serving Alcohol.

CAMPUS EVENTS SERVING ALCOHOL

Organizations may be granted special permission to serve alcoholic beverages providing that they comply with Ohio State Law and University rules and regulations governing the use and distribution of alcohol. A limited number of social events with alcohol will be approved each semester. Only six (6) social events with alcohol will be approved each semester and no student organization may sponsor more than three (3) social events with alcohol per semester. Priority status will be based upon the date of the completed request and the organization's ability to comply with university regulations.

Organizations who wish to sponsor an event with alcohol must adhere to the "Alcohol Event Guidelines" and complete the "Alcohol Event Application". The completed application must be submitted to the Associate Dean of Students two weeks prior to the event for the event to be considered. All pertinent information regarding events with alcohol can be obtained in the Office of Student Activities, or online at my.walsh.edu/student-activities.

BLOODBORNE PATHOGENS EXPOSURE

Sharps Policy

To ensure the safety of all persons, visitors, Residence Life, and Facilities Staff, all persons who use injected medication or who test their blood are required to dispose of hypodermic syringes and/or lancets in approved red bio-hazard sharps containers. The Ohio EPA defines sharps to include lancets, hypodermic needles, syringes, scalpel blades, and broken glass contaminated with an infectious agent and requires the public to dispose of these items appropriately.

Persons are responsible for safely storing and disposing of their own personal sharps, needles or other objects that pose bio-hazard risks. It is the responsibility of each person to secure unused sharps safely in a locked or hidden space while on campus. Used sharps should be placed in a personal bio-hazard sharps container; once the container is 2/3 full or once the contents rises to the FULL level marker on the container, students who do not have the resources to independently dispose of their sharps containers at home are encouraged to dispose of their hazard sharps container at Health Services. Employees and students who do have the resources to independently dispose of their sharps should take their used sharps home with them in their personal sharps container for appropriate disposal. If an unattended sharp is found, no one is to touch the potential bio-hazard sharp and immediately contact Health Services or Campus Police for proper disposal.

Sharps and sharps containers are NOT to be placed in regular trash receptacles on campus.

Students who require such containers and do not already have their own personal sharp container can obtain a small personal sharp container from Health Services. It is recommended that students contact Health Services for additional information about the disposal of sharps and sharp containers

BUILDING ACCESS

Campus facilities are open to students, faculty/staff and guests of the University according to the following schedule, which is subject to change:

Aultman Health Foundation Science Center	6 a.m. – 10 p.m.
Barrette Business and Community Center.....	6 a.m. – 11 p.m.
Don & Ida Betzler Social & Behavioral Sciences Center.....	6 a.m. – 10 p.m.
Birk Center for the Arts.....	6 a.m. – 10 p.m.

Gaetano M. Cecchini Family Health and Wellness Complex.....	6 a.m. – 11 p.m.
Paul & Carol David Family Campus Center	6 a.m. – 11 p.m.
Farrell Hall.....	6 a.m. – 10 p.m.
Hannon Child Development Center.....	7 a.m. – 10 p.m.
Hoover Property.....	By arrangement
John Paul II, Center for Science Innovation	6 a.m. – 10 p.m.
La Mennais Hall.....	By arrangement
Lemmon Hall & The Commons	7 a.m. – 9 p.m.
Our Lady of Perpetual Help Chapel.....	7 a.m. – 9 p.m.
Residence Halls	Locked 24-hours (accessible only by resident students)
Timken Natural Sciences Center	6 a.m. – 10 p.m.
Marlene & Joe Toot Global Learning Center.....	6 a.m. – 11 p.m.
Towers Connector (located between Wilkof and Olivieri Towers).....	6 a.m. – 12 a.m.

Campus police officers make additional rounds in each building after they have been secured. Individuals found in buildings after hours will be asked to show identification, and those who are in the buildings without proper authorization may be referred for disciplinary and/or criminal action. Propping open the doors to any building, especially the residence halls, causes a significant security risk to those inside. Such action will be viewed as a serious violation of school policy.

UNAUTHORIZED AREAS

Students are not permitted to access unauthorized areas, including but not limited to, building rooftops, maintenance closets, and Information Technology closets.



CAMPUS ATTIRE

Appropriate student dress and cleanliness are guiding norms for dress at Walsh University. Students are expected to dress in a manner that reflects the mission and values of Walsh University. A student’s appearance should not disrupt, interfere, disturb, or detract from University activities. Faculty and staff reserve the right to institute expectations for student dress code that meet safety standards and promote environments conducive to learning.



CAMPUS SPEAKERS

The mission of Walsh University is to provide a Catholic, liberal arts education that encompasses an international perspective and promotes critical thinking. Walsh University believes that a free and open forum for the exchange of ideas and opinions is essential in our pluralistic society, and that every member of an educational enterprise bears responsibility for this freedom. The purpose of inviting speakers to campus is to provide students and others with different perspectives and voices in pursuit of truth. A “free and open forum for the exchange of ideas” in this context means that both speaker and audience members participate in a discussion that seeks better understanding of a theme or issue in a manner that is respectful of Catholic truth. Both speakers and listeners are expected to be civil and to practice speech that respects human dignity. Speakers that seek only to provoke or listeners that seek only to disrupt will not be tolerated.

Sponsoring individuals/organizations and the approved speaker are required to respect Catholic beliefs and practices. They are expected to refrain from promoting doctrines opposed to essentials of the Catholic faith or contrary to the upholding of Christian faith and morality. Exceptions may be made if the following format is used: If an approved speaker comes to present non-Catholic opinions, those ideas should be presented in a debate or in a forum where the Catholic perspective will also be presented, defended, and upheld. Walsh University will designate the person who will defend the Catholic position.

Speaker invitations come from a member of the faculty, a member of the administration, or recognized groups on campus. Members of the university community who have special competencies are especially encouraged to contribute to such discussions. Arrangements for the presence of speakers on campus by faculty and by any nonacademic staff are approved and made through the Office of Academic Affairs to ensure open and balanced examination of issues. Approval for speakers sponsored by student organizations routes through the Office of Student Affairs. The president, representing the Board of Directors, has final authority over such arrangements and approvals.

Campus safety, for all members of the campus community and for speakers and community members, is of the utmost concern for Walsh University. If Campus Police and administration are not confident of the ability to protect participants and the audience from physical harm, the University will not permit the event to go forward.



NON-DISCRIMINATION POLICY

Statement of Policy

Walsh University does not discriminate on the basis of race, religion, age, sex, color, disability, national or ethnic origin, or status as a veteran, in policies and programs such as those specified below. This statement applies to all academic programs, all athletic programs, and to all policies and procedures concerning students and student activities. This statement applies to all personnel and administrative policies. In order to maintain its Catholic identity, Walsh University may prefer to hire individuals who are Catholic or who demonstrate adherence to the ideals expressed in the University Mission Statement. Finally, it is the policy of the University to maintain an environment free of sexual harassment and intimidation.

It is the stated policy of Walsh University to promote and maintain a campus environment free from all forms of discrimination, intimidation, and exploitation, including sexual harassment. The use of one's institutional position or authority to promote discrimination against any individual or group or to solicit unwelcome sexual relations with a member of the Walsh University community is incompatible with the mutual trust and respect among the University community fundamental to the mission of the University. Discrimination and sexual harassment are considered unethical and unprofessional activities, especially when they involve persons of unequal power, authority, or influence. Furthermore, discrimination and sexual harassment are illegal under Title VII of the 1964 Civil Rights Act.

In accordance with the mission statement and compliance with non-discrimination laws, Walsh University regards freedom from discrimination and sexual harassment an individual employee and student right protected by policy. Members of the Walsh community must stand against assaults upon the dignity and value of any individual. Walsh University is committed to freedom of expression; however, the value of free expression is undermined by acts of discriminatory harassment that harass, intimidate, or humiliate members of the community or create a hostile or offensive campus environment. Protected free expression ends when prohibited discriminatory harassment begins.

It is imperative that members of the Walsh community know that discriminatory harassment will not be tolerated. Any member with complaints should refer to the Title IX Coordinator or the Equity Board or Grievance Board Guidelines in this handbook for guidance on reporting such behaviors.

Definitions

Discriminatory behavior involves the singling out, excluding, or demeaning any individual on the basis of race, religion, age, sex, color, disability, national or ethnic origin, or status as a veteran.

Discriminatory harassment generally includes conduct (verbal, written, graphic or physical) directed against any person or groups of persons because of race, religion, age, sex, color, disability, national or ethnic origin, or status as a veteran and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depiction or treatment, and threatened or actual abuse or harm.

Dissemination of the Policy

All University Vice Presidents, Deans, Division and Department Chairs should take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for lodging complaints. All members of the student body, administration, faculty and staff are expected to assist in implementing this policy. Equity Board provides resources to educate the University community on discrimination issues. Please review to the Grievance Board and Equity Board descriptions of this handbook.

DISRUPTIVE BEHAVIOR POLICY

Essential to the mission of Walsh University is that all members of our campus community are free to fully engage in the teaching and learning process through their experiences both inside and outside the classroom. Students are expected to conduct themselves in a manner that aligns with the University mission, student code of conduct and academic program expectations. Accordingly, students should not engage in any form of disruptive behavior that interferes with the function of the University and its educational objectives.

Disruption is defined as any behavior, by virtue of its intensity and/or repetitiveness that interferes with academic activities, the delivery of administrative programs or services, the maintenance of public order on campus, or compromises the health, safety or well-being of a member of the campus community. Examples of disruption include, but are not limited to:

- persistently or obstructively talking, yelling, screaming, or making noises;
- speaking in an abusive or derogatory manner;
- maliciously or inappropriately mocking or ridiculing persons who provide or use/seek to use the program/service;
- engaging in acts of verbal or physical aggression (e.g., causing or threatening injury, physical or verbal intimidation, damaging personal/University property, throwing items); or refusing to adhere to the established procedures associated with the delivery of such programs or services.

This policy is intended to provide students with an environment that will effectively facilitate teaching and learning at Walsh University. Civil expression, disagreement or debate as outlined by the Walsh University Freedom of Expression policy does not constitute disruptive behavior. Furthermore, it is important to recognize that behaviors which may cause a person to be

uncomfortable do not automatically translate to being “unsafe” or “threatened” and may not constitute disruptive behavior subject to University disciplinary action. Reported instances of disruptive behavior will be examined objectively with respect to its severity, repetitiveness, and impact on the individual and/or the University community in reaching a determination as to whether the act was in violation of university policy.

Classroom Conduct Policy

All students have the right to learn without interference from others. Walsh University students are expected to be courteous while in the classroom, even if, at times, their own beliefs and perspectives differ from their peers and/or the material being presented. Further, faculty have the right and the authority to guide classroom discussion and to set reasonable limits on the manner in which students express opinions.

Although all students are expected to exhibit appropriate conduct, some may not know what exactly constitutes as proper classroom behavior. Classroom misconduct is any behavior, in person or online, which disrupts or interferes with the learning environment. Following are examples of classroom misconduct:

- Continuing to talk after being asked by the instructor to stop;
- Conducting side conversations during instruction;
- Speaking persistently without being recognized or persistently interrupting other speakers;
- Verbally or nonverbally showing disrespect for others;
- Using vulgar, obscene, or other inappropriate classroom language or gestures;
- Making disparaging remarks or making slurs based on age, religion, race, ethnicity, gender, nationality, disability, or sexual orientation;
- Intimidation via verbal or nonverbal language;
- Tardiness and disturbing classroom entrances;
- Getting up during class, leaving, and then returning;
- Packing up books and/or belongings before class is dismissed;
- Using cell phones, allowing them to ring, or text messaging in class;
- Inappropriately using computer or other technology in a disruptive way;
- Verbally indicating dissatisfaction with an activity, assignment, or grade;
- Refusal to comply with faculty direction;
- Sleeping in class and other inattentive behavior.

NOTE: *Students with disabilities are held to the same standards of conduct as other students. If you require academic accommodations (attendance flexibility, assistive technology, etc.) under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended in 2008, please contact Accessibility Services at 330-490-7529.*



DRONES | UNMANNED AERIAL VEHICLES

Unmanned aircraft systems including drones and model aircrafts are regulated by the Federal Aviation Administration (FAA) and relevant state law. The operation of any drone or UAV (unmanned aerial vehicle) over Walsh University property is prohibited in the absence of approval by the Chief of Campus Police. Any university approved operation must not pose interference with campus property or events as well as any unacceptable threat to safety, privacy, or the environment.

DRUG POLICY

Walsh University is a community of people who strive to create and maintain an environment that is free from illegal substances and the negative consequences that result from illicit use and abuse. Our goal is to provide on-going education to our students about the physical, psychological and legal consequences of substance abuse, as well as provide referral services to those in need of assistance.

Students must comply with state and federal laws concerning the manufacture, presence, possession, use, sale, and/or distribution of narcotics and dangerous drugs. Violations of these state and federal laws, in the residence halls or elsewhere on campus, will result in serious disciplinary action which could lead to dismissal from the residence hall and from campus. This policy is applicable to nonprescription drugs such as steroids. The sale and distribution of drugs will result in an immediate Level IV disciplinary action and could lead to expulsion from Walsh University. If allowed to remain enrolled, violators will participate in a Substance Abuse Program.

In addition, the possession or use of drug abuse instruments or paraphernalia is a violation of the student conduct code and will result in disciplinary action. Prohibited items include, but are not limited to, bongos, hookahs, water pipes, rolling papers, rigs, scales or any items used for storing, preparing or consuming illicit drugs.

The university community does not encourage any individual to use alcoholic beverages or drugs at any time. Its use is legal only when there is not a violation of Federal, State, and local laws or University regulations. Students should be aware of the penalties for drug violations as students who are criminally convicted of drug offenses may lose federal or state financial aid.

Marijuana

Under federal law, marijuana is treated like every other controlled substance. Marijuana is classified as a Schedule I drug according to the Controlled Substances Act. The federal government does not recognize the difference between medical and recreational use of marijuana. Thus, the use, possession, manufacture or sale of marijuana violates federal policy.

Although Ohio law permits the use of medical marijuana by those with a medical prescription, under the Drug Free Communities and Schools Act, federal law prohibits the use, possession, or manufacture at educational institutions who receive federal funding.

Medical marijuana is not considered a reasonable accommodation for students with disabilities because it violates federal policy. Accordingly, Walsh University does not allow the use of marijuana, in any of its forms, on our campuses and/or at University sponsored events.

SUBSTANCE ABUSE POLICY

Walsh University commits itself to assist individuals to accept responsibility for their behavior.

The community acknowledges that an individual has a drug or alcohol problem when the use of either substance causes physical or emotional harm, impairs judgment, infringes upon the rights of others, interferes with one's work, one's relationships, or one's daily life. The Walsh University community encourages all who have a drug or alcohol problem to obtain assistance.

Action

Chemical dependency often affects all areas of an individual's life. Assistance should be sought to determine the nature and the extent of the problem.

An individual may refuse to participate in an evaluation process or may reject a qualified medical opinion or recommendation.

The appropriate University authorities may then elect not to allow that person to continue as a student in the Walsh University community if there is evidence of alcoholism or chemical dependency.

If an individual is clearly identified by professionals as a chemical user or abuser of substance, University authorities will provide an opportunity for appropriate treatment. If such treatment requires absence from the University, that absence will be recognized as an absence for medical reason and appropriate arrangements will be made to notify the appropriate faculty and staff members.

Under normal circumstances, the following procedures will be followed with students who have been identified as users or abusers of alcohol and chemical substances:

1. The student will agree to be tested for drug use at Walsh University expense.
 - a. If the test proves negative, no further action will be taken.
 - b. If the test proves positive, the student will be informed that he/she will be tested again in six (6) weeks. Furthermore, the student will pay for this follow up exam.
2. If the student's test is negative at this six-week period, he/she will be informed that random testing may be required. If the student's test is positive, the following actions may be taken:
 - c. Contacting parents to inform them of the problem;
 - d. Exclusion from the residence halls (if appropriate);
 - e. Suspension from school for a limited period of time;
 - f. Expulsion from Walsh University;
 - g. Continued counseling;
 - h. Regular or random drug testing at the student's expense;
 - i. Exclusion from participation in certain activities, curricular as well as extracurricular.

The student who is suspended from school may appeal to the Vice President for Student Affairs and produce evidence that a change in behavior has occurred. Such evidence may include medical records, counseling documents, and participation in community projects.

Any student found guilty of illegally selling or distributing drugs will be expelled from Walsh University. This policy will be enforced for the entire student body. Nothing in this statement precludes the student using the University's Due Process for appeal.

Approved by the Administrative Council 11-24-87

EMERGENCIES

Serious emergencies, such as fire, power failure, or similar dangers, require the cooperation of the entire Walsh University community. Failure to cooperate in such emergencies (e.g. refusal to vacate a residence hall/classroom during a fire alarm) may result in serious judicial action or police action. In case of emergency, contact ext. 7474, (on campus from any house phone) or 330.316.1088 (from any off-campus phone) Walsh University Police; or dial 911. If 911 is called, provide the operator the nature and exact campus location of the emergency, please contact campus police at ext. 7474 or 330.316.1088 after your call to inform them that emergency personnel are in route and to provide directional information as needed to respond to the emergency.

EVENT ADVERTISING/POSTING APPROVAL

Identity Standards

Walsh University policy mandates that all materials representing the university, or materials developed through outside vendors, adhere to the Walsh University identity standards. This policy requires that any materials distributed to the public (off campus) or used in the recruitment of students to Walsh University be reviewed prior to production by the marketing department, located

in La Mennais Hall. The approval process or request for revisions will occur within 24-48 hours. Student organizations creating publicity for distribution to current Walsh University students, in which these materials will be posted solely on the Walsh University campus, do not need to seek approval of the marketing department.

Advertising - External Media

Members of the Walsh community wishing to publicize student organization and other university-related activities through outside media sources (which includes posting materials such as posters and flyers off campus, community press releases, radio/news releases) are required to submit all requests to the marketing department located in La Mennais Hall. The marketing department will ensure the content reflects the mission of the institution and meets University identity standards.

Posting Approval – On Campus

All campus bulletin board space is to be used primarily for promoting campus events and academic program information. Occasionally, off-campus events may be approved for posting. Approved items are identified by a stamp of approval with removal date indicated.

1. All items posted on bulletin boards must be approved by the Associate Dean of Students or his/her designee. Any items not approved will be removed and discarded. Responsible students and/or organizations will be held responsible for violations of this policy.
2. The advertising of events/programs which promote alcohol abuse, discrimination of any form, drug use, libel or activities of an illegal nature will not be allowed. This decision will be at the discretion of the Associate Dean of Students (Student Activities) or his/her designee. Any advertisement of this nature will be taken down immediately and that group/person may be subject to judicial proceedings.
3. Posters cannot be placed outside of buildings or on doors, mirrors, floors or windows of any building. Taping signs to drywall is prohibited. Responsible students and/or organizations will be held financially responsible for any damage resulting from improper posting.
4. All approved advertisements (posters/fliers) must have a visible stamp of approval from the Student Affairs Office.
5. Wall posters may be approved in the following circumstances:
 - a. Posters placed in the David Campus Center and the 2nd floor in Farrell Hall
 - b. Posters are aesthetically pleasing, include the name of the sponsoring office or organization and contact phone number.
 - c. Posters may be placed in other areas on campus with approval from the Associate Dean of Students or his/her designee.
6. Student Organizations or departments posting materials must also remove approved materials within 12 hours of the advertised event. Responsible students and/or organizations may lose posting privileges and/or be referred to the judicial system for failure to remove dated materials.
7. Student Organizations are permitted to engage in other methods of advertising including such forms as three dimensional publicity, freestanding publicity, table tents, door hangers, apparel, etc. In utilizing these methods, the following policies apply:
 - a. The Associate Dean of Students or his/her designee must approve all novelty publicity and reserves the right to deny approval of any novelty publicity which may present danger, or which is deemed inappropriate.
 - b. Apparel (T-shirts, hats, etc.) created to promote a specific event or a student group must be created within the general guidelines for campus publicity.
 - c. The Associate Dean of Students or his/her designee reserves the right to designate areas for certain novelty publicity.
8. Student organizations are permitted to utilize chalk to advertise their events. The following policies apply:
 - a. Chalking may not take place 25 ft. or nearer to a building.
 - b. Chalking and/or marking walls, brick, outdoor fixtures/landscaping, or the exterior on any building is strictly prohibited.

FIRE ALARMS/EQUIPMENT

All individuals are required to vacate a building when the fire alarm has been sounded. Failure to vacate will result in disciplinary action or civil fines. Any individual responsible for pulling a false fire alarm or tampering with fire equipment (detectors, fire extinguisher, pull boxes, etc.) will be subject to serious disciplinary action and/or criminal charges.

FIREWORKS AND EXPLOSIVES

Students are reminded that the sale or use or possession of fireworks or explosives is a violation of University regulations. Firearms are prohibited on campus, except as permitted by law.

FREEDOM OF EXPRESSION

General Policy

Walsh University, in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The University community recognizes that the freedom of inquiry and expression which we seek to encourage may produce conflicts of beliefs, and of proposals for action.

The free exchange of ideas and the expression of dissent within the University community are considered indications of intellectual vitality and social awareness, which are important elements in the pursuit of knowledge. It is the responsibility of all members of the University community to maintain channels of communication which will foster a climate favorable to the freedom of expression.

Implicit in these freedoms and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The University expects that those who enjoy these freedoms must also accept responsibility for order and discipline.

Freedom of expression does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the University. Inappropriate expression which violates University policy will not be tolerated. In addition, expression that is indecent, grossly obscene or grossly offensive on matters such as race, ethnicity, religion, gender or sexual preference is inconsistent with accepted norms of conduct at the University and will not be tolerated.

The use of the University forum does not imply acceptance or endorsement by the University of the views expressed.

Definitions

In order to avoid any misunderstanding on this interpretation of what is permitted (dissent) and what is prohibited (disruption), the following definitions of both terms are provided:

Dissent is defined as individual or group activity which expresses grievances held against, or change desired, of society or campus or both. Dissent may be more general than a single grievance or remedy and may have an ideological base. It often includes proposed solutions as well as complaints.

Disruption is defined as activity which interferes with the rights of others. Whereas dissent relies on persuasion, disruption is based on harassment, coercion and/or violence.

More specifically, disruption is construed to include activity which:

- denies or infringes upon the rights of the students, faculty, or staff of the University community;
- disrupts or interferes with instruction, research, administration and other activities of the community;
- reacts to the expression of the peaceful dissent of others by attempting to deny their rights;
- obstructs or restricts free movement of persons on any part of the University campus;
- denies the use of offices, classrooms, or other facilities to the students, faculty, officers, staff or guests of the Walsh University community;
- endangers or threatens the safety of any person on the University campus; and/or
- results in the destruction or defacing of property.

Guidelines for Demonstrations

Persons planning a demonstration should meet with the Vice President for Student Affairs or his/her designee to discuss arrangements for the event. Participants in demonstrations are not permitted to:

1. Gather in such a fashion as to physically hinder entrances to, exits from, or passageways within any University building or other structure, or hinder the normal flow of pedestrian or vehicular traffic on or to the campus or any University sponsored event held off campus.
2. Create a volume of noise that prevents members of the University community from carrying on their normal activities.
3. Employ force or violence, or constitute an immediate threat of force or violence against persons or property.
4. Congregate or assemble within a University building or on University property in such a fashion as to disrupt the University's normal function.
5. Fail to observe established closing hours of buildings.

In planning a demonstration, the organizers and participants should keep in mind all regulations pertaining to the use of campus facilities as well as the rights of all members of the University community to move around the campus in a free and unhindered manner.

In addition, the possession or use of firearms, ammunition, fireworks, explosives, dangerous chemicals or weapons by any participant in a demonstration is explicitly prohibited.



Procedures for Handling Approved Demonstrations

The Associate Vice President for Student Affairs/Dean of Students or his/her designee, in consultation with University officials, will determine the point at which the normal operations of a specific building or area are disrupted or is otherwise in violation of University Policy. If it is decided that the demonstration is disruptive, the Associate Vice President for Student Affairs/Dean of Students or his/her designee will inform the demonstrators that their actions are disrupting the normal process of the area in question and that they should

cease and desist their activities. The demonstrators will also be informed specifically how they may continue their demonstration in a manner which is not disruptive.

If the disruptive demonstration is not discontinued, the demonstrators will be notified that failure to immediately discontinue the disruptive activities will subject the offenders to the full course of University action, which may include immediate suspension or expulsion from the University, pending a formal hearing at a later date.

Additionally, if the demonstration persists in violation, participants may be arrested and suspended pending formal action consistent with the University judicial system. Person not officially associated with the University who participate in disruptive demonstrations may be arrested and prosecuted.

The University expects all persons will comply with the directions of an authorized official.

FUND RAISING

The Associate Vice President for Student Affairs/Dean of Students or his/her designee must approve all fund-raising activities sponsored by student organizations. The sponsoring organization must keep financial records to submit to the Associate Vice President for Student Affairs/Dean of Students for auditing at the end of each semester. Fund raising off campus and in the Stark County community must also be approved by the Vice President of Advancement and University Relations.

All student organizations and departments wishing to request donations of services, money or prizes for a University sponsored event from any off-campus business, organization or service provider is required to obtain permission from the Vice President of Advancement and University Relations or his/her designee. The requesting organization must provide a list of the organizations to be approached and details about the request. External organizations may be approached only after approval is received.

HARASSMENT AND AGGRESSIVE BEHAVIORS

Walsh strives to maintain an environment where people of different beliefs and values can learn to live harmoniously. Therefore, any type of verbal or nonverbal harassment, intimidation, retaliation, threatening behavior and/or physical assault on the part of students will not be tolerated. Depending on the circumstances, this type of behavior could result in dismissal from campus.

DOMESTIC VIOLENCE | DATING VIOLENCE | STALKING

The Higher Education Act – otherwise known as the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (Clery Act) - defines the crime categories of domestic violence, dating violence and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“**Domestic Violence**” – means a felony or misdemeanor crime of violence committed by –

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA]; or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

“**Dating Violence**” means 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 following factors:
 - o The length of the relationship;
 - o The type of relationship; and
 - o The frequency of interaction between the persons involved in the relationship.

“**Stalking**” means 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.

According to Walsh University, domestic or dating violence occurs when one person uses physical force, threatening or intimidating behavior so as to injure or abuse another person in that relationship. Examples include, but are not limited to, slapping, grabbing, pushing, kicking, and hitting. Both women and men can be victims of this type of violence.

Walsh University does not condone the use of violence by any individual – even those involved in courting relationships. This type of behavior could result in dismissal from campus. Due to the dynamics involved in domestic or dating violence, judicial procedures may be adapted in order to better meet the needs of both parties. Counseling for both parties is recommended and is often required.

Walsh strives to maintain an environment where people of different beliefs and values can learn to live harmoniously. Therefore, any type of verbal or nonverbal harassment, intimidation, retaliation or threatening behavior on the part of students will not be tolerated. Depending on the circumstances, this type of behavior could result in dismissal from campus.

HAZING

The University prohibits hazing of any description by any individual or campus organization. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation.

Any student with questions or concerns on this matter should direct them to the Associate Vice President for Student Affairs/Dean of Students.

The University prohibits hazing in accordance with the Ohio State Law: Section 2910.20 (12317).

No student or person in attendance at a public, private, parochial, or military school, university or other educational institution shall conspire to or engage in hazing, committing an act that injures, frightens, degrades, or disgraces a fellow student or person attending such institution. Whoever violates this section shall be fined no more than two hundred dollars or imprisoned not more than six months, or both, and in case of fine, the sentence shall be that the defendant be imprisoned until such fine is paid.

BULLYING

Bullying is defined as persistent unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying is verbal, physical, social, or psychological behavior that is harmful and may inflict harm or distress. Bullying is NOT a single instance of social rejection, meanness or unkindness; unplanned actions of intimidation or hostility; or shared arguments, conflicts or fights. Acts of bullying may include, but is not limited to: malicious teasing, threatening statements, insults, taunting, etc.



HOUSING REQUIREMENT

Walsh University ascribes to the belief that the university residential experience can significantly contribute to a student's overall collegiate experience. Residence Life strives to provide residential communities that focus on the living and learning experience that best prepares our students to make meaningful contributions that align with the University's mission. In accordance with this belief, Walsh University requires all full-time, undergraduate students to live on campus for 8-semesters, unless permission to live off campus has been

granted by the Housing Review Board. Permission will be granted according to one or more of the following stipulations:

1. The student is twenty-three (23) years of age or older.
2. The student is living with parent(s) or legal guardian(s) and commuting to school (within 50 miles of Walsh University).
3. The student is married or has a dependent child(ren) that s/he supports and that lives with him/her.
4. The student has lived in a group residential setting for eight (8) semesters (excluding summer session residency).
5. The student has been discharged from the armed forces.
6. Discretionary exemption – Special Circumstance (as defined below).

Discretionary Exemption – Special Circumstance

Permission to be released from the University's housing requirement can also be applied for under a discretionary exemption which allows the University to consider special circumstances. The University reserves the right to grant off-campus privileges to students having special needs that occurred after the student has completed a housing contract for the upcoming academic year (e.g. special hardship, independent student per financial aid guidelines, family crisis, etc.). The decision is made according to the University's discretion only.

Process and Timeline for Housing Request for Release

Any request to be released from the university contract and residency requirement must meet one of the University's housing exemptions and be approved by the Housing Review Board between April 1 and August 1 annually. Students who are not approved for release from the university housing contract and residency requirement and forgo campus residency will be considered delinquent in the contract terms resulting in a \$2000 penalty charged to the students account.

Requests for Release from University Housing Forms are available at walsh.simplecampushousing.com walsh.erezlife.com

University Withdrawal Policy – Room and Board Charges

Registration for classes creates a contract for payment of tuition, fees, and charges – including room and board. A student choosing to terminate this contract with Walsh University must officially withdraw during the first six business days of the fall or spring semester or are obligated to pay all charges in full. Withdrawal must be made in writing through the Student Service Center and must be signed by the student. Nonattendance to class or notification to a professor does not constitute an official withdrawal.

IDENTIFICATION CARDS

All full-time and part-time matriculating students have the obligation of securing student identification cards which they should carry at all times and present upon request to any University Official or Campus Police Officer. Cards are also available to students attending classes at off-campus affiliations.

Individuals who fail or refuse to produce an ID upon request will be subject to judicial action and/or immediate removal from the Walsh University campus. Additionally, students who allow others, either students or non-students, to use their cards would be in violation of policy and would be subject to judicial action.

Residential students who have lost their card must report this loss immediately to a Residence Life staff member to prevent unauthorized access to the halls.

MEDICAL LEAVE POLICY

Students experiencing personal/emotional/medical difficulties and unable to complete academic and/or social responsibilities to Walsh University may request a medical leave of absence. The Vice President for Student Affairs grants a Medical Leave of Absence (usually based upon the recommendation from the Executive Director of Counseling & Health Services).

Obtaining a Medical Leave can impact several areas of student life including but not limited to housing, financial aid, scholarships, medical insurance, registration status, and athletic eligibility. While on medical leave a student is not permitted to attend classes or participate in extracurricular or co-curricular events or activities. It is the student's responsibility to research how a Medical Leave of Absence may affect them in order to make an educated decision on whether to pursue a Medical Leave of Absence. A medical leave of absence does not guarantee a refund of tuition and fees. The following procedures apply:

I. Procedures for Granting a Medical Leave of Absence

A. Students are referred to Counseling Services for evaluation by a qualified staff member.

1. Students are to provide documentation from an outside medical/mental health provider verifying academic withdrawal is recommended.
2. Students must also provide a personal letter stating why academic withdrawal is desired at this time.
3. Both of these documents are kept confidential in the Director's office.

B. The Executive Director of Counseling & Health Services may convene an ad hoc assessment team that may formulate appropriate action and/ or conditions of return.

1. Programmatic concerns shall be handled by the department in which they originate and referred to the Executive Director of Counseling & Health Services with recommendations.
2. University concerns shall be handled by the Medical Leave Policy.

C. Counseling Services recommends to the Associate Vice President for Student Affairs /Dean of Students the conditions under which a Medical Leave of Absence may be extended to a student.

D. The Associate Vice President for Student Affairs/Dean of Students authorizes a Medical Leave of Absence. A student will be granted a Medical Leave of Absence from the University to receive assistance as specified by Counseling Services.

E. After a leave has been granted, the Executive Director of Counseling & Health Services will meet with the student to begin the official withdrawal process.

II. Procedures for Meeting Academic Obligations

A. It will be the responsibility of the student to complete the drop/add form for the Registrar. Then the student will be administratively withdrawn from classes due to medical reasons.

B. In the event a faculty member recommends an incomplete in their course, the student is not permitted to begin completing the work until returning from the Medical Leave of Absence.

C. Reimbursable fees will be determined by the University's Add/Drop policy. All financial refunds are at the discretion of the business office. It is the responsibility of the student to initiate financial refunds by submitting a letter of appeal to the Finance Department's Fees and Charges Committee.

D. The Office of the Registrar will notify the student's academic advisor and all professors that the student has been medically withdrawn from their class.

III. Procedures for Returning from a Medical Leave

A. Before returning to the University, the student may be required to be evaluated by a psychiatrist or other approved professional. A report of this evaluation is to be forwarded to the Executive Director of Counseling & Health Services. The report should contain a statement indicating whether or not, in the judgment of the psychiatrist or other approved professional, the student is ready to return to the University.

B. When the report and/or request is received by the Executive Director of Counseling & Health Services, a professional staff member will evaluate the student's readiness to return from Medical Leave.

C. The Executive Director of Counseling & Health Services may convene an ad hoc assessment team that evaluates the student's request and professional staff member's recommendations. In cases where it is deemed that the student is not ready to return from Medical Leave of Absence, the student will be informed as to the date when they may reapply for Return from Medical Leave.

D. After receiving the recommendation from the Executive Director of Counseling & Health Services, the Associate Vice President/Dean of Students for Student Affairs will inform the student of their status at the University.

IV. Procedures for Returning to Academic Obligations

A. When a student has been granted an incomplete in a course and is permitted to return, he or she should notify the appropriate faculty member that they are ready to begin work.

1. If, in the determination of the faculty member, too much time has elapsed to satisfactorily complete the work, he or she may recommend to the Academic Dean or appropriate graduate director that the student be permitted to withdraw from or retake the course.

B. The student's academic advisor may also be contacted by the Academic Dean to facilitate the student's reentry.

Revised 5/2013

MISSING PERSON POLICY

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student may be deemed missing when his/her whereabouts are unknown and unexplainable for a period of time or he or she is absent from the University for more than 24 hours without any known reason.

All reports of missing students shall be directed to Campus Police, which shall investigate each report and make a determination whether the student is missing in accordance with this policy. If a missing student is under 18 years of age, the law mandates that the University notify the parent or guardian of the missing student immediately. Ohio law also requires that all missing persons under the age of 22 will also be reported to the North Canton Police Department at which time the information will be entered into the national on-line registry for missing persons.

All residential students are required to identify an individual to be contacted by the University in case a student is determined to be missing. This form will be kept on file in the Office of Residence Life and used only in the event of a missing person investigation.

Most missing person reports in the university environment are a result of a student changing their normal routine and failing to inform roommates, friends or family of this change. Students are urged to develop a clear communication plan with family and friends to promote personal safety and facilitate the investigation in the event a missing person report is filed. Members of the Walsh community are encouraged to immediately make a report with Campus Police if a person is believed to be missing.

NEW POLICIES

The Associate Vice President for Student Affairs/Dean of Students and the Student Affairs Committee reserve the right to develop policies which are not stated in this handbook. A proposed policy becomes effective after authorization from the President or the Board of Directors. New policies must be publicized and distributed to all students.

PARKING REGULATIONS

Permits

All vehicles that are to be operated or parked on University property by a full-time or part-time student, faculty or staff member must be registered with Campus Police. New students will be issued a parking hanger which is to be kept for the duration of their enrollment at Walsh University. Each year, students will receive an updated permit sticker with the academic year that must be affixed to the parking hanger. Temporary permits may be required when visitors need to park on University property for an extended period of time.



Use of Permits

The person to whom the permit is issued is responsible for violations incurred against the permit unless notice of theft or loss of the permit is reported to the Campus Police Office or Office of Student Affairs. The use of a permit without the permission of the person to whom the permit was issued or the use of a fraudulent permit shall be considered unauthorized use, and the person displaying such a permit will be referred to the judicial system. The Office of Student Affairs will confiscate and/or otherwise render such permit null and void.

Permit Fees

The cost of a parking permit is \$50 per semester. Yearly parking permit stickers for both commuter and resident students are sent via U.S. mail prior to the start of the academic year or provided upon check-in during Opening Weekend.

Refund of Parking Permit Fees

In the event a student does not have a vehicle on campus they may apply for a waiver of the parking fee. A signed waiver and the issued permit must be returned to the Campus Police by the 6th business day after the start of each semester. Any other waiver and refund must be processed by appeal to the Parking Review Board. The decision of the Parking Review Board is final.

Display of Permits

Student parking permits shall hang from the rear rearview mirror of the vehicle. Permits shall be displayed when on any University parking facility. Faculty/Staff and Employee parking permits shall be displayed in the same manner as student permits.

Expiration of Permits

Student permits expire immediately the end of each academic year or after a student is no longer enrolled. Employee permits expire at midnight on the last day of an employee's contract.

Lost or Damaged Permits: Students who have a parking permit that is lost or damaged should contact Campus Police immediately to receive a replacement permit. If the permit is damaged, a student may request a new permit at no charge as long as the damaged permit is returned to Campus Police at the time of the request. If a permit is lost, the student is responsible for paying a \$50 replacement fee.

POLICIES

1. At all times, campus pedestrians have the right of way.
2. **Fire lanes/Roadways:** No person shall park any motor vehicle in a fire lane or other roadway so as to block traffic or interfere with safe and immediate access to buildings during an emergency. Vehicles found in violation are subject to towing, and violators are subject to a \$75 fine.
3. Vehicles must be positioned so that the whole vehicle is located within the boundaries of the parking space. The allegation that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the motor vehicle over any line.
4. **Loading Zones:** Vehicles shall not occupy a space marked "Loading Zone" for more than 20 minutes or the completion of loading/unloading — whichever comes first.
5. **No Parking Zones:** All areas not designated as parking spaces are no parking zones, and violators are subject to fines and towing. Parking spaces shall be designated by painted parallel lines in paved lots and bumper blocks in graveled lots.
6. **Handicapped Zones:** Designated handicapped parking spaces require special license plates or permits (issued in the Student Affairs Office). Violators are subject to towing and a \$75 fine. Issuance of handicapped permits (short or long term) will be based upon guidelines set by the State of Ohio. Documentation may be necessary to prove the need for this permit.
7. **Faculty/Staff Parking Areas:** Students who park in areas designated as Faculty/Staff or Employee parking are subject to fines and towing. These areas shall be designated by signs.
8. **Visitor Parking Areas:** Parking areas designated as Visitor Parking are to be used by persons who are not faculty members, staff members or students. Violators are subject to fines and towing.
9. **Campers/Trailers:** Campers and trailers may not be parked on campus unless permission is granted through the Student Affairs Office or Campus Police.
10. **Abandoned Vehicles:** University Police or the Student Affairs Office are authorized to remove and impound abandoned or disabled vehicles. For the purpose of this policy, vehicles which occupy the same parking space for 48 consecutive hours in non-resident student lots are determined to be abandoned or disabled. (See Campus Map, page 64)
11. **Excessive Violations:** If excessive parking violations have been issued on a motor vehicle, it may be removed at owner's expense and impounded. For the purpose of this policy, "excessive" shall be considered four or more tickets/violations. Removal of parking privileges may also be invoked. See "Parking Scale of Sanctions" on page 28.
12. If your vehicle is parked in a lot that has been closed by campus police for a special event and determined to be a hindrance to the event, the vehicle will be removed at the owner's expense.
13. All members of the university community are expected to comply with the directives of Campus Police (or designees) with regards to expectations for campus parking. Violations will result in student referrals to Student Conduct and faculty/staff referrals to Human Resources and the staff persons' executive staff supervisor.

VEHICULAR TRAFFIC VIOLATIONS

1. All personal vehicular traffic is prohibited on sidewalks and grass (exceptions are authorized through the Student Affairs Office). Individuals will be fined \$100 per violation. Additional violations may result in loss of on-campus parking, vehicle privileges, and referral to Judicial Affairs.
2. All roadways and parking areas shall have a maximum speed limit of 10 mph.
 - a. Individuals will be fined \$25 if exceeding 10 m.p.h.
 - b. Individuals will be fined \$50 if exceeding 25 m.p.h.

c. Individuals will be fined \$100 if exceeding 50 M.P.H., plus receive a Reckless Operations on private property Ohio Uniform Traffic Ticket. Removal of parking privileges may also be invoked, along with other university judicial action.

3. All stop signs and directional signs posted at the entrances and exits or within a parking area or zone are enforced.

MISCELLANEOUS PROVISIONS

1. Traffic and parking records are continuous throughout a student's enrollment or faculty/staff member's employment; however, parking fine increments may be adjusted each fall.
2. The University, by issuing a parking permit to an individual, permits such individual to park in any lot appropriately designated for that permit; however, the University does not guarantee a legal parking space to the holder of a parking permit. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of these regulations.
3. The fact that a person parks in violation of any regulation and does not receive a citation does not mean that the regulation is no longer in effect.
4. The University assumes no responsibility for the care and protection of any vehicle or its contents at any time while it is operated or parked on University property.
5. The operator of a motor vehicle, when involved in an accident on University property resulting in property damage or personal injury, shall report such accidents to Campus Police.
6. Overnight parking is prohibited in commuter parking lots without the written consent of Campus Police or the Vice-President for Student Affairs

PARKING LOTS

Handicapped Parking

Handicapped parking spaces are located in close proximity to all campus buildings and are clearly marked. A state issued permit is required to use these spaces.

Lot A - University Apartments

Parking for apartment residents with "Grove Complex Parking Permit" in addition to resident parking pass.

Lot B - Drexel House

For use by Commuter Students, Guests and Faculty/Staff. No overnight parking is permitted.

Lot C - Barrette Center

Parking for Commuter Students and reserved Faculty Staff parking.

Lot D - Timken Science Center

Parking for Commuter Student, Guests and Faculty/Staff.

Lot F - South Baseball

Parking for Commuter Student, Guests and Faculty/Staff.

Lot G - Timken Science Center East

Parking for Commuter Students and reserved Faculty/ Staff parking.

Lot H - Farrell Hall South

Parking for Commuter Students, Guests and Faculty/Staff.

Lot I - Farrell Hall North

Parking for Commuter Students, Guests and Faculty/Staff.

Lot J - North Baseball

Parking for Commuter Students, Guests and Faculty/Staff.

Lot K - Marlene & Joe Toot Global Learning Center
Visitors, Chapel, Maintenance and handicap. No Student, Faculty, or Staff parking.

Lot L - David Campus Center

Parking for Commuter Students, Guests and Faculty/Staff.

Lot M - Cecchini Family Health and Wellness Complex

Parking for Commuter Students, Guests and Faculty/Staff.

Lot N, Birk Center

Parking for Residential Students, Guests and Faculty/Staff.

Lot O & P Residence Hall Lot

Lot is reserved for Residential Students and reserved Faculty/Staff parking.

Lot Q, North Campus, Athletic Fields

Auxiliary parking.

Lot R, Hoover Lot

Auxiliary parking.

Lot S, Tennis Courts

Auxiliary parking.

PARKING SCALE OF SANCTIONS

Tier 1: Warning

Four (4) tickets in one (1) academic year

The student will receive a judicial written warning from Student Affairs/Judicial Affairs which is entered into the student's student disciplinary file.



Tier 2: Parking Restrictions

Five (5) tickets in one (1) academic year

The student will receive a summons from Student Affairs/Judicial Affairs for formal adjudication of university parking policy violations; any further parking violations will result in a tow of the vehicle.

Tier 3: Loss of Parking Privileges

Six (6) tickets in one (1) academic year, or substantial past violations

The student will receive a summons from Student Affairs/Judicial Affairs for formal adjudication of university parking and Student Code of Conduct policy violations. The student's vehicle will no longer be permitted on campus pending the outcome of a judicial hearing.

Special Circumstances

If the student has a significant number of past parking violations, he/she may be automatically classified as Tier 1, 2, or 3 as determined by Student Affairs.

Parking violations will be forwarded to Student Affairs/Judicial Affairs and billed to the student's account. Unpaid fines will result in referral to Judicial Affairs. Excessive violations of parking regulations will result in the loss of student parking privileges on University property.

PARKING REVIEW BOARD

The mission of this board is to review and determine actions in cases concerning violations of parking policies, to review appeals from students, faculty, and staff regarding parking sanctions, and to recommend changes in current parking policies.

The membership consists of three people: one resident, one commuter, and the Chief of Campus Police or his/her designee. The Chief or his/her designee will serve as chairperson. The student member may be appointed by the Executive Board of Student Government.

The Board will meet monthly during the academic year. Failure to submit a written appeal within fourteen (14) days of the ticket being issued will result in the loss of appeal rights. (In extreme circumstances, exceptions may be made by Chief of Campus Police or his/her designee.)

Appeals must be submitted in writing to parking@walsh.edu. If the appeal occurs during a time that is a burden for the Board to convene, the chairperson will review the case and render a decision. All decisions will be communicated by email in a timely manner.



PETS

Because of sanitation and health concerns, pets are not permitted on campus grounds or in buildings. Violators will be subject to disciplinary action plus any necessary repair, cleaning and/or fumigating charges where applicable. Exceptions for aquarium fish are made in the residence halls (tanks not to exceed 10 gallons). Certain staff members may be exempt from this policy based on their living environment.

Walsh University recognizes the importance of accommodation animals to individuals with documented disabilities as defined by the Americans with Disabilities Act. In order to maintain a safe and healthy living environment for all members of the Walsh University community, students interested in requesting to have a service or emotional support animal on campus are required to contact Accessibility Services to discuss eligibility, policies and guidelines.

SELLING AND SOLICITING

Selling and soliciting are prohibited on campus without prior consent from the Associate Vice President for Student Affairs/Dean of Students or his/her designee. Off-campus soliciting must also be approved by the Vice President of Advancement.

A \$25 fee for this service will be charged to the vendor and will be used for student programming. Walsh University expressly prohibits the distribution and/or collection of credit card and cellular phone applications on University premises. Individuals selling and soliciting on campus without the prior consent of the Associate Vice President for Student Affairs/Dean of Students or his/her designee will be asked to leave University premises and/or be arrested.



SMOKING | TOBACCO | VAPING DEVICES

As of September 1, 1991, all Walsh University buildings are considered smoke-free environments. Simulated tobacco products that imitate or mimic tobacco products (e-cigarettes, vapor cigarettes, pipes or other types of inhalation devices) are also not permitted. Exceptions are made for the residence area of LaMennais Hall (the Brothers' residence). Students, faculty and staff may not smoke/vape in any classrooms, hallways, bathrooms, offices, lounges or meeting rooms of any building.

Walsh University has now identified appropriate locations for smoking on campus as outlined by the State of Ohio, which is strictly enforced by law enforcement agencies. Designated smoking areas meet state requirements for appropriate distance requirements to prevent smoke entering academic and residential buildings. Designated smoking areas have a cigarette receptacle clearly visible.

Please contact Human Resources or Residence Life for clarification of the policy or identification of designated smoking locations. Chewing tobacco is permitted on campus with the exception of academic buildings. Students are expected to immediately dispose of tobacco byproducts and residue in sealed containers and place such items into a trash receptacle.

THEFTS

Theft is prohibited and is the unauthorized taking, misappropriation, or use or possession without approval of property belonging to another person or entity. Students should report thefts, no matter how small, to University personnel and Campus Police. The act of theft may lead to dismissal from the residence halls and/or campus. It is the student's responsibility to keep all valuables in a secure location at all times. The University is not responsible for damaged or stolen items.

TRANSPORTATION DEVICES

To minimize the risk of personal injury and property damage to university property all self-balancing, personal electronic transportation devices (battery-operated scooters, hands-free Segway-like scooters or hover boards) are prohibited from use, possession, charging and/or storage on campus. This includes any property owned, leased or controlled by the University.

UNIVERSITY SPONSORED OR SANCTIONED TRIP POLICY

All student organizations traveling more than 60 miles from Walsh University or staying overnight must meet the following requirements:



1. Events must be registered with the Office of Student Affairs.
2. A faculty/staff member or an approved assigned driver must drive all rented vehicles, including cars and vans. The approved assigned driver must be 21 years of age or older, have at least three years of licensed driving experience, and be insured. When a qualified student serves as an approved assigned driver for other students during a university-sponsored activity, a faculty or staff member may be required to be in direct supervision if conditions warrant (ex. weather, distance, location, etc.). All drivers for rented vehicles must contact the Director of Finance at 330.490.7131 at least one week prior to the rental date to complete the necessary paperwork to determine if the University's insurance carrier will approve the individual as a Walsh University insured driver. All drivers of rented vehicles must be approved by the Finance Office.
3. University sponsored or sanctioned trips must be chaperoned by the organization's advisor or at least one faculty or staff member. Additional chaperones may be necessary depending on the nature of the trip and size of the group. The number of chaperones necessary for any trip will be determined by the Associate Vice President for Student Affairs/Dean of Students or his/her designee for all student organizations and non-academic sponsored events. The University Provost will determine the number of necessary chaperones for academic sponsored events.
4. A complete travel itinerary must be developed for any trip. Prior to departure, separate copies of this itinerary must be given to the immediate supervisor of the advisor/chaperone and to the Office of Student Affairs. Attached to this itinerary will be a complete roster of all participants and address/telephone contact information for each destination. In addition, the cellular phone numbers for the chaperones and student leaders are to be provided when available.
5. Any changes in travel plans should be related promptly and directly to the advisor/chaperone's supervisor and the Associate Vice President for Student Affairs/Dean of Students.
6. It is the responsibility of the advisor/chaperone and his/her supervisor to cancel or delay a planned trip because of inclement weather or other situations that would make travel risky. The Office of Student Affairs should be notified of any travel delays or trip cancellations.
7. All students participating in the trip must sign a waiver and complete a Participant Information Form. Copies of these individual waivers are to be provided to the advisor/chaperone's supervisor and to the Office of Student Affairs. Visit <http://my.walsh.edu/student-activities> to download required forms.

VANDALISM

Vandalism is defined as any intentional behavior which causes damage in a reckless or negligent manner. Students are expected to refrain from behavior which can damage their residence, belongings of others, and/or Walsh University property. Students found doing the following will be subject to judicial action:

1. Inciting to action or participating in unauthorized activities resulting in destruction of University property;
2. Tampering with telephone, vending machines, laundry facilities, or causing destruction of any form on or off campus;
3. Damaging or destroying property in rooms, residence halls, cafeteria, or other University facilities; and
4. Removing, damaging or destroying posters, advertisements or signs on campus. Members of individual floors may be assessed cleaning fees or damage charges if those who are responsible do not come forward.

VIOLENT OFFENSES

Direct Threat Protocol

Walsh University is committed to protecting our campus from the risk of behaviors that threaten the safety and well-being of our community. The Direct Threat Protocol sets forth expectations for reporting such behaviors, connecting students to the appropriate support services, and making a determination regarding a student's continued attendance. Separation of a student from Walsh University may be implemented if there is sufficient evidence that the student is engaging in behaviors that pose a direct threat to themselves or others.

This Walsh University Emergency Removal Protocol is not a student disciplinary policy. The protocol works in conjunction with, not in the place of, the University's student discipline related policies, including but not limited to Social Conduct, Resident Responsibilities, General Policies, Graduate/Undergraduate Catalog, and/or Student Handbook.

Reporting

Any person's threat to inflict harm to self or others while on the University premises or at University sponsored events must be taken seriously and responded to immediately. University officials will take the following steps:

1. A person hearing such a threat will report it immediately to one of the following University officials:
 - a. Associate Vice President for Student Affairs/Dean of Students
 - b. Associate Dean of Students
 - c. Appropriate Residence Life Staff
 - d. Campus Police
 - e. In the absence of any of the above officials, seek the supervising faculty or staff member who is overseeing the program/event.
2. The responding University official will contact the Associate Vice President for Student Affairs/Dean of Students (or his/her designee) who will act as Crisis Coordinator.
3. Campus Police will be notified and dispatched to the scene by the responding University official if a violation of University policy, federal, state, or local laws has occurred and/or when assistance is needed to manage the scene.

Student Emergency Removal

Walsh University will utilize the Student Emergency Removal protocol when there is reason to believe a student poses a direct and/or immediate threat to the health or safety of any member of the Walsh University community, including the student himself/herself. These behaviors include, but are not limited to:

1. The student is unable or unwilling to carry out substantial self-care obligations.
2. The student has health needs requiring a level of care that exceeds what the university can appropriately provide.
3. The student presents a substantial risk of seriously affecting the safety and well-being of the campus community.
4. The student creates other conditions that are disruptive to members of the university community.

Compliance with this protocol is critical to maintaining a safe and healthy campus community and to ensure that all students are treated fairly and respectfully. The protocol applies to all students equally in a non-discriminatory manner. Decisions will be based on observations of a student's behaviors, including communications. Decisions will not be based on any knowledge or belief that a student is an individual with a disability.

Protocol

Prior to removing a student from the University and/or from University housing, the following actions will take place. This protocol does not, however, preclude the University from taking temporary interim steps to address immediate health or safety concerns before or during implementation of the protocol.

1. Reporting

If an individual has reason to believe that a student poses a direct and immediate threat to the health or safety of any member of the University community, that individual must report the matter to University officials according to the Walsh University Direct Threat Protocol.

2. University Support Services

The university will work with the student to identify appropriate support services such as counseling, family, and/or Crisis Centers. Walsh University is also mindful of the impact such behaviors may have on other members of the campus community. University personnel will work to identify any such community members impacted in order to connect him/her with appropriate support services.

3. Individualized Assessment

The Associate Vice President for Student Affairs/Dean of Students, or his/her designee, will consult with University professionals qualified to interpret evidence regarding the presenting health and/or safety risks. These professionals include, but are not limited to, Counseling Services, Residence Life, Student Conduct, Accessibility Services, Health Services, and Campus Police.

4. Decision

The Associate Vice President for Student Affairs/Dean of Students will make the decision regarding: (a) whether the student will be removed from the University and/or University housing; and (2) whether the student will be permitted to return to the University and/or University housing if certain conditions are met, and if so, what those conditions will be. In the event that the Associate Vice President for Student Affairs/Dean of Students determines not to remove the student from the University and/or University housing, the Vice President may nevertheless impose conditions on the student's continued enrollment at the University and/or use of University housing.

5. Notification of Removal

The Associate Vice President for Student Affairs/Dean of Students, or his/her designee, reserves the right to contact the student's parent/guardian at the telephone number on record at the University after a decision is rendered. Any such communication will be consistent with federal and state law regarding disclosure of student information.



The student will be provided with a letter detailing the reason(s) for the student's removal from the University and/or from University housing. In addition, the student will be issued a Conditions of Return Agreement outlining the specific conditions that the student will be required to complete prior to consideration for return to academic and social responsibilities at Walsh University. The letter will include the name and contact information of the person designated to address the student's questions and, if applicable, to coordinate the student's return.

6. Return, if Applicable

The student is responsible for demonstrating to the Associate Vice President for Student Affairs/Dean of Students that he/she has fulfilled all of the conditions for returning to the University and/or University housing. Once satisfied, the Associate Vice President for Student Affairs/Dean of Students, or designee, will notify the student in writing that he/she can return to the University and/or to University housing, if appropriate housing is available.

Appealing an Emergency Removal

A student may submit a written appeal to the Associate Vice President for Student Affairs/Dean of Students regarding any decision for Student Emergency Removal. The appeal must be submitted within 3 business-days of receipt of notification of emergency removal and is limited to the following grounds: (1) information that a procedural error affected the decision; (2) information that a factual error affected the decision; or (3) additional information relevant to the assessment that was not available at the time of the initial investigation. A written response to the appeal will be provided to the student within 7-days business days of the date of the submitted appeal.

Disciplinary Policies

This Walsh University Emergency Removal Protocol is not a student disciplinary policy. The protocol works in conjunction with, not in the place of, the University's student discipline related policies, including but not limited to Social Conduct, Resident Responsibilities, General Policies, Graduate/Undergraduate Catalog, and/or Student Handbook.

WEAPONS

Possession of fire arms, knives, swords, arrows, or any other weapons are strictly forbidden in the residence halls, in vehicles on campus or on any other University owned or operated property. The possession or use of weapons in violation of this policy will result in immediate confiscation of the weapons and serious disciplinary action.

Firearms

Firearms are not permitted to be carried on any university grounds or University owned property. Individuals who have applied for and successfully completed the application process for the Ohio Concealed Carry permit must follow the law as prescribed. When a valid permit owner arrives on campus property, the firearm must be secured in the vehicle upon parking.

STUDENT INPUT

COURSE EVALUATIONS

Students' views on courses and the ways they are taught are used by the Division Chairs and Deans of the Schools, the Committee on Faculty Retention, Tenure, and Promotion, and the Vice President for Academic Affairs to evaluate teaching effectiveness. Teaching faculty members are required to have all students in their classes complete course evaluations at the conclusion of each term. The purpose of course evaluation at Walsh University is twofold: 1) to provide constructive feedback aimed at improving instruction and 2) to provide input into the faculty evaluation process for tenure and/or promotion. Student evaluation of instruction is a mandatory component of all faculty portfolios (see "Faculty Portfolio Description" in Section B). For adjunct faculty, course evaluations aid division chairs and school deans in their decisions about renewal of part-time contracts. Walsh University conducts student evaluations of instruction using the mobile-ready version of the IDEA Student Ratings System. The process of course evaluation is coordinated through the Office of Institutional Effectiveness & Assessment. At the end of each term, teaching faculty will schedule time for completion of the course evaluations of their face-to-face or online courses. The student survey link is <https://walsh.campuslabs.com/courseeval/>. Students will need to log into the survey system with their Walsh ID and password. Students will also receive the survey link in automatically generated messages from the IDEA-CL course evaluation system during the respective course evaluation periods. Once students have completed the evaluation forms and they are processed by the IDEA Center, the results are forwarded to each faculty member and their division chairs and/or deans.

RESIDENCE HALL EVALUATIONS

Resident students are provided an opportunity to evaluate the residence halls, paraprofessional staff and services each academic year. Students will receive the survey via university e-mail or by a member of the Residence Hall Association (RHA). Students' feedback is discussed with staff and used for professional development during staff evaluations. Information provided in the evaluations is also used for planning and budgeting purposes.

PROCEDURES FOR INSTITUTIONAL ACTION IN CASES OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, GENDER-BASED MISCONDUCT, STALKING, RETALIATION AND OTHER FORMS OF SEX DISCRIMINATION.

POLICIES AND PROCEDURES FOR STUDENT, EMPLOYEES AND UNIVERSITY VOLUNTEERS

What is Title IX?

Title IX is part of the 1972 re-authorization of the Higher Education Act and stipulates that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Title IX requires all schools receiving federal financial assistance to take reasonable steps to create a safe, nondiscriminatory learning environment.

Walsh University is committed to providing support and assistance to members of our campus community impacted by all forms of sex discrimination, including, but not limited to harassment, sexual assault, dating violence, domestic violence, gender based misconduct, stalking, retaliation, or other forms of sex discrimination. If there is a violation of this Policy, the University will take steps to end the sex discrimination, prevent its recurrence and to remedy its effects.

Procedural Definitions

For the purposes of determining whether a course of conduct constitutes a violation under the policy and its corresponding procedures, the relevant definitions are listed below.

“*Student*” is any person who is currently enrolled at Walsh University.

“*Employees*” are categorized as staff or faculty of Walsh University.

“*Staff*” are employees of Walsh University (full-time, part time, or casual) where the majority of their work responsibilities are considered non-teaching activities of various types in support of the educational, research, and service programs of the University.

“*Faculty*” of the university consists of those individuals with either faculty rank or status.

“*University volunteer*” is defined as any uncompensated individual who is authorized by a University department or division to perform service for or on behalf of the University, or to gain personal or professional experience.

“*Reporting Party*” means the individual who reportedly experienced sexual misconduct, regardless of whether such individual reports such sexual misconduct to the University or participates in the University’s conduct process for responding to complaints of sexual misconduct described herein.

“*Third Party Reporter*” any individual who reports a violation of this Policy to the University.

“*Responding Party*” means the individual or entity alleged to have committed acts constituting sexual misconduct, regardless of whether such individual has entered into the University’s conduct process for responding to complaints of sexual misconduct described herein.

Sexual Harassment – any unwanted conduct of a sexual nature such as, unwelcome sexual advances, request for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature.

Sexual Assault – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Rape – the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – sexual intercourse with a person who is under the statutory age of consent.

“Domestic Violence” – means a felony or misdemeanor crime of violence committed by –

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA]; or
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

“Dating Violence” means 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 following factors:
 - o The length of the relationship;
 - o The type of relationship; and
 - o The frequency of interaction between the persons involved in the relationship.

“Stalking” means 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.

According to Walsh University, domestic or dating violence occurs when one person uses physical force, threatening or intimidating behavior so as to injure or abuse another person in that relationship. Examples include, but are not limited to, slapping, grabbing, pushing, kicking, and hitting. Both women and men can be victims of this type of violence.

Walsh University does not condone the use of violence by any individual – even those involved in courting relationships. This type of behavior could result in dismissal from campus. Due to the dynamics involved in domestic or dating violence, disciplinary procedures may be adapted in order to better meet the needs of both parties including referrals to counseling and support resources.

Walsh strives to maintain an environment where people of different beliefs and values can learn to live harmoniously. Therefore, any type of verbal or nonverbal harassment, intimidation, retaliation or threatening behavior on the part of students will not be tolerated. Depending on the circumstances, this type of behavior could result in dismissal from campus.

When Should I Contact a Title IX Coordinator or Deputy?

Any student or employee who has concerns about sex discrimination including sexual harassment, sexual violence, or sexual misconduct is encouraged to seek the assistance of a Title IX Coordinator.

Outreach to the Walsh University Title IX Office if you:

- Wish to understand your options if you think you may have encountered sex discrimination or sexual misconduct.
- Become aware of a situation that you feel may warrant a University investigation.
- Need help on how to process or handle a situation by which you are indirectly affected.
- Seek guidance on possible strategies for addressing a challenging or difficult situation.
- Have questions on Walsh University’s policies and procedures.

Title IX Coordinator

Tiffany Kinnard-Payton, M.A. | Associate Dean of Students Student Affairs

– David Campus Center (Suite 103) | (330) 490-7538

Disclosing and/or Reporting Options

Walsh University recognizes a distinction between disclosing and reporting incidents of harassment, sexual assault, dating violence, domestic violence, gender-based misconduct, stalking, retaliation, or other forms of sex discrimination. Disclosing an incident may or may not result in a formal report, depending on whom the information is communicated. Please know that all full- and part-time Walsh University employees, including administration, faculty, staff, and student paraprofessionals, such as Resident Assistants and Campus Ministry Peacemakers, are mandated to report any sexual misconduct incidents directly to the Title IX Coordinator or Title IX Deputies, unless they are one of the confidential resources outlined below.

*If you are unsure if you would like to make a formal report regarding an incident of harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation, Walsh University's Counseling Services, Walsh University Health Services, University Senior Chaplain, Domestic Violence Project, Inc (Canton, Ohio), and COMPASS Sexual Assault, Education, Prevention and Support (Canton, Ohio) are confidential resources available to you for disclosure. Confidential resources will not report the disclosure of these incidents to Title IX or Campus Police without a victim/survivor's written permission, and to the extent they are permitted to promise confidentiality under the law.

Additionally, please note that all of the resources listed below made available in writing to complainants once the information has been disclosed to the Title IX office, and the receiving of this information is not dependent on the filing of a formal report.

STUDENT | On-Campus Confidential Resources

Counseling Services | David Campus Center (Suite 104) | (330)490-7348

- Francie Morrow, LPCC-S | Executive Director of Counseling and Health Services
- Lisa Lutz, LPCC-S | College Counselor
- Megan Rhoads, LPC | College Counselor/Programming and Outreach Coordinator
- Brenda Watkins, LPC | College Counselor

Health Services | Cechinni Health & Wellness Complex | (330) 490-7030

- Dr. Melanie Mirande, MD
- Andrea Prewitt, BSN, RN
- Karen Tylke, RN

University Wellness | Paul and Carol David Center-Bottom Level | (330)244-4735

- Megan Allen, Director of University Wellness

*PLEASE NOTE: The Director of University Wellness can serve as a confidential resource only when providing healthy lifestyle consultations and fitness assessments.

University Senior Chaplain | Our Lady of Perpetual Help Chapel | (330) 490-7051

- Fr. Thomas Cebula

*PLEASE NOTE: The University Senior Chaplain may only promise confidentiality to students when in the Sacrament of Reconciliation. Outside of this sacrament, he is unable to provide confidentiality and is considered a mandatory reporter of the university.

EMPLOYEE | On-Campus Confidential Resources

Health Services | Cechinni Health & Wellness Complex | (330) 490-7030

- Dr. Melanie Mirande, MD
- Andrea Prewitt, BSN, RN
- Karen Tylke, RN

University Senior Chaplain | Our Lady of Perpetual Help Chapel | (330) 490-7051

- Fr. Thomas Cebula*

*PLEASE NOTE: the University Senior Chaplain may only promise confidentiality to students when in the Sacrament of Reconciliation. Outside of this sacrament, he is unable to provide confidentiality and is considered a mandatory reporter of the university.

STUDENT AND EMPLOYEE | Off-Campus Confidential Resources

Domestic Violence Project, Inc. | (330) 453-7233

Available Victim Services:

- 24-Hr. Confidential Hotline (330-453-7233)
- Emergency Shelter
- Transitional Housing
- Legal Advocacy Services
- Outreach and Aftercare Advocacy
- Medical Advocacy

COMPASS Sexual Assault Education, Prevention and Support | (330) 452-1111)

Available Victim Services:

- 24-Hr. Confidential Hotline (330-453-7233)
- Counseling
- Case Management
- Outreach Advocacy
- Legal Advocacy
- Hospital Advocacy

STUDENTS, EMPLOYEES and VISITING GUESTS | On-Campus Reporting

Title IX Coordinator

Tiffany Kinnard-Payton, M.A., Associate Dean of Students
Student Affairs – David Campus Center (Suite 103) | (330) 490-7538

Title IX Deputy Coordinators

Anna Ball, Head Softball Coach
Cechinni Health & Wellness Complex | (330) 490-7517

Kristi Campell, Director International Student Services
Student Affairs-David Center | (330) 490-7105

Jason Fautas, Associate Director of Athletics-Director of Compliance
Cechinni Health and Wellness Complex | (330) 490-7437

Vanessa Freiman, Associate Director fo Undergraduate Admissions
Bill Rambo Office of Admissions-David Center | (330) 490-7177

Meredith Soduk, Director of Academic Support Services
Farrell Hall 209 | (330) 490-7529

Davidcia (Dee) Stubbs, Human Resources-Benefits Specialist
Farrell Hall | (330) 490-7542

Law Enforcement Notification

The University also urges the Reporting Party to report all instances of sexual misconduct or criminal activity to local law enforcement. The Reporting Party may contact local law enforcement directly, whether or not a complaint has been filed with the University. If requested, University can assist the Reporting Party in notifying law enforcement or legal service organizations to learn about these remedies. The Reporting Party may also decline to notify law enforcement.

A person may report an incident to either the police, the University or to both.

Effect of Law Enforcement Notification

The filing of a formal report of sexual misconduct under this Policy is independent of any criminal investigation or proceeding. The University typically does not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or to take any necessary interim remedies to protect the Reporting Party and the University community. However, the University may temporarily delay its investigation to enable law enforcement to gather evidence and to engage in a preliminary investigation of sexual misconduct matters that may also violate state or federal law.

The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy. Therefore, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this policy, has occurred. In other words, conduct may constitute sexual misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and/or decline to prosecute.

First Contact with the Title IX Office

If a student, employee, or university volunteer would like to communicate with the Title IX Office, an initial meeting can be scheduled with the Title IX Coordinator or a designee. The Title IX Coordinator or a designee will meet with the Reporting Party to obtain information regarding the incident(s), to provide information regarding available on- and off-campus resources, and to ensure the Reporting Party is aware of their rights and responsibilities in the resolution process should they choose to file a formal report. The initial meeting may be followed by 1) filing a formal report or 2) a request to take no further action.

Intermediate/Supportive Measures

In the case of domestic violence, dating violence, sexual assault, gender-based misconduct, stalking, retaliation and other forms of sex discrimination, the Title IX Coordinator (or designee) may take immediate action to assist the Reporting Party in resuming educational activities while deciding the next steps, if any, to pursue against a Responding Party or while awaiting the results of a resolution process. Intermediate measures include but are not limited to, the following:

- Providing an escort
- Changing the Reporting Party's class schedule or room assignment in the residence halls
- Arranging academic accommodations
- Waiving the service fee for on-campus health center services
- Issuing no contact orders
- Limiting the responding party's access to campus
- Limiting the responding party's access to facilities and activities
- Changing the responding party's course schedule or room assignment, and/or
- Implementing other appropriate educational or prevention strategies to address the environment in which the offense took place.
- When appropriate, intermediate measures can include a responding party being placed on interim suspension.

This information will be provided in writing. Additionally, it is not required for a report to be filed and/or investigated for intermediate/supportive measures to be implemented, as deemed necessary by the Title IX office.

Filing a Report

Any current students, employees, or university volunteers may file a formal report of domestic violence, dating violence, sexual assault, gender-based misconduct, stalking, retaliation, or other forms of sex discrimination against other current students, employees or university volunteers connected to the university. All reports are submitted directly to the Title IX Coordinator or Title IX Deputies.

It is strongly encouraged to submit a report as soon as possible after the incident takes place or becomes known in order to optimize opportunities to secure evidence and witnesses. As there is no time limit on reporting violations of this policy, if a Reporting or Responding Party is no longer affiliated with Walsh University (e.g. a report is made after a community member has withdrawn, graduated or no longer employed and left their position), The University will still provide reasonably available remedial and supportive measures or take other appropriate action.

To file a formal report, members of the Walsh University community are encouraged to contact the Title IX Coordinator to schedule an initial meeting.

Rights of the Reporting Party and Responding Parties

The Reporting Party and the Responding Party are entitled to the same opportunities during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceedings by an advisor of their choice.

Both the Reporting Party and Responding Party shall be simultaneously informed, in writing, of: 1) the outcome of any institutional disciplinary proceedings that arise from an allegation of domestic violence, dating violence, sexual assault, or stalking; 2) the institutions' procedures for the Reporting Party and the responding party to appeal the results of the institutional disciplinary proceeding; and 3) any change to the results that occurs prior to the time that such results become final - and when such results become final.

Timeline

Following the filing of a formal report with the Reporting Party, the Title IX officer assigned to the report has approximately ten (10) business days to provide the Reporting Party with detailed notes regarding their meeting. The Reporting Party has three (3) business days to review and edit the notes to ensure the accuracy of their formal statement. Additionally, the Complainant will receive communication that confirms the intermediate measures that have been put into place.

As a general rule, the entire matter is to be addressed within a 60-day timeframe. However, the university reserves the right to adjust this timeline should additional time be necessary. This adjusted timeline, in addition to the reasons for the extension of time, will be provided to the Reporting Party and Responding Party in writing. Examples for the need for extended time include, but are not limited to, extensive number of witnesses; by request of the Reporting Party; illness; or request by the Reporting Party to move to a formal process, which the Reporting Party can request at any time.

Mediation

If the Reporting Party wishes to proceed beyond the initial report and any intermediate measures in place, the responding party will be contacted and interviewed. It is important to understand that the rights available to the Reporting Party are also available to the Responding Party. This includes the opportunity to pursue an informal process of resolution, such as mediation – but only in cases of sexual harassment. It is not appropriate to conduct a mediation in cases of sexual assault. At any time, the complainant has the right to pursue a formal process.

Standard of Proof

At the conclusion of a Title IX investigation, which involves a thorough review of all information available, including witness interviews, the Title IX officer will make a ruling. The standard of proof used for all Title IX cases is a preponderance of evidence. This means a greater than 50% chance (based on the evidence provided by within the investigation) that the responding party is responsible for the violation as indicated in the filed report.

If there is a finding of responsibility, the finding will be forwarded as follows for sanctioning:

- Staff and University Volunteers– to the Director of Human Resources and the employee’s direct supervisor. Together, in collaboration with the supervising Vice President and Title IX Office, sanctions will be assigned.
- Faculty– to the University Provost and the faculty members’ division chair. Together, in collaboration with the supervising Vice President and the Title IX Office, sanctions will be assigned.
- Students – to the Associate Dean of Students/Chief Conduct Officer. Sanctions will be assigned accordingly.
- Third parties – to the supervising Vice President who, in consultation with the appropriate administrative staff, will create a deterrence plan.

Student - Possible Sanctions

Depending on the nature of the charges, the following sanctions are possible, but not limited to:

Sexual Assaults or Attempted Sexual Assaults

- Level IV: Suspension or Expulsion Status: Recommendation to the Vice President for Student Affairs for suspension or expulsion from Walsh University; loss of access to university facilities and services; removal from residential community; loss of extracurricular and athletic privileges and/or scholarships.

Domestic Violence/Dating Violence

- Level II: Community Probation Status: behavior contract, loss of guest visitation privileges, restrictions of visitation to certain residence halls or campus areas, weekends off campus.
- Level III: University Probation Status: loss of athletic privileges or extracurricular involvement; loss of scholarships; loss of residency/community privileges; restitution if applicable, residence hall reassignment.
- Level IV: Suspension or Expulsion Status: Recommendation to the Vice President for Student Affairs for suspension or expulsion from Walsh University; loss of access to university facilities and services; removal from residential community; loss of extracurricular and athletic privileges and/or scholarships.

Gender-Based Misconduct

- Level II: Community Probation Status: behavior contract, loss of guest visitation privileges, restrictions of visitation to certain residence halls or campus areas, weekends off campus.
- Level III: University Probation Status: loss of athletic privileges or extracurricular involvement; loss of scholarships; loss of residency/community privileges; restitution if applicable, residence hall reassignment.
- Level IV: Suspension or Expulsion Status: Recommendation to the Vice President for Student Affairs for suspension or expulsion from Walsh University; loss of access to university facilities and services; removal from residential community; loss of extracurricular and athletic privileges and/or scholarships.

Sexual Harassment or Stalking

- Level III: University Probation Status: loss of athletic privileges or extracurricular involvement; loss of scholarships; loss of residency/community privileges; restitution if applicable, residence hall reassignment.
- Level IV: Suspension or Expulsion Status: Recommendation to the Vice President for Student Affairs for suspension or expulsion from Walsh University; loss of access to university facilities and services; removal from residential community; loss of extracurricular and athletic privileges and/or scholarships.

Retaliation

Interim Suspension/removal from campus – including athletic and extracurricular involvement pending the outcome of the student conduct case. Charges of retaliation are as separate matter from the Title IX issues and will be addressed promptly through the student conduct system.

Employee - Possible Sanctions

Walsh University Employee Handbook: Professional and Support Staff (A.17): “Disciplinary Action: It is the intent of the University to assist employees in the improvement of their performance prior to disciplinary action being taken. However,

employee disciplinary action may be required to assure performance standards, and university rules and regulations are met. The University will always attempt to discipline in a corrective manner, which is consistent with the ideals and mission of the University. Various forms of discipline, depending upon the seriousness of the problem, may be used including: verbal warning, written warning, probation, suspension and discharge.”

Walsh University Employee Handbook: Faculty

If the faculty member is found in violation of any form of sexual harassment, faculty will face “appropriate and necessary discipline up to and including termination.” Also refer to moral turpitude discussion regarding tenured faculty in the Faculty Handbook.

Retaliation

Charges of retaliation are as separate matter from the Title IX issues and will be addressed promptly through the Human Resources office in collaboration with the employee’s direct supervisor.

Appeal

Walsh University affords both the Complainant and responding party, with Title IX cases the right to appeal based on due process concerns including but not limited to where a sanction is substantially disproportionate to the findings; or where previously unavailable relevant evidence could significantly impact the outcome of the case. Both parties will be provided information regarding the date and time of the appeal deadline, and information about the appeal officer and his/her contact information.

For additional information and resources, please refer to the following:

Walsh University Annual Safety and Security Report

<https://www.walsh.edu/campus-police>

- Victim information
- Sexual Offense Education, Awareness and Prevention Programs
- Tips to Prevent and Avoid a Date Rape Situation
- Bystander Intervention Information
- Procedures to follow if an incident has occurred
- Preserving Evidence

GRIEVANCE BOARD

PURPOSE OF THE BOARD

1. To promote and promulgate the standards of conduct approved by Walsh University constituencies.
2. To involve members of the community in further defining appropriate standards of conduct and promoting methods of resolution protective of a community member’s Due Process rights.
3. To guide members of the community towards the most appropriate channel of appeal in order to resolve their issue/complaint in the most expeditious and judicial manner.
4. To act as an appellate body to members of the community who feel that the University policies or procedures were unfairly or inappropriately applied.
5. To receive, investigate and resolve issues/complaints from all members of the Walsh community in the manner the Grievance Board deems most appropriate.
6. To make recommendations to the President in order to protect the rights of the student or employee through such means as appropriate, including, but not limited to, sanctioning members of the community (i.e. letter of reprimand, restitution, suspension, dismissal, etc.) or altering campus policies/procedures.

COMPOSITION OF THE BOARD

There shall be a Grievance Board (“Board”) comprised of ten individuals: two (2) students, two (2) faculty members, two (2) president’s staff members, two (2) professional staff members, and two (2) support staff members. Board members shall be elected at the end of each academic year. At the first meeting in the Fall semester. A Vice Chair of the Board (“Vice Chair”) will be elected from among the first year members of the Board. The Vice Chair will succeed to the Chair in his/her second year term. President’s staff members are excluded from holding chairmanship. All members serve two year terms with the terms designed, if at all possible, to keep one veteran member from each constituency on the Board at all times. Each committee member shall sign a confidentiality intent regarding the requirement of confidentiality for all committee proceedings.

RETRIBUTION

Every effort will be made to safeguard the privacy and reputation of all individuals involved, and to protect those involved from unprofessional, inappropriate, or retaliatory action resulting from an initial report or complaint, and any subsequent investigation or proceedings.

PROCEDURES

Any employee or student who has an issue/complaint should do the following:

INFORMAL PROCEDURES

An employee or student who has a issue/complaint, and, is unfamiliar with the appropriate internal procedures for resolving the issue/complaint, should notify a member of the Grievance Board as soon as possible after the incident has occurred.

- B. Depending on the parties involved, the Grievance Board member may request the presence of an additional Board member to hear the verbal complaint or may name a different Board member.
- C. The Grievance Board member explains the procedures to the complainant and answers questions.
- D. The Board member's initial response will be to determine where, if appropriate, the student or employee should begin to pursue their issue/complaint within the procedures already in existence within the University Policies. If the student or employee has begun this step on their own, the Board member will determine if the student or employee has chosen any, or all, of the appropriate channels of resolution, and, if so, whether they have exhausted these means. If permission is given by the student or employee, the individual Board member may consult with the entire Board for assistance in reaching such determinations.
- E. It is the policy of the Board, in the receipt of any issue/complaint, formal or informal, to initially defer to the jurisdiction of any other authority within the University community under which the issue/complaint may lie. This is to ensure that the Grievance Board is not duplicating the efforts of pre-existing procedures that are, by their nature, protective of the students or employees Due Process rights. The Board may also attempt to resolve the matter informally, if at all possible, including the possibility of a confidential meeting between the parties involved if agreed upon by those parties. In this informal stage of an issue/complaint, the initial Grievance Board member contacted will act as a liaison between the parties.
- F. All discussions are confidential.
- G. The complainant may want only to talk the situation over with someone and not want to pursue the matter further.
- H. The Grievance Board member respects the decision of the complainant regarding further pursuit of the grievance process.
- I. No formal record of the consultation is filed.

FORMAL PROCEDURES

- A. The complainant must submit the complaint in writing to a member of the Grievance Board. The issue/complaint must identify the individual or entity ("Respondent") who / which is perceived to be the cause of the issue/ complaint. The issue/complaint must provide essential facts (who, what, when, where, why, how) and must identify all individuals with knowledge of the facts involved in the issue/complaint. Copies of any pertinent documents which are material to the issue/complaint must be appended to the issue/complaint. Any effort that was previously attempted to resolve the issue/complaint before submitting this written formal issue/complaint should be documented and presented to the board member.
- B. The Board may rule, based on a reasonableness standard, that the issue/complaint has not been filed in a timely manner and cannot be pursued, or, that the student or employee is not the appropriate person to pursue the claim. To be timely, the Formal issue/complaint must be filed within sixty (60) calendar days of a specific incident causing the issue/complaint or within sixty (60) calendar days of a series of incidents which, in totality, cause the student or employee to reasonably believe an unjust situation exists. Consideration will be given for informal actions that have been taken to resolve the situation.
- C. If the Board determines that the issue/complaint is timely, that the student or employee has appropriate standing, and that all other avenues of resolve have been attempted, by the student or employee, then the Board, as soon as possible and not to exceed thirty (30) calendar days of the receipt of the issue/complaint, will issue its determination. The Board's determination shall be in writing and copies shall be sent to the student or employee and to the Respondent. If needed, the Board can order discovery from both parties and/or order both parties to appear in front of the Board for a hearing.
- D. If the Board decides that a hearing is warranted, the Chair will select five (5) Grievance Board members, one from each constituency, to form a Review Board and to hear the complaint.
- E. A representative of the Grievance Board may not be a member of the Review Board if he/she or kin is named in the complaint. A representative of the Grievance Board may not be a member of the Review Board if he/she had significant contact with the student or employee in the initial, informal procedures.

- F. A respondent or complainant has the right to request revision of the appointed Review Board if just cause is demonstrated through appropriate documentation.

Copies of the complaint will be distributed to the Review Board members and respondent. A Human Resource person can be used as a resource.

HEARING PROCEEDINGS

- J. A closed hearing will be conducted within fourteen (14) working days after the Board decides that a hearing is warranted. All information, testimony, and records are confidential.
 - A. Both complainant and respondent may choose a liaison from the Grievance Board to assist her/him during the hearing.
 - B. Although an attorney may be present, his/her function is limited to consultation with his/her client only.
 - C. At this hearing, the complainant shall present her/his complaint, information, and witnesses relevant to the issue/complaint.
 - D. The respondent has the right to submit relevant information and witnesses.
- II. One of the Review Board members will preside over the hearing and read aloud the written formal complaint.
 - A. The respondent and her/his liaison will be given time:
 - 1. to agree or disagree with the complaint.
 - 2. to question the complainant and all witnesses at the hearing.
 - B. The complainant and his/her liaison will be given time to question all witnesses and respondent at the hearing.
 - C. Review Board members may question the complainant, respondent, and witnesses.
 - D. The hearing will be audio taped by the Review Board only.
 - E. The Chair may consult with the Director of Human Resources and/or a person from the standing list of consultants to advise the Chair as needed during the proceedings. The Chair may also consult the University's legal counsel for advice, after receiving permission from the University President to do so.
 - F. All time requirements are suggested guidelines and may be expanded by the Review Board or Appeal Committee in order to accommodate the academic calendar and/or the schedule of all parties involved (Review Board, Appeal Committee, complainant, and respondent) to insure a fair hearing.
- III. After all information and witnesses have been presented, the hearing will be adjourned.
 - A. The Review Board will meet after the hearing to consider the issues and reach a decision.
 - B. A finding that an issue/complaint has merit shall be determined by the Review Board only when there is a preponderance of evidence in support of such finding.
 - C. All deliberations are confidential.
 - D. Within three working days of its final decision the Review Board will meet with the complainant, respondent, and advocates to announce the decision.
- IV. All parties will receive a written summary of the proceedings and decision. One copy will be locked in the confidential file.
- V. The Review Board will recommend to the President (or Chair of the Board of Directors should the President be the respondent) the proposed penalty. If the President (or Chair of the Board of Directors should the President be the respondent) rejects the recommended penalty of the Review Board, a meeting will be held between the Review Board and the President (or Chair of the Board of Directors should the President be the respondent) to attempt to reconcile the differences. Barring such reconciliation, the decision of the President (or Chair of the Board of Directors should the President be the respondent) shall stand.
- VI. The decision of the Review Board with the agreement of the President (or Chair of the Board of Directors should the President be the respondent) is binding upon all parties and is reviewable or appealable only if due process has been violated.

APPEAL

- I. Grounds for an appeal must be based on due process only; that is, that the process was flawed and the person was denied a fair hearing. There is no appeal of the decision based on matters of judgment or the facts in the case. The appeal must take the form of a written statement clearly outlining the violation(s) of due process and how those violations materially affected the outcome of the case.
- II. An appeal must be submitted in writing within three working days to the Chair of the Grievance Board.
- III. The Chair of the Grievance Board will convene an Appeal Committee composed of:

- A. Him/herself (or in the event the Chair was a member of the hearing in question, another Grievance Board member).
 - B. A second Grievance Board member who was not a member of the hearing in question.
 - C. President of the University or designated employee.
- IV. The Appeal Committee will review all audio tapes and written information (or those portions thereof related to the due process challenge) pertaining to the hearing in question.
- V. Within five working days the Appeal Committee will meet with the Review Board, respondent, and advocates to announce the decision.
- VI. Since the appeal process solely is based on due process considerations, findings of the appeal may result in one of the following outcomes:
- A. finding that due process has been violated and that the case, in part or in whole, is remanded back to the Grievance Board for a rehearing in compliance with proper procedural due process; or
 - B. finding that a due process violation occurred but does not affect materially the outcome of the case, thus, the decision should stand; or
 - C. finding that no violation of due process occurred and, thus, the decision should stand.
- VII. All parties will receive a written summary of the Appeal Committee's decision. One copy of this summary will be added to the other information pertinent to the case and locked in the confidential file. All documents given to the Appeal Committee except those for the confidential file will be collected and shredded once the decision has been made.
- VIII. The decision of the President (or Chair of the Board of Directors if the President is the respondent) is final.

Policy and Procedures approved by University Senate, April 21, 1995; Revised, March 2002

EQUITY BOARD

COMPLAINTS

Equity Board, a committee of University Senate which consists of 10 elected or appointed members, two from each of the following University constituencies: students, faculty, support staff, professional staff, and administration, exists to provide education to the University

community, and to investigate and resolve alleged incidents of discrimination and discriminatory harassment at Walsh University. In so far as possible, the membership of Equity Board is balanced by gender, race and ethnicity. The purpose of Equity Board is to provide a way that will allow an employee or student to bring to the attention of the University acts of discrimination. Cases of alleged discrimination involve sensitive issues and require special attention to confidentiality and fairness. Dissemination of information concerning allegations of discrimination will be strictly limited on a need-to-know basis. Reasonable efforts will be made to safeguard the privacy and reputation of all individuals involved, and to protect those involved from unprofessional, inappropriate, or retaliatory action resulting from an initial report or complaint, and any subsequent investigation or proceedings.

Students and employees may seek information and discuss an alleged incident of discrimination with any appropriate faculty member, department or division chair, or administrator. While the judicial system generally prefers complainants to exhaust internal procedures where possible (i.e., the internal chain of command and/or Equity Board), individuals may choose to utilize external processes to resolve their complaints. Parties may contact the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission, or the U.S. Department of Education, Office of Civil Rights. Individuals who choose to file a complaint directly with one of these external bodies must do so within 180 days (6 months) of the alleged incident of discrimination. The use of informal mediation-oriented procedures is entirely voluntary and is not a prerequisite to making a formal complaint either within the University or with external sources such as those listed above.

PROCEDURES

Any employee or student who may have been a victim of or is a witness of discrimination or harassment should do the following:

Informal and/or Formal procedures

- I. An employee or student who has a complaint should notify a member of the Equity Board as soon as possible after the incident has occurred.
 - A. Depending on the parties involved, the Equity Board member will request the presence of an additional Equity Board member to hear the complainant present the verbal complaint or may refer the complainant to another Equity Board member.
 - B. Two Equity Board members (max of 1 student) will be present and will explain the procedures to the complainant and answer questions.
 - C. All discussions are confidential as reasonably possible.

II. After consulting with the Equity Board member, the complainant may decide to proceed with one of the following:

A. An informal consultation

1. The complainant may want only to talk the situation over with someone and not want to pursue the matter further.
2. The Equity Board member respects the decision of the complainant.
3. A brief summary of the meeting will be securely filed and all records will be retained for a period of two years.

B. An informal mediation

1. The complainant must submit in writing an overview of the discrimination charges naming the respondent (alleged offender) and explaining the incident(s) and date(s) of occurrence.
2. The Equity Board members who agree to work with an informal mediation may seek consultation from the Chair or another Equity Board member at any time during the process. Equity Board members will provide prior notice, in writing, to the complainant of any consultation.
3. No later than *five (5) working days after receipt of the written complaint, the Equity Board member will notify, in writing, the respondent of the complaint and arrange a time when the complainant, respondent, and Equity Board members will meet to mediate the complaint.
4. The Equity board members' role is to resolve the complaint by acting as mediator between both parties. The complaint must be resolved to the satisfaction of all involved.
5. Within *ten (10) working days of reaching a satisfactory resolution, the Equity Board members will provide all parties with a written summary of the outcome. This summary must be signed by the complainant, respondent, and Equity Board members.
6. The signed summary will be kept in a locked confidential file.

C. A formal complaint

1. The complainant must submit in writing an overview of the discrimination charges naming the respondent (alleged offender) and explaining the incident(s) and date(s) of occurrence.
2. The Equity Board Chair or Vice Chair (if needed) will choose five (5) Equity Board members to hear the complaint and serve on the Review Board. Equity Board Chair or Vice Chair (if needed) will serve or select a Review Board Chair.
3. A representative of the Equity Board may not be a member of the Review Board if he/she or kin is named in the complaint or has another conflict of interest.
4. A respondent or complainant has the right to request 1 revision of the appointed Review Board.
5. If five (5) Review Board members cannot be assembled from the existing pool of Equity Board members, the Chair will choose from an alternate pool of former Equity Board members.
6. Copies of the complaint will be distributed to the Review Board members and respondent.
7. The Chair may consult with the Director of Human Resources and/ or a person from the standing list of consultants with expertise in various categories of discrimination to advise the Chair as needed during the proceedings. The Chair may also consult the University's legal counsel for advice, after receiving permission from the University President to do so.
8. Both the complainant and respondent may choose an advocate from the Equity Board to assist them.
9. Both complainant and respondent have the right to submit relevant information and witnesses. Both parties will send the names of all witnesses and a brief description of their testimonies to the Review Board Chair at a predetermined date not less than 48 hours prior to the hearing. Lists will be forwarded immediately to the opposing parties.

** All time requirements are suggested guidelines and may be expanded by the Review Board or Appeal Committee in order to accommodate the academic calendar and/or the schedule of all parties involved (Review Board, Appeal Committee, complainant, and respondent) to insure a fair hearing.*

HEARING PROCEEDINGS

I. A closed hearing will be conducted within * fourteen (14) working days after receipt of the written complaint. All information, testimony, and records are kept confidential as reasonably possible. The Review Board will send rules of the hearing to both complainant and respondent.

A. Either party may have an attorney present. However, his/her function is limited to consultation with his/her client only.

B. The Review Board Chair will preside over the hearing and read aloud the written formal complaint.

C. Each party will have one-and-a-half hours to present their cases, beginning with the complainant. The Review Board,

the complainant or respondent, and their advocates only can ask follow-up questions of each witness. The order of questioning will be 1) opposing party (complainant or respondent), 2) advocate, 3) Review Board.

D. The hearing will be audio taped by the Review Board only. After all information and witnesses have been presented, the hearing will be adjourned by the Review Board Chair.

II. Standards of Proof—A violation of the policy on discrimination shall be found by the Review Board only when there is a preponderance of evidence that the violation occurred.

III. Decisions

A. The Review Board will meet after the hearing to consider the issues and reach a finding as to whether the act or acts alleged in the complaint occurred and whether such an act or acts violate University policy. If the Review Board finds that the act or acts violate(s) University policy a penalty will be proposed.

B. Penalties – The decision of the Review Board shall be designed to remedy the harm done to the complainant and to protect other members of the University Community. Complaints often involve unique elements and the remedy fashioned will depend on the findings and the nature of the complaint.

The following are examples of penalties for administration, faculty, and staff: 1) permanent prohibition to participate in grading, honors, recommendations, reappointment and tenure or promotion decisions, or other evaluations of the complainant; 2) oral warning; and 3) letter of warning or reprimand placed in personnel file of the respondent; 4) formal disciplinary action (e.g. denial of access to University resources such as travel or merit pay/salary increases for a specified period of time; suspension without pay; or dismissal. Penalties for students will be consistent with those authorized through the Student Handbook and disciplinary system up to and including dismissal. The Review Board will recommend to the President (or Chair of the Board of Trustees should the President be the respondent) the proposed penalty. If the President (or Chair of the Board of Trustees should the President be the respondent) rejects the recommended penalty of the Review Board, a meeting will be held between the Review Board and the President (or Chair of the Board of Trustees should the President be the respondent) to attempt to reconcile the differences. Barring such reconciliation, the decision of the President (or Chair of the Board of Trustees should the President be the respondent) shall stand.

C. No later than * three (3) working days after the hearing concludes, the Review Board shall report its finding(s) to the complainant and the respondent. A written report will be provided to all parties. One copy of the report will be locked in a confidential file in university library archive area.

D. All deliberations are confidential.

IV. Implementation of the Decision

A. The President (or Chair of the Board of Trustees should the President be the respondent) will consult with appropriate University officials, as needed, in implementing the decision of the Review Board. The decision of the Review Board with the agreement of the President (or Chair of the Board of Trustees should the President be the respondent) is binding upon all parties and is reviewable or appealable only if due process has been violated.

B. All pertinent information of the case will be locked in the confidential file four days after the final decision has been rendered, providing an appeal has not been filed. All documents given to the Review Board except those for the confidential file will be collected and shredded once the case is concluded.

APPEAL

I. Grounds for an appeal must be based on due process only; that is, that the process was flawed and the person was denied a fair hearing. There is no appeal of the decision based on matters of judgment or the facts in the case. The appeal must take the form of a written statement clearly outlining the violation(s) of due process and how those violations materially affected the outcome of the case.

II. An appeal must be submitted in writing within * three (3) working days to the chair of the Equity Board.

III. The Chair of the Equity Board will convene an Appeal Committee composed of:

A. Him/herself (or in the event the chair was a member of the hearing in question another equity Board member).

B. A second Equity Board member who was not a member of the hearing in question.

C. President of the University or designated employee.

IV. The Appeal Committee will review all audio tapes and written information (or those portions thereof related to the due process challenge) pertaining to the hearing in question.

- A. Within * five (5) working days the Appeal Committee will meet with the Review Board, complainant, respondent, and advocates to announce the decision.
- B. Since the appeal process solely is based on due process considerations, findings of the appeal may result in one of the following outcomes:
 - 1. A finding that due process has been violated and that the case, in part or in whole, is remanded back to the Equity Board for a rehearing in compliance with proper procedural due process; or
 - 2. A finding that a due process violation occurred but does not affect materially the outcome of the case, thus, the decision should stand; or
 - 3. A finding that no violation of due process occurred and, thus, the decision should stand.
- C. All parties will receive a written summary of the Appeal Committee's decision.
- D. One copy of this summary will be added to the other information pertinent to the case and locked in the confidential file. All documents given to the Appeal Committee except those for the confidential file will be collected and shredded once the decision has been made.

V. The decision of the Appeal Committee is final.

**All time requirements are suggested guidelines and may be expanded by the Review Board or Appeal Committee in order to accommodate the academic calendar and/or the schedule of all parties involved (Review Board, Appeal Committee, complainant, and respondent) to insure a fair hearing.*

Policy Statement approved by Administrative Council January 21, 1992;

Procedures approved by Administrative Council March 24, 1992; Revised March 21, 2000; Revised June 14, 2016.





ACADEMIC LIFE

Our experienced faculty comes from all over the world to offer an international perspective, which is always rooted in faith. With a 13 to 1 student/teacher ratio, we foster an environment that encourages students to interact closely with faculty members.

All of our academic programs are designed to educate the whole student - mind, body and spirit - through hands-on, experiential learning that goes beyond the books. Our students gain insights outside the classroom through internships, on-site training, student teaching opportunities, and service learning.

At Walsh, we believe that leaders are created through service to others. That's why volunteer work is not only encouraged, it's a requirement of our core curriculum.

The University provides its students a higher education that fosters critical thinking, effective communication, spiritual growth, and personal, professional and cultural development.



ACADEMIC POLICIES

ACADEMIC INTEGRITY POLICIES AND PROCEDURES

I. POLICY STATEMENT

Academic integrity lies at the heart of student–teacher relationships involving learning, free inquiry, and the search for knowledge and truth. Inspired by the spirit of the Judeo-Christian tradition expressed in the University’s mission statement, Walsh University requires all faculty and students to act honestly, morally, and ethically in the maintenance of professional standards for learning, research, writing, and assessment. To maintain the academic integrity of the University, students are responsible for their own academic work. Academic dishonesty is not acceptable.

II. PENALTIES AND SANCTIONS

Violations of academic integrity and appropriate penalties vary in severity, and range from failure of a specific test or assignment, reduced course grade, failure of the course, probation, suspension, to expulsion from the University. The faculty member has the primary responsibility in determining severity of the impact on the student’s grade. In cases where the faculty member believes the severity of the offense warrants academic probation, suspension, or dismissal, such a recommendation should proceed through the division chair or school dean to the Dean for Academic Services for review by the Committee on Academic Standing. It is the responsibility of the faculty member to provide all documentation and supporting materials related to violations of academic integrity.

III. PROCEDURES FOR HANDLING ALLEGED VIOLATIONS

If a faculty member discovers, and/or has reason to believe that the student has committed an academic integrity violation, the faculty member checks the Academic Integrity Repository for prior offences and communicates to the student the nature of the charge, the information collected, and the penalty warranted. The faculty member determines the violation, the student’s grade, and the penalty imposed.

If the student concurs with the decision, the faculty member notifies the division chair/school dean in writing of the decision and the penalty and includes any supporting materials and documentation related to the decision. The chair will send a copy of the report to the Associate Vice President and Dean of Academic Administration for inclusion in the Academic Integrity Repository file. If the student maintains that the allegation is in error, or that the decision was unfair, he or she appeal the decision in accordance with the University’s Academic Appeals procedures.

IV. DEFINITIONS



Academic Dishonesty. The definition of Academic dishonesty is the fabrication or misrepresentation of work, either intentional or unintentional, which includes, but is not limited to, plagiarism, cheating, forgery, sabotage, bribery, and the multi-submission of work.

Plagiarism. Plagiarism is the representation of the works, ideas, data, or arguments of others as one’s own. Whether quoting, paraphrasing, or reiterating others’ ideas, students are responsible for documenting any materials taken from other sources. This means that students identify the source through footnotes, quotation marks and/or other forms of documentation. Sources include books, magazines, newspapers, electronic media, private letters, interviews, or other individuals’ work. Additionally, a classroom paper must not be merely a series of phrases, sentences, or paragraphs copied from a source or sources.

Cheating. Cheating is using, or attempting to use, unacknowledged or unauthorized materials, information, data, or ideas. In addition to plagiarism, looking at another student’s materials and/or using unauthorized external aids of any sort during an exam or completion of assignments is also cheating.

Forgery. Forgery is the fabricating, altering or counterfeiting of images, documents, or signatures on any information, data, or documents.

Sabotage. Sabotage means deliberately impairing, destroying, damaging, or stealing another’s work or working materials such as lab experiments, library resources, computer programs, term papers, exams, or projects.

Bribery. Bribery means offering any service or article with the purpose or effect of receiving a grade or other academic benefit not earned on the merits of the academic work.

Multi-submission of work. A classroom paper of any type must be the work of the student submitting it. Student should normally submit credit work for only one course, unless the instructor(s) grant prior written consent for submission to meet requirements for any other course.

Academic Integrity Repository. A confidential file of student academic Integrity violations kept in the office of Academic Affairs. Faculty may request confirmation of prior student offenses.

ACADEMIC APPEALS

All students have the right to appeal a grade or academic decision that he or she believes to be in error or unfair. Students who believe they have been unfairly treated should first voice their concerns directly with the individual faculty member or administrator and attempt to resolve their concerns.

When grading or program issue cannot be resolved through direct meetings with the faculty or administrator responsible, students may appeal or bring their concerns to the Division Chair or Dean of the School. The Division Chair/Dean will review the issues with the student and faculty member and make a determination regarding action to be taken.

When issues are not resolved by the forgoing steps, the student may initiate a formal written appeal to the Associate Vice President and Dean of Academic Administration in the Office of Academic Affairs. Vice President and Dean of Academic Administration may forward such appeal to an ad hoc Faculty Review Committee for its review and recommendation. A formal appeal should not be entered upon lightly by the student, nor lightly dismissed by an instructor. A formal written appeal may be made no later than the sixth week of the following semester or by a preset date in cases of suspension and dismissal. The decision of the Vice President and Dean of Academic Administration is final.

If a grade is to be changed, the instructor must submit the signed grade change form directly to the Office of the Registrar. Final grades can be changed only because of a clerical error.

GRADING SYSTEM

Walsh University adopted the following system of letter grades for its undergraduate program, effective in the Fall Semester of 1990:

A Superior	4.0
A- Excellent.....	3.7
B+ Very Good	3.3
B Good	3.0
B- Above Average	2.7
C+ Average.....	2.3
C Average.....	2.0
C- Below Average.....	1.7
D+ Poor	1.3
D Very Poor	1.0
D- Extremely Poor	0.7
F Failure.....	0.0
S Satisfactory.....	*
U Unsatisfactory	*
W Withdrew officially	*
WP Withdrew officially with passing grade.....	*
WF Withdrew officially with failing grade	*
AU Audit.....	*
IN Incomplete	#
IP In Progress	*
NA Never Attended; no official withdrawal.....	*†
NG No Grade Reported.....	#



**Not computed # Computed after completion of course requirements † Used only for midterm grade reports (2.0 is the lowest acceptable grade point average)*

HOW TO COMPUTE A GPA (GRADE POINT AVERAGE)

Compute grade point average by dividing the grade points by the hours attempted.

Example: 48.0 Total Grade Points ÷ 16 Total Hours = 3.00 GPA

Course	Grade	POINTS	HRS.	TGP
English	A	4.0	3	12.0
History	B	3.0	3	9.0
Math	C	2.0	3	6.0
Theology	B-	2.7	3	8.1
Journalism	B+	3.3	3	9.9
Phys. Educ.	B	3.0	1	3.0
TOTAL			16	48.0

SCHOLASTIC AND ATHLETIC ELIGIBILITY

Full-time students are eligible to participate in intercollegiate athletics and other extracurricular activities if they meet eligibility requirements for such activities. Students on academic probation are expected to arrange schedules which will allow them full opportunity to improve their performance.

You must maintain a certain GPA:

- End of 1st semester: Freshman..... 1.75
- End of 1st semester: Not Freshman..... 2.00
- End of 2nd semester 2.00
- End of 3rd semester & beyond 2.00

An athlete must complete a minimum of 24 credit hours in an academic year to be eligible for participation the following year. Of the 24 credit hours earned, 18 credit hours must be earned in the Fall and the Spring. See the University Catalog for additional academic policies and degree program requirements.



ACADEMIC SERVICES

ACADEMIC SUPPORT CENTER (ASC)

Farrell Hall | Room 209 | 330.490.7235



TUTORING

The ASC provides individual and group tutoring in writing and major academic content areas (like math, science, and foreign language). The ASC is staffed with peer tutors who are employed through work-study or payroll. By the second week of each semester, the ASC posts schedules of available tutoring appointments. Tutorial hours will vary depending on tutor schedules, but by-arrangement opportunities are also available with sufficient notice. Offices housed in the ASC are generally staffed Monday – Friday from 8:00 a.m. – 5:00 p.m.,

but the ASC is often open until 8:00 p.m. for tutoring sessions Monday – Thursday during the fall and spring semesters. During finals week and the summer sessions, tutoring is available for a few select subjects on a limited basis.

The ASC provides free of charge:

- One-on-one tutorials from a half-hour to an hour in length, offered at pre-scheduled tutor times or by requesting a by-arrangement session with a tutor through Walsh email. By-arrangement sessions may be held in a mutually agreeable, public location outside the ASC.
- Group tutoring and/or study groups in selected academic areas. Study groups are usually arranged in advance and are advertised across campus. While group sessions are encouraged for subjects such as math and science, writing consultations should always be one-on-one.
- Writing assistance in all subject areas that includes working on brainstorming, content, idea and thesis statement development, organization, selected points of grammar, mechanics, spelling, and punctuation. Tutors do not proofread papers, and tutoring tends to be more effective if students come in several times to work on a draft, since the revision process is vital. Students should bring a hard copy of their work, along with any assignment sheets and/or rubrics, and specific questions or goals for the session.
- Assistance in MLA, APA, and University of Chicago research and documentation styles.
- Reference books, such as foreign language and English dictionaries, thesauri, study guides, style manuals, and a large collection of academic content area textbooks.
- Notification sent to professors regarding the work done, tutorial length, etc.. Note that this is an option that students may choose not to take; in other words, professors do not as a rule have to be notified that tutoring took place. Note, though, that complete tutorial information is kept confidentially by the ASC for statistics purposes.
- Networked computers with e-mail, Internet, and word processing capabilities. These are available on a first-come, first-served basis, and are only open to those students utilizing the Center for tutoring



PROCEDURES

All students may sign up for tutorials in the notebook located at the front in Farrell Hall room 209. Also, students may call the ASC's front desk at 330.490.7235 and request an appointment. By-arrangement sessions should always be made via Walsh email. Remember that all tutoring is on a first-come, first-served basis, and that tutors are only paid for a fixed number of tutoring hours per week.

POLICIES

Tutoring is an academic assistance service, not a guarantee of academic success. Thus, the ASC does not promise students a better grade on a paper, assignment, test, or examination. Since the ASC is dedicated to the development of students' composition and critical thinking skills, ASC staff do not write papers or do work which is the students' responsibility. Tutors are not employed as proofreaders, but they can and do look over written work and suggest areas for improvement. No praise, criticism, or lack thereof from tutors should be considered an indication of assessment or a projected grade on the assignment. The tutors of the ASC and ASC staff reserve the right to refuse tutoring to students who do not take responsibility for their own work, who become disruptive while in the ASC, and/or do not follow the rules set out by the ASC.

Tutoring is an important service that should be available to the entire student body, so students are asked to contact the ASC's front desk to indicate when they will not be able to attend a tutorial for which they've signed up. Failure to make this notification will mark students as "no-shows," and after three (3) such incidents, students will be sent a letter barring them from using the ASC for the remainder of the semester. Also, in order to guarantee that all students get an opportunity to take advantage of the tutoring provided, students may sign up for no more than three (3) half-hour ASC tutorials per week per subject. In the event of special circumstances which require more tutoring time, students should contact the Director.

ACCESSIBILITY SERVICES

Farrell Hall | Room 209 | 330.490.7529

Walsh University is committed to fostering an institutional climate in which qualified students with disabilities have full access to the academic environment. Accessibility Services allows students the opportunity for full participation in the Walsh Experience by providing reasonable, appropriate accommodations, as directed by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended in 2008.

Housed in the Academic Support Center, Accessibility Services verifies students' disability status and determines eligibility for specific accommodations. Accommodations, such as extended test time, audio books, note taking assistance, attendance flexibility, and housing considerations are coordinated through this office. Students must register with Accessibility Services in order to receive these services. Per federal law, Accessibility Services can provide these accommodations only to students with , verified disabilities and not to the general student population.

The Director of Academic Support Services, also serves as the Chairperson of Walsh's ADA Committee and thus works with Human Resources and the Dean of Academic Services to be the University's point-person on matters pertaining to legal accommodations for students, faculty, and staff.

The Director of Academic Support Services, Meredith Soduk, coordinates Accessibility Services and can be contacted by e-mail at msoduk@walsh.edu or by phone at 330.490.7529.

How to Register with Accessibility Services

1. Submit a completed Request for Accommodations Form.

Forms can be obtained at www.walsh.edu/accessibility or in the Academic Support Center, located in Farrell Hall Room 209. Completed forms include the type of disability and the specific accommodations desired.

2. Submit current documentation of a disability completed by a qualified professional.

Submit documentation directly to the Director of Academic Support Services, located in Farrell Hall 209. Documentation can be dropped off in person, faxed, or scanned/mailed to msoduk@walsh.edu. All submitted letters must be on the practitioner's letterhead, typed, dated, signed, and otherwise legible. The name, title and professional credentials of the evaluator, including information about licensure or certification as well as the area of specialization must be clearly stated in the documentation. The documentation must confirm the specific diagnosis of the disability and detail each diagnostic test administered, if applicable, with the test results. Specific guidelines are on the back of the Request for Accommodations form and can be viewed at www.walsh.edu/accessibility.

3. Schedule an intake meeting with the Director of Academic Support Services.

During this meeting, the student's individualized needs will be discussed and appropriate accommodations will be determined based on the student's disability-related documentation. The Director of Academic Support Services will review policies and procedures for utilizing accommodations at Walsh University. The student will then sign a release to give permission to the Director to send an accommodation letter to the student's instructors.

ACCESSIBILITY POLICIES

- Accessibility Services protects the confidentiality of student's disability-related records according to the guidelines of the Family Educational Rights and Privacy Act (FERPA). These records are maintained in the Accessibility Services Office, separate from students' academic records.
- Eligible students who wish to utilize accommodations must request accommodations each semester. This process is discussed during the intake meeting with the Director of Accessibility Services.
- Faculty and staff reserve the right to refuse academic accommodations to any student who has not had an official accommodation letter processed through Academic Support Services.
- Once a accommodation letter has been sent to a faculty/staff member, Federal law enjoins the faculty/staff member to provide accommodations requested in a timely manner.
- Accommodations offered by Accessibility Services must be initiated by the student in a timely manner and do not apply retroactively. Accessibility Services is not responsible for negative academic repercussions that may arise from a student's failure to use his/her academic accommodations over the course of a semester, nor that may arise from a student's mismanagement of the time necessary to coordinate accommodations (e.g., failure to submit test proctoring form to Academic Support Center within specified time-frame or failure to notify Accessibility Services of issues related to coordinating accommodations with a faculty member).

- Eligible student interested in utilizing alternative testing accommodations must complete and return the Test Proctoring form at least three (3) business days before the test is to be taken. This ensures that the test proctor and instructor have sufficient notice for the Academic Support Center to coordinate the exam. Failure to return the form according to this time-frame may mean that proctoring services will be unavailable for that test. A more comprehensive list of testing policies can be found on the back of the test proctoring form.
- Students interested in requesting accommodations for online consortium classes should contact the Director of Academic Support Services, who will then coordinate services with the provider school. As the process for coordinating services can sometimes be lengthy, it is advised that the student make this request no later than two weeks prior to the term start.
- Dispute resolution procedures are in place should a student wishes to appeal a decision made by the Director of Academic Support Services or to file a complaint regarding the delivery of disability-related services by a faculty or staff member. These procedures are available at www.walsh.edu/accessibility and in the Accessibility Services Student Handbook.

ADVISING

All freshmen full and part-time students working toward a degree will be assigned both a professional advisor and faculty advisor in their major field of study. Freshmen will work with their professional advisor until September of the student's second year. Freshmen are expected to meet with their professional advisor 3 times a semester. While the advisor guides the student in fulfilling the requirements for completing a degree, the student has the ultimate responsibility for choosing appropriate courses. These responsibilities, outlined in the catalog, become effective when the student first enters Walsh.

The student and his/her advisor meet during a time set aside for academic advising to discuss the student's academic progress. The advisor must authorize the student's preregistration form in order for the student to be eligible to register for the next semester's classes. The advisor also must sign all add/drop slips before they are submitted to the Office of the Registrar. Professional advisors are assigned by The Director of Professional Advising of schools. Deans and or Chairs of programs assign content advisors. The Dean of Academic Services is responsible for overseeing the academic advising program.

BOOKSTORE

David Campus Center | 330.490.7316

The University Bookstore, located in the David Campus Center, is operated by Barnes and Noble College Booksellers. Textbooks, school supplies and Walsh University apparel and memorabilia are available. Most textbooks can be rented or purchased in used condition for a lower cost to students. Cash, check, Barnes & Noble gift cards and all major credit cards are accepted along with Financial Aid if applicable. Regular bookstore hours during Fall and Spring are Mondays and Thursdays 8:30-6pm, Tuesday, Wednesday and Friday 8:30-4pm. Extended hours for the first and last week of classes, along with other special University events are communicated via email and posted outside the Bookstore. For more information visit the Bookstore website www.walsh.bncollege.com.

CAREER READINESS AND DEVELOPMENT CENTER

Marlene & Joe Toot Global Learning Center | 136 | 330.244.4947

As part of the Office of Experiential Learning the Career Readiness and Development Center seeks to help students and alumni connect their academic preparation with employment after graduation. Career Planning is a process, and begins the moment you step onto campus at Walsh University.

We establish relationships with employers in the region to support opportunities for internships, and full-time employment. Handshake is our (free) resource designed to connect you to the available job/internship positions and employer's across Northeast Ohio and beyond.

The Career Center also hosts networking events, panels, a Bootcamp and work-shops to help you develop and articulate career competencies. Whether your next step includes an internship, part-time job, full-time position, or graduate school – there is an event designed to connect you to key contacts to help make that step reality.

Appointments are encouraged, and can be booked from our website:

www.walsh.edu/career-center | Email: CareerCenter@walsh.edu | Twitter: @WUCareerCenter.



FINANCIAL AID

Farrell Hall | Student Service Center | 330.490.7367

In order to qualify for Financial Aid you must meet the following basic criteria.

1. You must be a U.S. citizen or permanent resident of the U.S.
2. You must be enrolled as a regular student in an eligible program
3. You must be enrolled:
 - a. Full-time (12 credit hours each semester) — may only be eligible for most major federal/state and institutional programs.
 - b. 3/4 time (9-11 hours each semester) — may only be eligible for prorated amounts of federal Pell and State Grants and federal Direct Loans.
 - c. 1/2 time (6-8 hours each semester) — may only be eligible for prorated amounts of federal Pell and State Grants and federal Direct Loans.
 - d. less than 1/2 time (1-5 credit hours) — may only be eligible for Pell Grant
4. Must maintain Satisfactory Academic Progress (SAP)— see SAP section
5. Must agree with the following certification guidelines which are incorporated in the Free Application for Federal Student Aid (FAFSA):
 - a. All male students must register with Selective Service after their 18th birthday. Female students are exempt from this requirement.
 - b. You will use all the money received under Title IV (federal) funds only for educational expenses related to your study at Walsh University.
 - c. You will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.
 - d. You are not in default on a previous loan or you do not owe a refund of a federal grant received at a prior institution.



GLOBAL LEARNING

David Campus Center | 330.244.4969

Through the Office of Global Learning, students have the opportunity to participate in a number of faculty-led courses in Europe, Uganda, Tanzania, Haiti, Uruguay, and beyond. Walsh's Rome campus in Castel Gandolfo, Italy provides faculty-led courses in a number of disciplines. Students can earn their semester credit hours by choosing one of the Fall or Spring 8-week programs. Shorter term summer programs are also available in 2 and 4 week sessions. Global Learning programs offer students unique academic experiences that broaden their

intellectual awareness, cultural sensitivity, professional preparedness, and exposure to the world. This is why Walsh University students are encouraged to participate in at least one Global Learning experience before they graduate.

Students may also seek study abroad opportunities through a number of providers or our consortia partner, the Cooperative Center for Study Abroad (CCSA). Walsh University also partners with CAPA –The Global Education Network to offer students a number of international internship opportunities in locations such as Buenos Aires, Dublin, London, Shanghai, and Sydney. Students interested in exploring such opportunities should contact the Office of Global Learning.

LIBRARY

Farrell Hall | 330.490.7367

The Brother Edmond Drouin Library is centrally located on campus in Farrell Hall and provides academic support to both faculty and students. The library has access to over 46 million books and other items from 120 academic libraries in the state of Ohio through OPAL (Ohio Private Academic Libraries) and OhioLINK. We have over 250,000 ebooks, and access to 24 million online journal articles from 167 databases. Students and faculty also have access to public library collections through SearchOhio, including the latest bestsellers and DVDs. Books, journal articles, DVDs and other resources can be easily borrowed using your Walsh ID, with requested items delivered to the Drouin Library.

Items Available at the Library Include:

- Print and e-book collections tailored to the needs of Walsh students and faculty
- Over 19,000 streaming videos and 4,400 DVDs
- Textbooks available for two-hour checkouts
- Over 167 databases in all academic disciplines available 24/7
- Thousands of online journals and newspapers, including access to the New York Times
- Juvenile collection (children's books)
- Curriculum library (elementary and secondary textbooks, teacher idea guides and activity books)
- Two full skeletons and bones for anatomy
- Digital archives and special collections

Services We Provide

1. Help with questions and research, including chat help and online knowledge bank.
2. Personal research consultations/class instruction.
3. Free Interlibrary loan for items not in the Walsh library or through OhioLINK.
4. A Personal Librarian for each student.
5. Collaborative work spaces with digital resources, including Adobe design software.
6. Quiet study rooms.
7. Group study rooms.
8. Over 40 computer work stations in the library.
9. 24 computers in the Global Learning Center lab, including Mac computers.
10. Color and B&W copiers and scanners, and a fax machine.

Library Hours

The current schedule is available at library.walsh.edu or 330.490.7367.

During the academic year the library is normally open:

Monday – Thursday 7:45 a.m. – 11 p.m.

Friday..... 7:45 a.m. – 5 p.m.

Saturday 12 noon – 5 p.m.

Sunday 1 p.m. – 10 p.m.

REGISTRAR

Farrell Hall | Student Service Center | 330.490.7376

The Registrar's Office offers the following services:

- Is responsible for registration procedures and subsequent schedule changes including withdrawals from courses and/or the University.
- Prepares provisional and permanent class lists, enrollment statistics and other lists/statistics.
- Issues academic transcripts.
- Collects, processes, records, and reports grades and calculates grade point averages.
- Collaborates with department Chairs and the Vice President for Academic Affairs in the preparation of class schedules and room assignments.
- Processes all certifications for Veteran's Administration.
- Coordinates updating of the University Catalog.
- Prepares and/or coordinates college reports requested by outside agencies.
- Reviews graduation requirements.
- Maintains academic transcripts and other academic records for current/former students.



SERVICE LEARNING

Marlene & Joe Toot Global Learning Center | 330.490.7604

Walsh University's Office of Service Learning was created in 2005 as the result of many campus and community members' work on tasks forces and committees. The General Education Requirements Task Force set up a Service Learning Task Force in Fall 2003 to research the idea of adding service learning to the general education curriculum. The Service Learning Task Force looked at research on service learning and implementation strategies. As a result, a Service Learning Committee was created to assist faculty in the construction and designation of service learning courses. Today, we have a full time Service Learning Coordinator and more than a dozen service learning courses a semester with students serving at numerous community-based organizations.

STUDENT SERVICE CENTER

Farrell Hall | Student Service Center | 330.490.7367

The Walsh University Student Service Center is open weekdays during the school year (Fall and Spring semesters) Monday – Friday, 8 a.m. – 5 p.m. Summer hours are Monday, Friday, 8 a.m. – 4 p.m.

Payments and any questions concerning your charges or Financial Aid should be directed to the Student Service Center 330.490.7376. Online payments can be made at walsh.afford.com – 24/7. Work-study checks are given out the 15th of each month, starting October 15.

A Walsh University Student I.D. or driver's license is required to obtain academic transcripts enrollment verifications, work study checks, and any document with personal information.



ACADEMIC AWARDS

Academic awards are presented in the spring at the annual Honors Convocation. These awards include the following:

Walsh University Outstanding Student Award

Presented to the student with the highest grade point average, requiring that a minimum of 64 credits were taken at Walsh. In the event of a tie, factors such as student engagement are considered.

Walsh University Outstanding Student (By Academic Program) Awards

Each academic program present an outstanding student award to a senior (and junior in some programs). These awards are decided by each school or division.



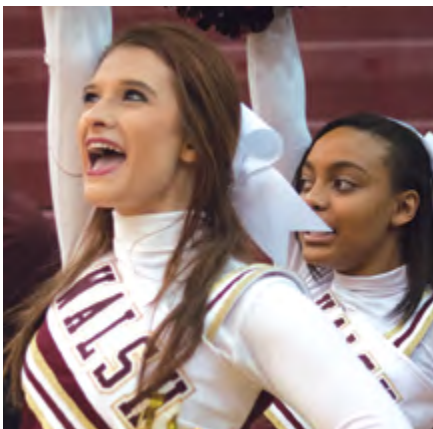
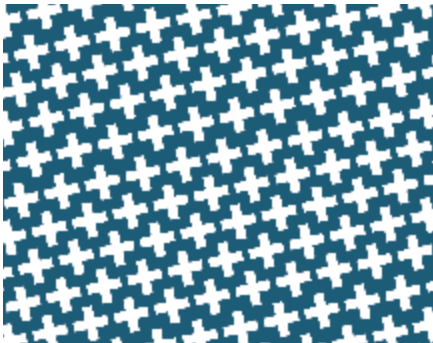
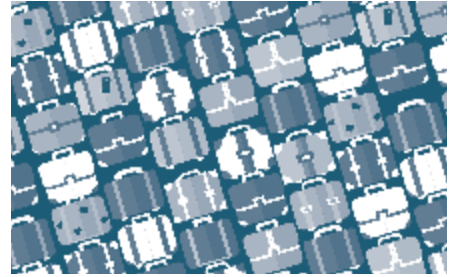


STUDENT LIFE

Our Student Affairs team supports our students by offering programs and services that respond to the needs of individual students, as well as those of our community.

Our pledge is to give students a lifelong passion and appreciation for six core values: **respect** for self, others, and the world; **integrity** in thought, word and deed; **excellence** in education; an **appreciation of diversity**; **hospitality**; and **selfless service**.

Made up of a diverse group of dedicated staff, the Student Affairs team is committed to the holistic development of our students - mentoring, empowering and supporting them during their time at Walsh and beyond, including Counseling Services, and developmental programs for our residential, commuter, multicultural and international students.



STUDENT CONDUCT SYSTEM

The mission of the Walsh University Conduct System is to foster a sense of responsibility for personal and community standards as well as improve awareness of values-based behaviors through intentional opportunities for student learning and reflection. This is achieved by consistently reviewing appropriate conduct responses in cases involving violations of federal, state, and local law, as well as University policies and student association regulations. Our conduct process is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. Walsh University expects all members of the campus community to uphold and abide by the moral and educational values of our Judeo-Christian tradition.

SOCIAL CONDUCT STANDARDS

A student enrolling in the University assumes an obligation to conduct him/herself in a manner compatible with the University's function as an educational institution. Students who attend functions, on or off campus, as official representatives are expected to adhere to the provisions of this code. Normally misconduct of the following nature is subject to disciplinary action and/or civil and criminal penalties:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false or misleading information to University officials.
2. Forgery, alteration, or use of University documents, records or instruments of identification with intent to defraud. Identification cards used illegally will be confiscated, and violators — owners and possessors— will be subject to disciplinary action.
3. Action which disrupts or tends to disrupt teaching, research administration, judicial proceedings, or other University activities on or off University premises or which endangers or tends to endanger the safety, health or life of a person including, but not limited to, the following:
 - a. Physical or verbal abuse of any person;
 - b. Sexual assault of any person;
 - c. Hazing in any and all forms;
 - d. Disorderly conduct or loud, indecent or obscene conduct;
 - e. Turning in false fire alarms or tampering with fire equipment.
4. Action which damages or tends to damage public property or private property not one's own.
5. Appropriating for one's own use public or private property without the consent of the owner or the person legally responsible for that property.
6. Actions inconsistent with published rules relating to the use of campus buildings and other facilities.
7. Actions inconsistent with the mission statement of the University.
8. Failure to comply with directions of University officials acting in the performance of their duties. This includes failure to attend a fact-finding meeting or judicial hearing.
9. Possession of firearms (including B-B and pellet guns), swords, arrows, explosives, or any other weapons which are strictly forbidden in the residence halls, in vehicles on campus, or on any other University owned or operated property.
10. Violations of civil laws and University regulations concerning the possession and/or use of illegal drugs and alcoholic beverages.
11. Violations of Federal, State, and municipal laws or any other conduct not included above which adversely affects the function of the University and the pursuit of its educational purposes and objectives.

Violation of any of the standing rules of the residence halls, University regulations, or any conduct deemed to be such as to require the removal of the student from the residence hall for more than thirty (30) days shall be grounds for expulsion from school and termination of the room and board contract without refund. In case of such termination, the room deposit will be forfeited.

Violations of University policy and residence hall regulations are reviewed by the Associate Vice President for Student Affairs/Dean of Students. Each student, along with the staff, has the right to make conduct referrals to the Associate Vice President for Student Affairs/Dean of Students.

If the violations and/or violators are of such a nature that the Vice President for Student Affairs determines the person who has violated policies is of danger to other students or disruptive enough to the University environment, s/he may immediately remove the person from campus until such a time as a conduct hearing may be scheduled. As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, the University cannot disclose a student's education records without the written consent of a student. However, the University will disclose information to parents/guardians/emergency contact, without written consent from the student, when notification is determined to be necessary to protect the health or safety of the student or others. This notification may occur due to a medical emergency, an incident of imminent danger or another situation in which the Associate Vice-President for Student Affairs/Dean of Students deems such action necessary.

CONDUCT SYSTEM DESCRIPTION

Violations of Walsh University policies and procedures involving students will most often result in a fact-finding investigation. Accordingly, students either directly involved with the alleged violation and/or those students indirectly involved and able to provide information leading to the resolution of the case may receive a written “Notification of Hearing” from a University official(s). The written notification will contain a brief description of the alleged violation in which the student is required to attend a scheduled conduct appointment with the official (within five business days from the date of the summons) to discuss the conduct process, particulars of the charges, and resolve the allegations. This time frame may change in serious cases, at the discretion of the Chief Conduct Officer, Vice President for Student Affairs or his/her designee.

CONDUCT REFERRAL PROCESS

1. Incident Report Submission

Upon receipt of an incident report involving alleged violation of the Walsh University Student Code of Conduct, the Chief Conduct Officer (or his/her designee) will review evidence and gather information involving the matter to determine if formal university charges will be filed. Any member of the community may submit a University Incident Report. This includes, but is not limited to, students, faculty, staff, Campus Police, and Residence Life staff.

2. Referral to Student Conduct & Community Standards

A student will become involved with the student conduct process when university conduct charges have been issued involving alleged violation(s) of University policies. Walsh University has several types of student conduct meetings that are utilized depending upon the nature and severity of the reported incident or complaint. The Chief Conduct Officer, or his/her designee, has the discretion to determine which format a hearing will take based upon the complexity of the case, the availability and type of evidence, conduct history and the sensitivity of the incident. All conduct processes aim to resolve cases impartially and treat all individuals involved with respect and objectivity.

3. Notification of Conduct Conference or Hearing

The respondent (the student facing the alleged violations) will be notified of the conduct charges and process through a written notification, which will be sent to the student’s on-campus residence, University mailbox, or communicated through the student’s Walsh University e-mail. The notification will include the following information:

- a. The date of the university report or complaint was made
- b. The University policies allegedly violated.
- c. The requirement to meet with a hearing officer or board to address the incident in question.
- d. The date, time and location of the hearing and contact information for the hearing officer or board chair.
- e. The need to be prepared to either accept or deny responsibility for the alleged violation(s).
- f. The procedures set to occur if the student chooses not to attend the conference or hearing.

A student’s failure to respond to a written summons notification is considered a serious violation in and of itself and such failure to respond will entail an automatic conduct sanction. Should a student fail to respond or elect not to respond, the Hearing Officer will proceed with the case in the student’s absence. In such instances, decisions made regarding sanctions, Conduct Board referral or other appropriate sanctions cannot be appealed and are not subject to arbitration. Cases involving extenuating circumstances (i.e. documented medical emergency) will be reviewed by the Chief Conduct Officer on a case-by-case basis.

CONDUCT CONFERENCE PROCESS

A Conduct Conference consists of an informal meeting between the respondent and a Student Conduct hearing officer. Conduct Conferences involve violations of University policy, including but not limited to, General Policies, Academic Policies, and or Residence Hall Community Standards. During the conference, the student will be provided information regarding the nature of the reported incident and have the opportunity to respond to the allegations and conduct charges.

Conduct Conference

The student has the opportunity to discuss his/her level of involvement in the incident with the Hearing Officer.

- a. If the student and the Hearing Officer agree on the level of involvement and sanctions, the student will sign a Conduct Agreement form.
- b. If an agreement on the level of involvement is not reached, the case will be referred to the Student Life Conduct Board (see “Student Life Conduct Board” section).
- c. If an agreement on the level of involvement is reached but an agreement is not reached on the sanctions, the student may elect to use the Arbitration process (see step 3).
- d. The Hearing Officer may, with any case, consult with the Chief Conduct Officer who, in his/her discretion, may determine that the case is best resolved by an Administrative Hearing or Conduct Board and refer the case immediately to that entity. This will most likely occur with cases of a serious nature, repeat offenders, or students already assigned sanctions.

CONDUCT PROCESS FLOW CHART

Incident Report Filed

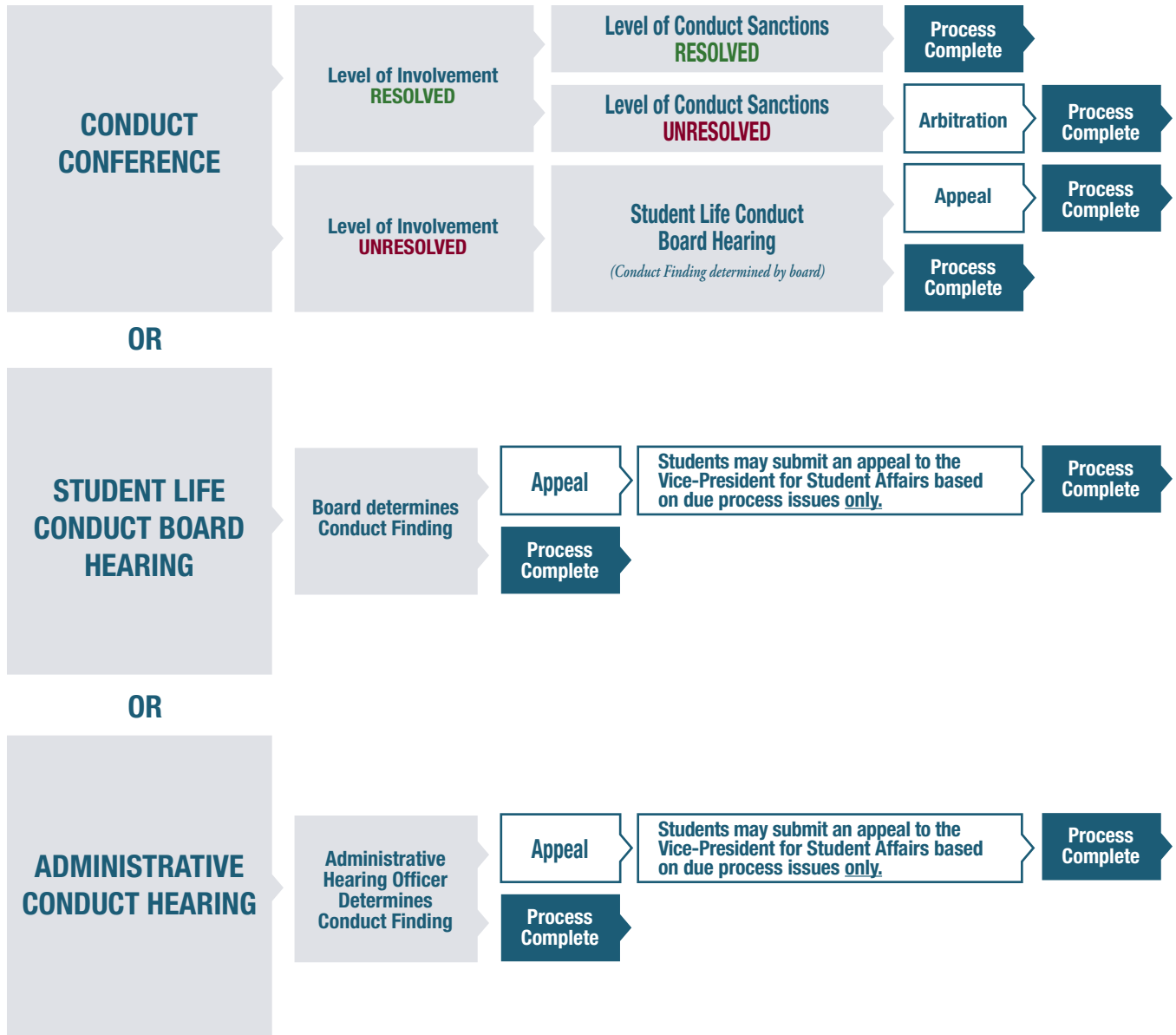
The Office of Student Conduct & Community Standards receives an incident report and/or complaint.

Incident Report reviewed by Student Conduct

The report/complaint is reviewed by the Chief Conduct Officer (or designee) to determine if there is an alleged violation(s) of University policy. If so, the student is referred through the conduct process (Conduct conference, Student Life Board hearing or Administrative Hearing).

Notification of Conference or Hearing sent to student

The student is notified in writing of the conduct charges including details regarding the referral to Student Conduct.



Arbitration

Arbitration is used as part of the conduct process when both the student and hearing officer agree on student's level of involvement in an incident but do not agree on the conduct sanctions. In order to reach a resolution on the matter, both the student and the hearing officer must submit their own recommendation(s) for sanctions to the Chief Conduct Officer (or his/her designee) who will review and choose an appropriate course of action. The written recommendations, including any supporting materials and statements, must be received within three (3) business days from the date of the conduct conference. Should a recommendation not be provided within this time line, the Chief Conduct Officer (or his/her designee) will render a decision.

Upon receipt, the Chief Conduct Officer will review the submissions and select one party's recommendations of conduct sanctions. This will hopefully encourage both the student and the hearing officer to be reasonable in their recommendations, knowing that if either offers a recommendation leaning toward an extreme (too harsh or too lenient) the recommendation will most likely be disregarded. If deemed necessary, or if requested by either party, the Chief Conduct Officer can schedule a meeting with either or both parties before rendering a decision. The final decision of the Chief Conduct Officer will be communicated to both parties and cannot be appealed.

Conduct Board

The Conduct Board may be used in the conduct process when the student and hearing officer cannot agree on the level of the student's involvement in an incident. In these circumstances, the case is referred to the board adjudication. For additional information about the board, see the "Student Life Conduct Board" section.

STUDENT LIFE CONDUCT BOARD

The Student Life Conduct Board is comprised of students, faculty, and staff who are trained in the Walsh University student conduct process and who are committed to improving awareness of values-based behaviors and increase student learning. The board is utilized to adjudicate cases that 1) have been referred from a Conduct Conference in instances when the student and Hearing Officer cannot agree on the student's level of involvement in an incident, and 2) serious and/or repeated violations of university policy (as determined by the Chief Conduct Officer).

The membership of the Student Life Conduct Board consists of a one Student Affairs staff member or the Conduct Hearing Officer, one Resident Assistant, two students and one faculty/staff member. The senior staff member shall serve as chairperson and will be a non-voting member of the board, except to break a tie. In the event that a board cannot be assembled with the above representation, the Chief Conduct Officer or his/her designee will appoint members from the Walsh Community. The Chief Conduct Officer, with approval from the Associate Vice President for Student Affairs/Dean of Students, reserves the right to reassign Student Life Conduct Board cases as an Administrative Hearing if the Conduct Board is unable to convene or the circumstances of the case warrant.

ADMINISTRATIVE HEARING

An administrative conduct hearing is a formal hearing conducted by the Chief Conduct Officer or his/her designee. Administrative Hearings are used in the conduct process for serious and/or repeated violation(s) of university policy and at the discretion of the Chief Conduct Officer. The Chief Conduct Officer or his or her designee will conduct the hearing with the student and review all of the information to make a determination of responsibility, and assign or recommend the appropriate disciplinary action.

ADMINISTRATIVE AND BOARD HEARING PROCEDURES

Pre-Hearing Conference

A pre-hearing conference may be held with the University official to review charges and to explain the hearing process. The student will be notified of the date, time and location of the hearing at least three (3) business days prior to the date of the hearing. Hearings will not be rescheduled due to work, athletic, or class conflicts. A letter verifying a student's notification for a Conduct Board Hearing or Administrative Hearing is available upon request to the Chief Conduct Officer or his/her designee. Members of the Conduct Board shall assemble to hear the case.

1. The chairperson will read aloud the incident report(s) indicating violations of University policy.
2. The respondent will plea either "in violation" or "not in violation" regarding individual allegations.
3. All parties involved will have an opportunity to present information, witnesses, and ask and respond to questions.
4. The involved parties may present up to two character witnesses.
5. After the information has been presented, the Board will go into deliberation. Only members of the Board shall be present during deliberation and the disposition of the case. A representative of the Board may not sit as a member of that body if s/he is involved in the case before the Board.
6. After deliberations are completed, the respondent will be asked to return to the hearing room where the chairperson will report and explain the decision of the Board.
7. Respondents are expected to answer questions regarding their role, or lack thereof, in the specific incident. If a student chooses not to answer a question, the Board and hearing officer will base a decision on all evidence and information available.

Advocates

The respondent may bring an advocate from the University community to assist him/her in the hearing process. An advocate is defined as a faculty or staff member at Walsh University. An advocate may assist the respondent in planning his/her defense and may sit next to the respondent during the hearing. An advocate cannot speak for the respondent during the hearing but can speak to the respondent, reminding him/her of pertinent questions to be asked. An advocate may also be present after the hearing when the chairperson explains the respondent's options and processes the hearing results. Students who wish to have an advocate present during their hearing must make prior arrangements with the Chairperson of the Board.

Conduct Hearings and the Criminal Process

It should be remembered that Walsh has an obligation to uphold the laws of the larger community of which it is a part. While the activities covered by the laws of the larger community and those covered by the University's policies may overlap, it is important to note that the community's laws and the University's policies operate independently and that they do not substitute for each other. The University may pursue enforcement of its own policies whether or not legal proceedings are underway or imminent, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether University policies have been violated. In a criminal case, "beyond a reasonable doubt" is the standard of proof used by the courts. In a judicial hearing, whether a student has violated a policy or not is established by a "preponderance of evidence." Therefore, if a prosecutor decides not to file a case in criminal court, it is still very possible that the student might be found responsible at the judicial hearing where the standard of proof is less stringent.

Standard of Proof

"Preponderance of the Evidence" is the standard of proof the University uses to determine whether a student is responsible for a violation. This means that students will be held responsible for a violation of the Student Conduct Code if it is more likely than not that the violation has occurred. In a criminal case, "beyond a reasonable doubt" is the standard of proof used by the courts. Therefore, if a prosecutor decides not to file a case in criminal court, it is still very possible that the student might be found responsible at the student conduct hearing where the standard of proof is less stringent.

Legal Counsel

Respondents who have concurrent criminal charges pending against them may be permitted to consult with legal counsel during their conduct hearing. This requires approval by the Vice President for Student Affairs or his/her designee of a formal written request by the respondent. However, the role of the counsel is limited to consultation only with the respondent. Counsel is not permitted to speak during the hearing other than direct communication with the respondent. If counsel violates this policy, he/she will be removed from this and concurrent conduct hearings. The University reserves the right to have our legal Counsel present for any hearing. When the University counsel is present at a hearing involving a respondent where concurrent criminal charges are not pending, the respondent will be granted permission to representation by legal counsel as well.



INFRACTION	FINE
Cleaning Charge	\$30.00 (minimum)
Climbing on the roof of a University facility	\$100.00
Unauthorized possession and/or consumption of alcohol and/or non-prescription drugs	*varies
Possession of unauthorized bulk container(s) of alcohol or alcohol paraphernalia	\$50.00 (per student)
Providing alcohol any individual under the age of 21	\$100.00 (per student)
Failure to dispose of trash	\$25.00 (per student)
Possession of firearms or other weapons	\$150.00
Possession or use of unauthorized key(s)/swipe(s) <i>(additional costs will be based on the number of keys and lock re-cores)</i>	\$125.00
Removal of furniture from designated areas	\$25.00 (first day) \$10.00 (each day after)
Residence Hall: Unauthorized occupation of a residence hall room	\$50.00 (per day)
Residence Hall: Unauthorized room change or improper check-out	\$50.00
Residence Hall: Failure to return residence hall room to its designated set-up	\$30.00
Tampering with fire equipment	\$150.00
Failure to vacate a room/building during a fire alarm, drill, or campus emergency	\$100.00
Unauthorized pets <i>(additional costs will be assessed for cleaning, fumigating, etc.)</i>	\$50.00
Removal of dining ware or other items from University dining locations	\$10.00 (per item)
Driving on sidewalks or unapproved campus grounds	\$100.00



Appeals

The student respondent shall will be informed of his or her right to appeal the decision of the Board to the Vice President for Student Affairs. Such an appeal must be submitted in writing within three (3) business days of the Board's decision. Grounds for the appeal must be contained in the appeal request and must be based only on due process issues:

- The respondent was not notified of the conduct charges,
- The respondent was not provided with an opportunity to respond to the conduct charges,
- The respondent was not advised of the university conduct process and procedures,
- Discovery of substantial new evidence that was unavailable at the time of the hearing and which reasonably could have affected the decision of the hearing body,
- The decision(s) was reached through a procedure not in accordance with the Student Code of Conduct, and/or
- The sanction(s) imposed were not appropriate for the conduct violation for which the respondent(s) was found responsible.

During the appeal review, sanctions may be held in abeyance at the discretion of the Vice President. The Vice President shall make a determination of the appeal within seven (7) business days of receipt of the appeal. The Vice President's decision is final. In a case where the Board is recommending suspension or expulsion, an appeal can be made to the Vice President as stated above. The Vice President's decision is final. If the Board recommends that a student be suspended or expelled from the University, the Board will make this recommendation to the Vice President. In such a case, the Vice President's decision is final.

Victim's Rights

To encourage reporting of violations and to ensure fairness to victims throughout the conduct process, the University establishes the following victim's rights:

1. The right of a victim to have a person of his/her choice accompany him/her throughout a conduct hearing.
2. The right to remain present during the entire conduct proceeding (except during deliberations).
3. The right, as established in state criminal codes, not to have irrelevant past history (such as sexual history) discussed during a judicial hearing.
4. The right to make a "victim impact statement."
5. The right to be informed of the outcome of a conduct hearing.
6. The right to a fair and timely way to determine alternative living arrangements if the victim and the accused live in the same hall or within close proximity of one another.

STUDENT CONDUCT RECORDS

The Student Conduct office maintains all student conduct files (paper and electronic formats) for matters involving code of conduct violations. Files are maintained separate from academic transcripts, but are considered educational records subject to the federal Family Educational Rights and Privacy Act (FERPA) and University policy. A student requesting to view his or her conduct file should contact the Student Conduct office to schedule an appointment. Federal law requires that the requested file be reviewed and information on any other student be redacted. The requesting student will be permitted to view his or her prepared file, but will not be allowed to copy, take pictures, or otherwise record the documents. Students requesting the release of conduct record information to any third party must complete a release form through the Student Conduct office. Due to federally mandated FERPA law, Student Conduct is not permitted to share information about a student's conduct record without the student's permission.

Record Retention

1. Student Conduct files will be maintained for a period of no less than ten years following the most recent finding of a violation. Students may request their contact file to be retained beyond the ten-year period by submitted a request to the Chief Conduct Officer.
2. Student Conduct files of students who have been dismissed from the University will be kept indefinitely.
3. The University will retain, as necessary, appropriate statistical information related to policy violations in order to comply with legislative reporting requirements.



DISCIPLINARY ACTIONS

If a student is found responsible for violation(s) of Walsh University policies, disciplinary action will be taken. Infractions will lead to sanctions ranging from positive actions, University warnings, loss of privileges to expulsion. Walsh University Student Conduct & Community Standards strives to educate students on making positive decisions. The descriptions provided below are intended to inform students of the range of possible consequences for violating the student code of conduct. In each case, factors such as the gravity of the incident, the motivation for underlying behavior, the student's conduct history, and precedent in similar cases will be considered with determining the appropriation disciplinary action(s).

1. Education & Reflection

Education and reflection programs are designed to help engage students in a positive learning experience at Walsh University. These programs provide an opportunity to further educate students about the impact their behaviors have on themselves and members of the community. Furthermore, students are able to reflect on their behaviors, choices, and values in order to critically examine how they can make better decisions in similar circumstances.

This type of disciplinary action may include, but is not limited to, engaging in a campus or community service, attending or presenting a program related to the implications of the students' conduct, writing a reflection or research paper, conducting interviews, or engaging in some type of personal assessment, mediation, advising, or counseling. The student will be responsible for any costs associated with referral to external offices.

2. University Warning

A University Warning is a formal, written notification that the behavior(s) is inappropriate and violates the basic social conduct policies set forth in the Walsh University Student Handbook. A University Warning is issued by the Hearing Officer after the policy and expectations have been reviewed with the student during the judicial conference.

3. Restitution

Restitution requires a student to pay for damages, destruction and/or loss of University property, property of members of the University community, or of visitors to Walsh University. The amount of restitution is dependent on the extent of damage/loss as well as what is determined to be the most appropriate method for repayment. The amount, form, and method of payment for restitution is determined by the Hearing Officer.

4. Fines

For some violations, fines may be imposed by the University. Any fines collected will be used to support educational programming for students. Delinquent fines may be assigned to the student's billing statement. The following is a summary of infractions that will incur an immediate and automatic fine:

5. Community Probation

Community probation is a formal notice to the student that he/she has demonstrated a continued unwillingness to respect the rights and privileges of community membership either on or off campus. This is an action that calls for the separation of the student from the community for a fixed period of the time. Community probation may include, but is not limited to, days/times when the student is not permitted to be on campus grounds and/or University sponsored events; restrictions on access to certain facilities; prohibition from attendance at social events; etc.

Removal from campus will be for a period not to exceed 30 days for those who are required to live in the residence hall. Upon the hearing officer's recommendation (in consultation with the Chief Judicial Officer and/or Associate Vice President for Student Affairs/Dean of Students), students may be able to serve the required time consecutively or over weekends. Any removal that exceeds 30 days will result in a recommendation to the Associate Vice President for Student Affairs/Dean of Students that the student be suspended or expelled from Walsh University.

6. Residence Hall Reassignment

A responsible living environment in the residence halls requires all members of the community to respect one another's rights for safety, security, and personal space. Serious disruption of, or continued disregard for, the hall community can lead to removal from that community. This action involves moving a student out of his/her assigned room, hall/wing, or building for a specific period of time or permanently.

7. University Probation

University probation is a formal notice to the student that the behavior(s) in question is unacceptable and that, if continued or if other inappropriate behavior follows, more severe action may be taken, including possible suspension or expulsion from Walsh University. University probation is for a specific period of time and can include, but is not limited to, such restrictions as denial of the opportunity to participate in extra-curricular activities or events, to participate and/or perform in the name of the University, to serve as an officer of a student organization, or to reside in University housing. Additionally, students who have been placed on University probation for a period of more than 16 weeks will be limited in the options they may have for housing for the following year as determined by the Hearing Officer in consultation with the Chief Judicial Officer.

8. Suspension

Suspension from Walsh University involves the exclusion of the student from participation in any academic and/or other extracurricular activities of the University for a specified period of time and may include prohibiting the student from being on University premises. Suspension during a semester in progress will result in the student being immediately withdrawn from all registered classes and the application of any financial responsibilities. The University reserves the right to place a student on Interim-Suspension until an outcome is reached through the judicial process.

9. Expulsion

Expulsion is a serious University disciplinary action and involves the permanent exclusion of the student from Walsh University. This action also includes being indefinitely prohibited from being on the campus and all University owned or controlled properties. Expulsion during a semester in progress will result in the student being immediately withdrawn from all registered classes and the application of any financial responsibilities. An expelled student is not eligible for re-admission to Walsh University.



DISCIPLINARY LEVELS

Student Conduct & Community Standards at Walsh is based on a series of “Levels.” The University strongly recommends that all students become familiar with this system and its operation. The basic premise is that students place themselves on a “Level” by their behavior. It is important to remember that although the system is based on a series of levels, they need not be sequential in order. In other words, a student may immediately receive a Level IV response for extreme inappropriate behavior.

LEVEL I: Warning Status

Students assigned to Warning Status are found in violation of University policies that may include, but are not limited to, repeated warnings, quiet hours, privacy hours, guest visitation, first time alcohol offense, etc. Level I: Warning Status is assigned to provide the student with an opportunity to review expectations for conduct and behavior(s) through educational opportunities. Level I consequences may include, but are not limited to:

1. University Warning(s)
2. Education & Reflection: reflection/research assignment, educational program, community service hours, counseling
3. Restitution
4. Fine(s)

LEVEL II: Community Probation Status

Students assigned to Community Probation Status are found in violation of University policies that may include, but are not limited to, repeated violations of quiet hours, privacy hours, guest visitation, etc.; second time alcohol offense, etc. Level II: Community Probation Status is assigned to provide the student with additional education regarding the rights and privileges associated with being a member of the University community as well as formal notification that further conduct and behavior(s) violating the conduct code will result in more serious judicial consequences. Level II consequences may include, but are not limited to:



1. Community Probation (i.e. behavior contract, loss of guest visitation privileges, restrictions of visitation to certain residence halls or campus areas, weekends off campus, etc.)
2. Positive Action(s): reflection/research assignment, educational program, community service hours, counseling
3. Restitution
4. Fine(s)

LEVEL III: University Probation Status

Students assigned to University Probation Status are found in violation of University policies that may include, but are not limited to, repeated violations after Level I and/or Level II; disruptive behavior of a serious nature such as vandalism, harassment, and physical fighting; failure to complete judicial sanctions, etc.. Level III: University Probation Status is assigned to establish formalized restrictions and expectations for conduct and behavior(s) to ensure a student fully complies with the responsibilities outlined in the conduct code. Probation status will result in the student being placed in a “Not in Good Standing” status for the duration of the probationary period. Level III outcomes may include, but are not limited to:

1. University Probation (i.e. loss of extracurricular and/or athletic privileges)
2. Community Probation (i.e. loss of residency/community privileges, weekends off campus, etc.)
3. Positive Action(s): reflection/research assignment, educational program, community service hours, counseling
4. Restitution
5. Fine(s)
6. Residence Hall Reassignment

LEVEL IV: Suspension or Expulsion Status

Suspension and Expulsion are the highest level of disciplinary outcomes within the judicial process. Students assigned to Suspension or Expulsion Status are found in violation of University policies that may include, but are not limited to the following:

1. Possession of weapons including, but not limited to, firearms (including B-B and pellet guns), swords, arrows, martial arts weaponry, taser/stun guns, explosives, or any other weapons which are strictly forbidden in the residence halls, in vehicles on campus, or on any other University owned or operated property.
2. Sexual assault or attempted sexual assault.
3. Destruction of Property.
4. Instigating or participating in physical fighting and using threatening behavior among students and/or non-students or any action which threatens, endangers or abuses the physical and/or emotional well-being of any member of the Walsh community.
5. Physical or verbal abuse of any Walsh staff member, including Resident Assistants.
6. Theft.
7. Arson, tampering with fire equipment or alarm systems.
8. Serious or repeated alcohol violations, including but not limited to, contributing to the delinquency of a minor or possession of a bulk quantity of alcohol (i.e., keg, beer ball, etc.)
9. The presence, possession, use, sale or distribution of any nonprescription, illegal drugs. This includes minors being in the presence of alcohol.
10. Perjury during the judicial process (the presentation of false testimony).
11. Failing to respond to a reasonable request of a University official acting in the performance of his/her duties. This would include failure to fulfill sanctions from a previous judicial hearing.
12. Serious misuse of University property or services including violation of the Policy of Acceptable Use of Walsh-Managed Information Technology.
13. Continual violation of policies after previous judicial sanctions.

Level IV: Suspension/Expulsion status is assigned for serious violations of the student code of conduct. Level IV outcomes may include, but are not limited to:

1. Recommendation to the Vice President of Student Affairs for suspension or expulsion from Walsh University.
2. Limitations on activities and or access
 - a. The student may be on campus to attend classes only.
 - b. The student may not attend any University-sponsored functions, athletic events, dances, etc. on or off campus.
 - c. The student may not be permitted on campus property.

- d. The student will be required vacate the residence halls and leave campus no later than 24 hours of signing the Judicial Agreement form or receiving the Notice of Finding upon the completion of the judicial process. The time line will be determined by the Hearing Officer.
 - e. Loss of athletic privileges (i.e., representing the University in collegiate contests) and/or scholarships as outlined in scholarship contracts.
 - f. Addition of special conditions.
3. Restitution
4. Fine(s)

RESIDENCE HALL COMMUNITY STANDARDS



RESIDENCE LIFE
WALSH UNIVERSITY

The residential communities at Walsh University are dedicated to the holistic development of our students – mind, body, and spirit. As a member of our community you have a unique opportunity to benefit from a vibrant learning environment and a responsibility to make positive and supportive contributions to your fellow community members. Walsh University expects all resident students and guests to comply with community standards as well as uphold the mission of Walsh University and Residence Life.

MISSION STATEMENT

Residence Life is committed to cultivating a values-based, living-learning experience grounded in the mission of Walsh University. We focus on the holistic development of our students, supporting their academic achievement, campus involvement and personal development. We strive to create residential living that promotes community, faith, acceptance, respect, and responsibility.

Core Values:

Community

We believe in fostering residential communities that uphold the mission and values of Walsh University and provide opportunities for student learning and personal growth.

Faith

We believe in the importance of helping our residents develop roots in their faith, compassion in their hearts, and servant leadership in their daily lives.

Acceptance

We believe in creating a welcoming, diverse, and inclusive environment that celebrates the unique qualities of each community member and focuses on education and awareness.

Respect

We believe in strengthening and unifying our communities by ensuring that all members are treated with dignity, fairness, and respect.

Responsibility

We believe in educating and developing members of our community to be critical thinkers, responsible decision makers, and demonstrate personal accountability.

RESIDENCE HALL POLICIES

BEDS/LOFTS

Suspending beds from the ceiling is strictly prohibited in all residence halls. Violators will be asked to take beds down, pay for any damages which result, and may face judicial action. Lofts, other than University furniture, are not permitted in the residence halls.



CHECK- IN/CHECK-OUT POLICIES

On the first day of occupancy, each student will receive a Room Condition Report. This form is to be checked, signed and returned to the Resident Assistant within 72-hours of check-in. Each student will be accountable for any deterioration of the room or its contents beyond normal wear and tear. If a student does not submit his/her Room Condition Report (RCR) by the designated check-in deadline, the student accepts full responsibility for the condition of the room as assessed at the end of the semester and/or academic year. The Residence Life office

will complete a Room Condition Report for the student's housing file and all damage assessments under the "check-in" section will remain blank.

At the end of the occupancy period, students are responsible for ensuring the room is properly cleaned and returned to the original set-up condition (as when checked in). This includes general cleanliness, furniture placement, beds bunked, etc. Failure to do so

will result in the minimum of a fine. The Resident Assistant will inspect the room for damages and make notations regarding the room condition on the Room Condition Report. The student must sign the Room Condition Report, return keys/swipe card along with the RCR to the Resident Assistant for their check out to be considered complete. Failure to complete this process will result in additional charges for lost keys and incomplete check-out. Once all students are checked out, the Hall Director will make a final inspection of all rooms for damages and may make alterations to the damage billing.



COOKING

Cooking in the residence halls is extremely limited due to sanitary, electrical, and fire safety concerns. Only those appliances listed as permissible under the Electrical Appliance section of this handbook are allowed for cooking purposes. Microwaves are allowed in all the residence halls. Cooking is allowed in Lemmon Hall and University apartments due to the presence of the kitchen facilities and fire safety equipment. Even in these buildings, though, appliances must be of a reasonable safety standard as determined by the judgment of the Residence Life Staff.

DAMAGE CHARGES

Resident students are responsible for their environment. The residence halls are maintained for the convenience of the students. Residents responsible for damages to the buildings and their facilities are charged. These charges will be made for expenses over and above those incurred by normal wear and tear. Room damages will be charged to those responsible whenever possible; otherwise, the charge will be divided equally between the occupants. Damages caused to community areas, (e.g. lobbies, corridors, study spaces, etc.) may be charged to residents of the damaged area unless the responsible parties are identified. Each resident should report all damage to his/her Resident Assistant immediately.

The Residence Life office will provide students with a summary of incurred damage charges within 30-days of checking out of the residence halls. Resident students are permitted to appeal residence hall damage charges within 30-days of the postage date listed on the Residence Life Damage Notification Letter. Appeals will not be accepted after the 30-day time frame or by individuals other than the resident student. All damage appeals must be based on factual information that clearly demonstrates the reasons the damage charge(s) are unwarranted. The Residence Life office will process and investigate the written appeal and respond via Walsh email. If the appeal has been approved, the Residence Life office will adjust the student's account to reflect any changes. All decisions rendered are final.

DECORATIONS

Students are encouraged to use good judgment when attaching materials to walls. Sticky tack or putty may be used to attach decorations to walls. Items are not permitted to be hung from the ceiling or any fire protection or suppressant device. The student assumes full responsibility for removing all marks left by adhesives and paying for damages if marks cannot be removed. Window decorations may be permitted if they are within the boundaries of good taste and respect the spirit and intent of Walsh University. The decorations must be acceptable to the Residence Hall Staff.

HOUSING DEPOSIT

1. This \$200.00 Housing Deposit will serve as a reservation for university housing and dining services and will remain on file for the duration of the student's residency.
2. If written notification of contract cancellation by the student is provided and approved by the Walsh University Residence Life office by August 1st (for Fall semester) or by December 1st (for Spring semester), the \$200.00 Housing Deposit will be refunded to the student (minus any residence hall damage charges), and will be applied to the student's University account. Written notification of contract cancellation from incoming Freshman students must be submitted by May 1st.
3. Any contract cancellation occurring after the above deadlines will not be eligible for a Housing/Security Deposit refund.
4. The Deposit Refund Policy schedule shall be applied to all housing contracts, regardless of the date this contract was entered into by the applicant.
5. No refunds shall be made when the student is required to leave the University for disciplinary and/or academic reasons.

DOOR PROPPING/FORCED ENTRY

Residential students are responsible for helping to maintain a safe environment within the residential halls. All residential students are responsible for ensuring external entry/exit doors as well as apartment/room doors are properly closed, secured and locked. Propping any interior or exterior door is not permitted and is considered a breach of apartment/room and building security. Students found propping or forcing open any door will face immediate disciplinary action. The first offense will result in a \$100.00 fine and removal from the residence halls for a period not to exceed 30 days. Repeated offenses will face significant disciplinary action.

ELECTRICAL APPLIANCES

A student may bring a small refrigerator to campus if it is in good working order, and does not exceed 5.5 cubic foot capacity, 115 volts, AC 60 cycles and 1.5 amps. The additional items listed below may also be brought.

Radio/stereos, fans, televisions, small George Foreman grills, clocks, microwaves, hair dryers, personal computers, popcorn poppers

ELECTRICAL AND FIRE SAFETY CONSIDERATIONS:

Due to safety considerations, the following items are prohibited from the residence halls: portable heaters, air-conditioning units, halogen lamps/bulbs, hot plates, toaster ovens, propane grills, candles, incense.”



FURNITURE

Common area furniture and televisions are for everyone’s benefit, and are not to be removed from their designed areas. Removal will result in a minimum fine of \$25 per day, per individual involved (\$10 per day thereafter) plus disciplinary action. Removal of furniture (bunk beds, chairs, desks, tables etc.) from other University areas will result in severe judicial action, plus a minimum fine of \$25 fine per day, per individual involved. All furniture that is in your residence hall room or in your apartment/suite when you arrive must remain in that space. Storage space is not available. University furniture may not be removed from a residence hall room at any time. This includes the balconies located in Brauchler, Meier, and Stein Halls.

Resident students are not allowed to alter their suite into a living room/bedroom setup. This means that residents cannot move additional beds into one room of the suite. Each room must contain all of the necessary furniture for that room (beds, dressers and desks). This policy is designed to reduce damage to the furniture, walls, and carpet and to alleviate the occurrence of a variety of disputes among roommates sharing a living environment.

To ensure student safety, resident students are not permitted to place beds (lowered or lofted) against bedroom windows.



GUEST POLICY

Walsh University strives to maintain the safety, privacy and community atmosphere of the residence halls which reflects Catholic, Christian values. The guest policy exists to help students maintain a living environment that supports academic success and personal well-being. Resident students are permitted to invite guests into the residence halls as long as consideration is given to the rights of roommates, suitemates, and community members. All guests are expected to comply with university policies and community standards.

All residence hall guests are the responsibility of the resident who invited and/or admitted that guest into the building. A guest is defined as any individual who is not a contracted resident of the specific residence hall, floor or room in question. Campus guests must be escorted at all times by a resident of the building. Un-escorted guests will be asked to leave the building and may be subjecting themselves, and the person who admitted them into the building, to judicial action.

Residents allowing random guests into a building are putting themselves and others at risk. Allowing any guest into the building means that person automatically becomes your guest, and, therefore, your responsibility for

escorting the guest at all times. This includes allowing campus guests to follow you into the building through the door you opened for yourself or through one that is propped open. Those freely allowing guests into a residence (those that are not their guests) are subjecting themselves to serious disciplinary action and possible removal from on campus living, without refund of fees.

Residence Hall Guest Registration

Guests visiting the residence halls between 8:30pm – 8:00am must be registered with Residence Life. The host and guest may complete a Residence Hall Guest Registration form at any hall office (M-F 8:00am – 5:00pm) or nightly 8:30pm – 12:30pm or complete an online registration form on the MyWalsh Student Portal - <https://my.walsh.edu/content/form/guest-registration>.

Upon registering, the guest will receive a Guest Verification Form (provided in person through the hall office or if completed on MyWalsh, an email will be sent to the host). The guest is required to have the Guest Verification Form on their person at all times (with a valid form of identification). Approved guests will also obtain a residence hall guest parking permit from the hall office during the visitation periods. Residence hall guests are required to park in lots O & P (behind the residence halls).

Residence Hall Guest Guidelines:

- All guests must comply with university policies and regulations.
- All guests must have a valid form of identification (i.e. driver’s license) on their person at all times.
- Overnight guests of the same sex as their host are permitted to reside in the room of their host. Overnight guest of the opposite sex as their host will need to secure a host of the same sex.
- Only two (2) guests per resident are permitted. Guests cannot stay for more than three (3) consecutive nights at any given time not to exceed five (5) nights per semester.
- The host is responsible for the behavior and/or actions of his/her guest.

For health and safety reasons, the University reserves the right to limit the number of guests per building or to address situations

in which a guest is utilizing this privilege for the purpose of temporary residency. Additionally, guest may be asked to leave the campus if s/he fails to present valid identification or for behaviors that are in violation of University policies and or the mission or Walsh University. Violation of this policy will result in disciplinary action.

GRILLS

Propane grills are not allowed in the residence halls under any circumstances. Students may use charcoal grills for cooking, provided these grills are situated at least 15 feet away from any residential building and reasonable safety measures are used while grilling. Charcoal grills may not be used/stored for cooking in student rooms. This includes the balcony areas of the University Apartments.



KEYS/KEY CARDS

The reproduction of University keys by anyone other than University personnel is a violation of University policy. The possession or use of unauthorized or stolen keys and/or key cards will be grounds for judicial action, including removal from the residence halls. Confiscated non-University-made keys will lead to lock changes and the resulting charges. Lost keys and key cards should be reported immediately. The student is financially responsible for replacement of keys and/or key cards and core unless it can be verified that the keys were stolen.

LOCK-OUT POLICY

If a resident locks themselves out of their room or apartment they should first contact their roommate(s) to gain entry. If he/she is unable to reach their roommate(s), then they may contact a Residence Life staff member. *Note: Campus Police does not handle room lock-outs.

The student will be required to show his/her Walsh University ID before being provided access to a room to ensure the safety and security of all residents. The students will also be required to produce his/her room key/keycard upon entry to the room, or a lock change (at the student's expense) may be ordered by the Hall Director. All lock-out charges will be posted to the students account. Lock-out charges (per academic year):

First Lock-Out No Charge

Second Lock-Out.....\$5.00

Third Lock-Out..... \$10.00

All Additional Lock-Outs\$25.00

MUSICAL INSTRUMENTS

Musical instruments are permitted in the residence halls, but must comply with all courtesy and quiet hour policies. Students who need to practice their music are required to use designated rehearsal space in the Birk Center for the Arts.

OCCUPANCY OF HALLS

Dates and times that residents may occupy the residence halls are determined by the Residence Life office and align with the university undergraduate calendar. Specific times will be communicated to all residents. The residence period for each semester usually begins one day prior to the first day of class and usually ends 24 hours after a student's last final or on the last day of final exams, whichever occurs first. For graduating seniors, the halls close on graduation day. Permission from the Residence Life office must be obtained for any student requesting to arrive before or stay after the above times, including commencement.

The residence halls will be closed during all official University break periods (winter and spring breaks). A student's room may not, at any time, be used by anyone other than the resident(s) to whom it is contractually assigned. The University reserves the right to alter room and hall assignments when deemed necessary.

PRACTICAL JOKES

Individual or group behavior which leads to actual or potential damage, harassment, accident, or injury to University or personal property is not permitted. Students who engage in such behavior will be expected to assume responsibility for restoration of any University or personal property damaged or compromised as a result of this activity.

PRIVACY AND VISITATION

Walsh University ascribes to the belief that students, by agreeing to live in residence hall communities, support the mission and values of a Catholic institution. Personal conduct and behavior should be reflective of the character of Christian men and women. As a Catholic university, Walsh believes the complete and genuine expression of love through sex requires the commitment to marriage. Therefore, premarital sex is in no way condoned, and the privacy and visitation and cohabitation policy is, in part, guided by that value.

Privacy hours are times when students can expect their personal areas of residence to be free members of the opposite sex. Personal areas are defined as individual bedrooms, shared space within a student's room/apartment and hallways/corridors on residential floors. Privacy hours are Monday through Friday mornings (12:00am – 8:00am) and Saturday through Sunday Mornings (2:00am – 9:00am).

Residents wanting to visit with students or guests of the opposite sex may do so in the common areas of the residence hall. Common

areas are defined as lobbies, TV lounges, and study rooms. Resident students requesting to have an overnight guest of the opposite sex are required to make arrangements with another resident student (the same sex as the guest) to serve as the overnight host. The resident student host will be required to register the overnight guest with Residence Life (see Guest Policy).

Roommates and suitemates should always discuss the rules that will govern how they operate within the room and suite within the guides of the University's policies. Roommate Agreements will be completed within the first two weeks of the academic year and reviewed periodically by the residents of a room. All roommates have the right to:

- the right to sleep undisturbed in one's room without noise caused by roommates or guests,
- to have free access to one's room and its facilities without pressure or interference from roommates, and
- personal privacy.

Cohabitation

Cohabitation is not permitted in the University residence halls under any circumstance. Cohabitation is defined as any excessive and/or extended visitation that disrupts the living environment or violates Walsh University social conduct standards. This policy applies to a student's friends, partner, and/or guests to the residence halls. Students that violate the cohabitation policy will face serious disciplinary action (including fines) and may be reassigned to new housing placement. Exceptions to the privacy policy include:

- Siblings are permitted to stay overnight during "Siblings' Weekend", provided that they are registered as guests, and are approved by all roommates/suitemates.
- Student and professional hall staff, while functioning as Resident Assistants or hall staff, are permitted in residence areas of the opposite sex and are permitted to have students/staff in their own rooms during closed privacy hours when deemed necessary to perform their assigned responsibilities.

QUIET HOURS/COURTESY HOURS

Residence Hall quiet hour times are Sunday – Thursday (10:00p.m. to 10:00a.m.), Saturday – Sunday mornings (1:00am – 10:00am). As a guideline, during quiet hours, noise from your room should not be heard approximately three residence hall doors away (or an approximation of that distance) from your room. During exam week, quiet hours will be extended to twenty-four (24) hours a day.

The remainder of the day is regarded as "courtesy hours" where excessive noise, including loud stereos, is unacceptable. Residents are also responsible to ensure their noise violations do not exceed appropriate levels in common areas and University parking lots. Priorities must be established which promote an environment conducive to social responsibilities and academic achievement. For this reason, students are expected to respond to the requests of fellow students when their behavior is noisy, disruptive or otherwise fails to recognize these priorities. Failure to respond to these requests will result in disciplinary action.

Members of a residence hall floor may vote to elongate quiet hours to start prior to 10:00p.m. (Sunday – Thursday) or 1:00a.m. (Friday and Saturday) by a 2/3 majority of vote from the floor and approval from the Hall Director.

ROOM CHANGES

Room and roommate changes are discouraged, but, at times, may be necessary under certain conditions. Trying to resolve the conflicts should be a resident's first step. If no resolution is reached, the resident should talk to the floor Resident Assistant. The Resident Assistant will discuss the situation and help explore options. If a room change still needs to be made, the resident (and Resident Assistant) will need to discuss the matter with the Hall Director. The Hall Director will decide whether a room change is warranted. Room changes will not be permitted during the first two weeks of any semester.

After talking with you and your Resident Assistant, the Hall Director will decide whether a room change is warranted. Room changes can only occur at certain times. The Hall Director may require you to put in writing the reasons for making a change and your prior efforts at solving the situation. He/she will also require you to obtain the signatures of all those involved in the room change in order to verify their agreement. The Chief Housing Officer has the authority to permit and/or instruct that a room change occur at any time he/she deems it necessary. Room change procedures are apt to change dependent on occupancy requirements and space demands.

ROOM ENTRY, INSPECTION, AND SEARCH

Room entry and/or inspections may be made at the discretion of authorized university personnel acting in performance of their duties. If a situation arises that is deemed as demanding an immediate entry and/or search, a University official may exercise that right. The University reserves the right to enter student rooms for the purpose of inspecting the premises when an authorized agent of the University has reasonable belief including, but not limited to, the following:

1. That a condition exists which constitutes a clear and present danger to health, safety or security.
2. That University property needs inspection.
3. That University property is damaged or vandalized.
4. That maintenance, sanitation, and/or repair is necessary.
5. That a violation of federal, state, local law, and/or university regulations is occurring.

It is a reasonable and lawful request for staff to ask residents to open room/apartment doors in any situation. Failure to comply with the request is a violation of university policy. Students should be aware that upon entry and/or inspection of a residence hall room/apartment, anything visible from outside of the residence is considered observed in plain sight and is not subject to the requirements of the Authorized Room Search policy. "Plain sight" is meant to include evidence that is readily apparent through sight, sound, smell, touch or similar means.

Break Period Inspections

University staff has the responsibility to respond to situations, including emergencies, which threaten the wellbeing of students or University property. In addition, resident students should expect room inspections to occur during break periods. This policy enables staff to pursue violations of University policy and complete maintenance responsibilities.

Student-Lead Inspection

Authorized agents of the University reserve the right to request the occupant(s) of a room to complete a student-lead inspection of a room. If the student provides permission for the staff person to participate in a student-lead inspection, the student will facilitate access to his/her secured belongings, assigned furnishings and room/apartment common areas spaces. If the student cannot be located to request a student-lead inspection, an authorized room search may be pursued.

Authorized Room Search

University officials may request the student to agree to a full room search. In these cases, a student is only permitted to provide access to his/her personal belongings, assigned furnishings, and room/apartment common areas. If a student declines the request for a full room search, all individuals will be escorted from the room/apartment pending the responding staffs' communication with the Vice-President for Student Affairs or his/her designee. A room search authorization may be obtained from the Vice President for Student Affairs or his/her designee. Upon review of the information presented by the responding staff members, a full room search (beyond plain sight) may or may not be authorized. When appropriate, the University will not search a student's room unless accompanied by the occupant or their authorized representative. If a situation arises that is deemed as demanding an immediate entry and/or search, a University official may exercise that right.

SINGLE ROOMS

Student room and board charges are based on a double room occupancy charge. Therefore, a student residing in a room as a single, for any reason, will be billed the single rate. To avoid this charge, a student must:

1. Find another roommate of his/her choice that also has a single and consolidate into one room. Permission from the Hall Director must be obtained before consolidation occurs.
2. Request in writing to the Hall Director of his/her hall that a roommate be assigned to his/her room and/or consolidate to another room once notified by the Hall Director. Once notified, a single room occupant must consolidate within three days or that person will be charged the single room rate regardless of whether a single room contract has been signed. The Office of Residence Life reserves the right to refuse requests for single rooms should enrollment and/or other demands necessitate such action. Single rooms are awarded the second week of each semester according to a priority basis.

SPORTS/GAMES

Under no circumstances are students to be engaging in any kind of sport activity in the residence halls, i.e. dribbling basketballs, playing golf, throwing a frisbee, etc. This behavior can present a significant health and safety concern, as well as impact the environment for other students.

TRASH DISPOSAL

To ensure university health and safety standards, students living in the residence halls are expected to properly discard trash materials from their residence hall room/apartment. The Residence Hall housekeeping staff will empty trash cans in student rooms on a bi-weekly basis for Seanor Hall, Menard Hall, Betzler Tower, Lemmon Hall, The Commons, Wilkof Towers, and Olivieri Towers. Trash bags from rooms are not to be discarded in or around trash cans found in hallways or common areas. Students residing in the University Apartments are not permitted to discard trash on balconies and/or breezeways. Residents are responsible for

discarding trash in any one of the following residence hall trash receptacles:

- University Apartments Dumpster (located west of Stein Hall)
- Residence Hall Parking Lot Dumpster (located southwest of Olivieri Towers)

Students found violating the Trash Disposal policy will be fined \$25.00 (per instance). Additionally, fines may be assigned as Community Damages for the residential community if perpetrators are not identified.

Students are also strongly encouraged to recycle discarded cardboard, plastic, and aluminum products in the recycle receptacles located south of Seanor Hall.

WINDOW SCREENS

Room window screens are not to be removed. Removing window screens or in any way changing or altering a room can be considered vandalism and may result in disciplinary action.

STUDENT GOVERNANCE

WALSH UNIVERSITY STUDENT GOVERNMENT (WUSG)

PURPOSE

The Walsh University Student Government serves as the student body representative whose purpose is to provide capable and responsible student governance; foster student involvement in the governance of the University and Student Affairs; serve as a forum of student opinion; and serve as a liaison between the students, administration, faculty, and staff. The WUSG is comprised of the Executive, Legislative, and Judicial branches.

EXECUTIVE BRANCH

The Executive Branch consists of the WUSG President, Vice President, Treasurer, Standing Executive Commissions, Advisor – ex-officio, and all other commissions established by the President as described in the WUSG Bylaws. The duties of the Executive Branch include: keeping the Senate and student body informed of pertinent matters; creating an operating budget; making recommendations of action to the Senate; submitting a statement of goals for each academic year; and serving the Walsh University student body according to the WUSG Bylaws, and the University mission statement.

LEGISLATIVE BRANCH

The Legislative Branch consists of the Senate Chair, Vice Senate Chair, Class Senators, Club Senators, Senate Clerk, and all other standing and ad-hoc committees. Duties of the Legislative Branch include: reviewing and approving the annual operating budget and statement of goals for WUSG; ratifying standing commissions and establishing ad-hoc committees; serving as a voice for the Walsh University student body; fostering student involvement and representation through senate resolutions; and being well-versed in parliamentary procedure so that senate meetings are conducted in accordance with the WUSG Bylaws, Robert's Rules of Order, and University and governmental policy.

JUDICIAL BRANCH

The Judicial Branch consists of the Chief Justice, Executive Justice, and two Full Justices. Responsibilities of the Judicial Branch include: reviewing and rendering all final decisions on all cases concerning the legality of the WUSG Bylaws and Senate resolutions; ensuring that all contracts, policies, and procedures are developed and upheld in the best interest of the student body; providing a system of Checks and Balances for the Legislative and Executive operations; initiating the updating of all WUSG documents; and investigating and resolving grievances and violations of and between students and student organizations.

COMMISSIONS

The WUSG President and Senate establish commissions of the WUSG for specific purposes. Commissions may be standing (permanent) or ad-hoc (short term). Each commission consists of a minimum of three members, and a chairperson who is elected by a majority vote of the WUSG. All commissions are to report to the President and WUSG Senate on a regular basis, and are responsible for the proper implementation of that commission's duties. Commissions include: the Elections, Commuter Intramurals, Executive Budget, Sustainability, Student Allocation Commission, Diversity Affairs, Military Veterans, Student Alumni Association, Service and Social Outreach, and University Programming Board.

WUSG ELECTIONS

The WUSG elections commission conducts and administers all elections of WUSG positions. Elections for all WUSG positions except for the freshman representative are held on the first consecutive Monday and Tuesday following April 1st (excluding holidays) in the semester prior to the one in which they will be in office. Polls will be open in the Paul and Carol David Family Campus Center from 9:00a.m. to 6:30p.m. The fall general election for Freshman Senator and other Judicial positions are to be held no later than three weeks into the fall semester. The President recommends all other vacant positions.

SERVICES

The WUSG office is located in the basement of the David Campus Center. Office hours and availability of WUSG members are posted outside the door of the WUSG office. Students are encouraged to come to the office to share both academic and non-academic concerns with the members of the WUSG. All meetings of the WUSG, which are held every other Thursday, are open to all students, faculty, and staff. Student body participation at these meetings is ensured through the agenda item of 'Open Floor', and is highly encouraged.

The WUSG assists students and organizations through funding, and representation regarding various affairs, and university services and policies. Members of the WUSG are elected to University Governance Committees, as well as other University committees. These representatives are responsible for assessing student opinions on various issues, voicing student concerns and opinions, relaying all factions of the student body, and to vote on issues according to the feelings of the majority of students to the best of their ability.



WUSG CONTACT INFORMATION

Further WUSG information, such as a copy of the WUSG Bylaws, office hours, and meeting dates, may be accessed through the Walsh University website, the Walsh University student newspaper *The Spectator*, by visiting the WUSG office, or by contacting any of the following individuals:

Advisor.....	Bryan Badar, <i>Associate Vice President for Student Affairs/Dean of Students</i> 330.490.7321)
President	Bradley Caston
Vice President.....	Ian Stroud
Treasurer.....	Matthew Tryjankowski
Senate Chair.....	Jacqueline Noelker
Vice-Senate Chair.....	Jalen Gibson
Chief Justice.....	Laura O’Meara
Executive Justice.....	Benjamin Young
Senate Clerk.....	Mikayla McClanahan

STUDENT GOVERNMENT POSITIONS

President: Chief executive officer and official spokesperson for WUSG. Elected position. Duties include attending Senate meetings, recommending legislative action, approving or vetoing resolutions or bills, serving as the student representative to University Senate, appointing persons to University committees and WUSG commissions, keeping the WUSG advisor informed about concerns and legislation.

Vice President: Assists the President in the proper administration of WUSG. Elected position. Duties include attending Senate meetings, serving as a student representative to University Senate and taking over the President’s responsibilities in his/her absence. The Vice President will also serve as the WUSG Event Coordinator, serving to organize all events for the WUSG Executive Board and entire Senate such as, but not limited to Mothers Appreciation Day, Big Idea Day, Fathers Appreciation Day and Dinner with the Brothers.

Treasurer: WUSG Bookkeeper. Elected position. Duties include keeping the financial records of all branches of WUSG, serving on the Executive Budget Commission, ensuring compliance with University policies on the administration, collection and distribution of all funds.

Senate Chair: Chief Officer of Senate. Elected position. Duties include presiding over Senate meetings or hearings, establishing ad-hoc committees as deemed necessary, and keeping the WUSG advisor informed about concerns and legislation.

Senate Vice-Chair: Assists the Chair in the administration of Senate. Elected position. Duties include presiding over Senate meetings in the absence of the Chair.

Senate Class Representatives: Serve as their constituency’s (Freshman, Sophomore, Junior or Senior class) representative to Senate. Elected positions. Duties include attending Senate regular and special meetings, assessing constituency concerns through formal and informal surveys, and reporting upcoming and ratified legislation to the appropriate constituency.

Senate Club Representatives: Serve as their organization’s representative to Senate. Elected or appointed based upon their organization’s constitution. Duties include attending Senate regular and special meetings, assessing organization’s concerns through formal and informal surveys, reporting upcoming and ratified legislation to their organization and ensuring organization’s compliance with WUSG and University rules and regulations.

Senate Clerk: Serves as secretary and record keeper of Senate. Appointed position. Duties include keeping and making available for public inspection a record of Senate meetings and Senator voting records, distributing minutes to appropriate administrators, maintaining Senate files and assisting the Chair with correspondence.

Chief Justice: Chief administrator of the Student Superior Court. Appointed position. Duties include submitting monthly reports to the WUSG President, Senate and Advisor concerning the conduct of the Court, determining the regular sessions of the Court, calling special sessions as deemed necessary, administering the oath of office to the President, Vice President and Senators, presiding over the Senate in the event of impeachment proceedings against the WUSG President, voting on all matters facing the Court and overseeing appointment or dismissal of Justices to/from the Court.

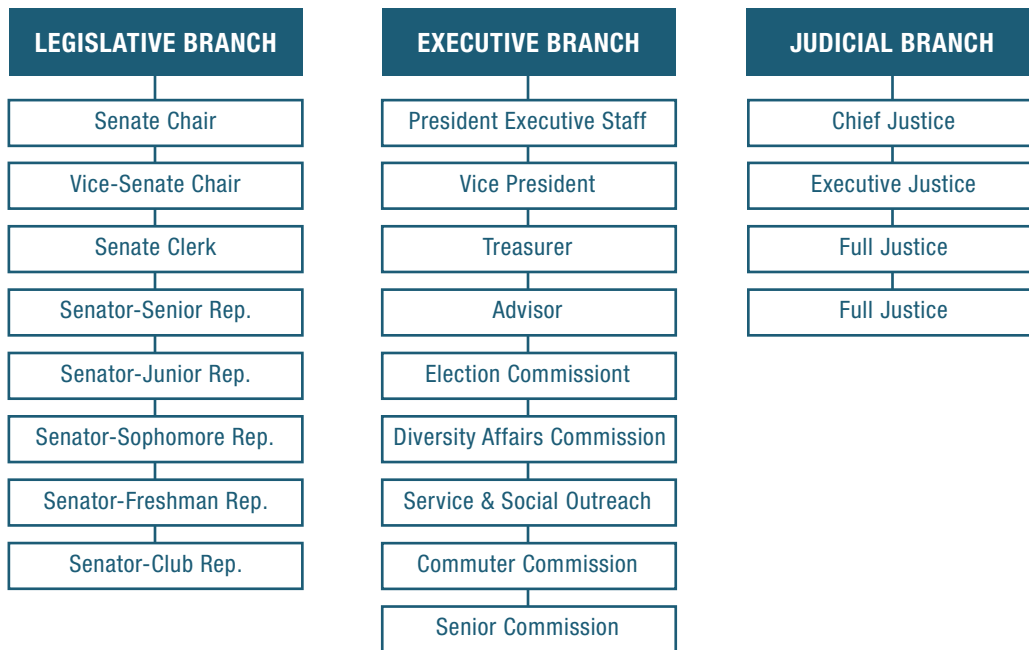
Executive Justice: Assists the Chief Justice. Appointed position. Duties include voting on all matters facing the Court, presiding over Court matters in the absence of the Chief Justice and assisting the Chief Justice with any or all administrative matters that the Chief deems necessary.

Commissions Chairs: Chair Standing Commissions. Elected positions. Duties of each Standing Commission are available upon request of the WUSG President.

Commission/University Committee Representative: Serve on various standing and ad-hoc commissions/committees within WUSG and serve on various University Committees. Appointed positions. Duties include attending scheduled meetings, contributing to the efforts of the committee by working on various projects, reporting to WUSG actions which will be taken by the committee and representing the needs of the student body to the University. Appointments are conducted by the President except for Clerk positions, which are appointed by each branch. Interested students should contact the President, Senate Chair or Chief Justice.

Student Government encourages every student to join and participate in club and organizational activities. Only through participation in special interest or service groups on campus may students expect to receive maximum development from their University experience

STUDENT GOVERNMENT ORGANIZATIONAL CHART



STUDENT LIFE AND SERVICES

ATHLETICS

Gaetano M. Cecchini Family Health & Wellness Complex | Second Floor | 330.490.7035

The University's Athletic Department is based on the philosophy that intercollegiate competition plays an important role in the physical, intellectual and moral development of all students. The Athletic Department also ensures that students have the opportunity to participate in quality athletic programs, supports and enhances the growth and development of student athletes throughout their career and maintains high ethical standards while striving for excellence.



Walsh is a member of the NCAA Division II and competes as members of the Great Midwest Athletic Conference (G-MAC). Walsh sponsors 10 intercollegiate sports for men (Baseball, Basketball, Cross Country, Football, Golf, Indoor Track and Field, Lacrosse, Outdoor Track and Field, Soccer, and Tennis) and 11 for women (Basketball, Bowling, Cross Country, Golf, Indoor Track and Field, Lacrosse, Outdoor Track and Field, Soccer, Softball, Tennis, and Volleyball). The athletic department also sponsors Men's Bowling as a club sport.

CAMPUS AND COMMUNITY PROGRAMS

Barrette Business & Community Center | 330.430.7379

The office of Campus and Community Programs, located in the Barrette Center, coordinates the use of all University facilities for campus events and activities as well as all external events. Chartered University organizations can reserve group activity space by calling the Special Programs Assistant at 330.490.7379. The Director of Campus and Community Programs is also available to help you plan and execute any major club event.



CAMPUS MINISTRY

Inspired by the mission of the Brothers of Christian Instruction, Campus Ministry exists to build an open and vibrant Christian community, grounded in the rich Tradition and sacramental life of the church, committed to evangelization, prayer, study, teaching and service. Our goal is to minister to the spiritual needs of all students,

faculty and staff, encouraging members of the Walsh community in whichever faith tradition they come from. Students from every religious background are highly encouraged to participate in one of our many retreats, small group communities, men's and women's fellowships, service opportunities, nights of worship or mission trips. We extend a special welcome to our non-traditional, Graduate and commuter students, as well as students with no faith background at all.

St. Katherine Drexel House | 330.490.7182

Campus Ministry offices are located in the St. Katherine Drexel House located directly behind the Barrette Business & Community Center. The Connector chapel (located in connector area of residence halls), the St. Teresa of Calcutta chapel (located in the Marlene & Joe Toot Global Learning Center) and the Our Lady of Perpetual Help chapel are open many times throughout the week and to ALL students for prayer, reflection and rest. Let us be a home away from home!

Visit www.walsh.edu/campusministry for more info, program highlights and to meet our staff.

Our Lady of Perpetual Help Chapel

Our Lady of Perpetual Help Chapel is open every day the University is open, and anyone is welcome to stop by at any time to offer prayer throughout the day. Each weekday, adoration of the Blessed Sacrament begins at 11:00am, followed by daily mass at 11:30am. Confessions are heard during times of exposition before mass. Sunday liturgies begin at 11:00am and 8:00pm. More details can be found on the Walsh website www.walsh.edu/chapel.



CAMPUS POLICE

Betzler Tower Residence Hall | Officer on Duty | 330.316.1088

Student Affairs | David Campus Center | 330.490.7373

The Walsh University Campus Police Department is a function of the Student Affairs Division. The department's primary goal is to provide a safe and secure environment for the campus community. The staff consists of sworn law enforcement officers who are certified by the Ohio Peace Officers Training Council. The officers have full arrest power, are armed with weapons, and are able to provide all necessary police services on the University property. Please be advised that as sworn law enforcement officers, Campus Police are qualified to use appropriate force in life threatening situations. The "Use of Deadly Force Policy" appears in the Campus Police Department manual and can be reviewed by consulting the Chief of Campus Police or the Vice President for Student Affairs. Officers are identified by their white police shirts, gold badge, and Walsh University Campus Police sleeve patches.

Officer on Duty

A patrolling officer may be reached (from any Walsh house phone at x7474) or by cell phone at 330.316.1088. The Chief of Campus Police can be reached at 330.490.7373. We encourage students to program the Campus Police cell phone number into their cell phone.

COMMUTER STUDENT SERVICES

Deuble Student Activities Center | David Campus Center – Lower Level | 330.490.7576

Commuter Student Services provides a broad range of programs and services designed especially for the off-campus student population. The office strives to keep students connected to the University through the bi-weekly commuter newsletter, commuter incentive program, sponsoring various campus events, and maintaining campus facilities designed for off-campus students.

The Betzler Grille and the Paul and Carol David Family Campus Center both serve as the commuter hubs on campus. The Paul and Carol David Family Campus Center features various lounges, The Schervish Dining Center, vending machines, lockers, a kitchenette equipped with two microwaves, two mini-fridges, and storage space... as well as the David Center Game Room, located in the basement. The Game Room is a great place to relax, socialize, meet students, and/or attend a campus event. The Game Room is equipped with a sound system, performance space, flat panel TVs, computers, a printer, comfortable furniture, video games, board games, dart boards, Ping-Pong table, billiards, and an air hockey table.

For more information on the commuter experience contact the Coordinator Commuter, Evening, and Weekend Programming in the Paul and Carol David Family Campus Center Game Room.

Lockers

Lockers, located in the Deuble Activities Center (lower level of the Paul and Carol David Family Campus Center), are available to students in need of them on a first-come, first-served basis. For additional information, please contact the Coordinator of Commuter, Evening, and Weekend Programming via commuterservices@walsh.edu.

COUNSELING SERVICES

David Campus Center | Suite 104 | 330.490.7348

Like everyone, college students face difficult life transitions and circumstances, experience painful emotions, and need assistance in developing clear and meaningful goals. Counseling Services employs counselors who are professionally trained to help students cope with a wide variety of educational, adjustment, and mental health issues. Counselors also facilitate academic progress and help student successfully achieve their career goals. A counseling relationship allows students to confidentially discuss their personal thoughts and feelings.

Counseling Services is free to all enrolled students. Counseling Services staff are happy to talk with students about any issues

causing concern or distress. Some common concerns include: anxiety, depression, loneliness, eating disorders, alcohol and other drugs, sexual assault, assertiveness, relationship issues, communication skills, anger management, shyness, academic problems, time management, test taking, choosing a major and career goals. Requests for a medical leave of absence are also processed through Counseling Services.

Depending on the nature of the concern, counseling may be one session, short term (2-5 sessions) or long term (all semester). In some cases, a referral to a specialist may be required. All counseling is discontinued at the end of each semester and students can return in the future of they choose.

For more information or to schedule an appointment, call Counseling Services at 330-490-7348, email at counselingservices@walsh.edu, or stop in the office. If you need to be seen quickly, please come to the office and request to be seen right away. Counseling Services is located on the first floor of the David Campus Center next to the Bookstore. For after-hours counseling emergencies, please call the Crisis Center at 330-452-6000, the National Suicide Prevention Lifeline at 1-800-273-TALK (8255), or text 4Hope to 741741 to reach the crisis text line.



DINING SERVICES

David Campus Center | 330.490.7381

The University's dining services are operated by Sodexo. The Schervish Dining Centre is located in the Paul and Carol David Family Campus Center. Our staff aims to provide our guests with pleasant and efficient service. Our ultimate goal is to make your dining a pleasurable experience. To achieve this requires cooperation from all involved parties and the extension of common courtesies to everyone.

Students are expected to follow these rules:

- Students are to present I.D. cards to checker for validation of meal plan.
- Shirts, shoes and appropriate clothing are to be worn in all dining areas.
- Utensils and dining-ware are not to be removed from the dining room without permission from the Food Service Director.
- Alcoholic beverages are not permitted in the dining room.
- Plastic beverage containers or to go food containers are not permitted in the dining room.
- The cafeteria provides all you care to eat while in the dining room Food is not permitted to leave the dining hall.

For questions, please contact Laura Roach, Dining Services Director at lroach@walsh.edu or (330) 490-7381.

Dining Hall Hours

For a complete listing of dining hours for the Schervish Dining Centre, Betzler Grille, Cavalier Café, and Residence Hall C-Store, please click here: <https://walsh.sodexomyway.com>

Meal Plans

Meal plans combine traditional board meals with flex dollars to provide the most flexible and attractive options possible. The traditional board meals are in the Dining Hall. Flex Dollars are equal to a dollar and are used as cash at the campus flex-site locations.

Resident Student Meal Plans -

Meal Plan A — any 19 meals per week plus \$50.00 flex dollars per semester

Meal Plan B — any 14 meals per week plus \$150 flex dollars per semester

Meal Plan C — 105 block meal plan plus \$375 flex dollars per semester

Meal Plan D — any 7 meals per week plus \$50.00 in flex dollars per semester

Meal Plan E — 60 block meal plan plus \$150 flex dollars per semester

*(Note: *Plans D and E are only available for Lemmon Hall, the Commons and University Apartment residents:*

Commuter Student Meal Plan — 20 meals contact the Student Service Center at 330.490.7367 to request this plan.

Flex Dollars

Flex dollars can be used in place of cash at the Betzler Grille, Cavalier Café, the “Bucket” Convenience Store, and Donato’s Pizza (North Canton Main Street Location) to purchase food items throughout the day at your convenience. As flex dollars are used, your flex dollar balance is reduced. Flex dollars not used during the Fall semester will transfer to the Spring semester for returning students. However, any flex dollars not used by the end of the academic calendar year will be forfeited.

If you do not purchase a meal plan second semester, your remaining balance will not carry over.

FITNESS CENTERS

Fitness Centers are open to current Walsh University students, faculty, and staff. All users are responsible for reviewing and abiding by fitness center policies and guidelines which are displayed for review in each fitness center and available on the MyWalsh Portal.

Cavalier Fitness Center

The Cavalier Fitness Center, located in the Gaetano M. Cecchini Family Health & Wellness Complex, is fully staffed and equipped with free weights and power stations: this fitness center is available to all students, faculty/staff. Hours of operation are posted at the Fitness Center. For more information regarding our Cavalier Fitness Center please contact Bryan Whittaker at 330.490.7541 | bwhittaker@walsh.edu.



David Fitness Center

Our David Fitness Center is located in the Paul & Carol David Family Campus Center - Deuble Activities Center (lower level). The facilities is complete with locker rooms located across the hall. The David Fitness Center is open Monday through Saturday (8:00a.m.-10:00p.m.) and Sundays (12:00p.m.-10:00p.m.)

The aerobic/dance floor in the David Fitness Center may be reserved for special events or on a regular basis. Contact the Director of University Wellness at 330.244.4735 or email mallen@walsh.edu for more information on reserving this space.

Residence Hall Fitness Centers

Our Betzler and Olivieri Towers Fitness Centers are available to residential students in our residence halls. Walsh ID or valid pass is required for entry into all Fitness Centers. Walsh University Health Services offers non-emergency medical care to current students, faculty and staff members while school is in session.

Contact the Director of University Wellness at 330.244.4735 or email mallen@walsh.edu for more information on reserving this space.

Fitness Center Policies

- All Users must have a valid Walsh University ID.
- All users must be current Walsh University students; faculty, or staff
- Use equipment at your own risk.
- Participants must be of at least 12 years of age.
- Exercising with a partner is required in non-supervised centers on campus.
- Appropriate athletic attire such as: fully clothed shirts and rubber soled shoes is required at all times.
- Contained water bottles are permitted and encouraged, while food is prohibited.
- Proper use of all equipment is required. Our Equipment Orientation program is a service in which provides training on the use of exercise equipment. Please contact well@walsh.edu to schedule a private 1 hour equipment orientation session.
- Wipe down all cardiovascular and strength equipment upon completion.
- Electronic devices are available to be used with appropriate music/video programming.
- Walsh University reserves the right and final judgment on what constitutes as a violation of fitness center policy. Failure to comply with these policies will result in judicial action and/or removal from the Fitness Center.



HEALTH SERVICES

Mercy Wellness Center | Gaetano M. Cecchini Family Health & Wellness Complex | 330.490.7030

Health Services is located in the Mercy Wellness Center - Gaetano M. Cecchini Family Health & Wellness Complex. Health Services has a close relationship with nearby medical facilities to offer extensive healthcare in the event it is necessary. Some health services requested may require additional fees.

A health fee, assessed each semester, enables a student to visit the Health Center as many times as necessary. Other charges a student might incur would be for medication, if prescribed by a doctor, a visit to a doctor's office, some immunizations, or emergency treatment at urgent care/emergency facilities. Resident students are required to complete a medical history form. Confidential records are kept on each student.

In keeping with the policy of securing the best medical treatment available, consultation with outside specialists is sometimes advised or may be requested. Such outside consultation is payable by the student.

Local outpatient/emergency clinics provide medical and physician care as needed. Students requiring emergency treatment and/or hospitalization are referred to area hospitals. Students must assume the responsibility of payment for medication and treatment received outside the Health Center.

Psychological services are available to all students through Counseling Services. The Health Services medical professionals cannot guarantee to meet every medical need but will do everything possible to help students maintain good health. Students assume the responsibility of payment for health insurance subscription and utilization of their health insurance policy.

HEALTH INSURANCE

Walsh University requires all full-time undergraduate students to have health insurance. Requiring health insurance assists students in safeguarding their health and finances in the event of illness or injury. If you need assistance with obtaining health insurance, please contact Health Services. Options for accessing local insurance carriers are also posted on the Cavalier Center and Walsh's website.

Health insurance information is available at www.walsh.edu/health-services as well as on the Cavalier Center.



HOOVER HISTORICAL CENTER

Hoover Park | 330.490.7435

A vibrant part of Walsh University, the story of the Hoover Legacy unfolds in the Victorian-Italianate-style Hoover family home. Victorian decor provides an elegant backdrop for the story of the Hoover business. Hoover vacuums featured are those with advances in vacuum cleaner technology beginning with the first 1908 Hoover through the 2008 100th Anniversary line.

A focus on Hoover's contributions to WWII include materials Hoover produced, War-time advertising, Company awards, English War Evacuees who stayed with families in the local community to protect them from the ravages of the War.

Hoover family furnishings and ladies' vintage fashions, complement this historical review.

Several Interactives and Hoover advertising are also part of the tour. Herb gardens tended by members of The Herb Society at the Hoover Historical Center add yet another dimension to this unique history. A Gift Shoppe offers souvenirs.

Tours are conducted March through October, Thursday through Saturday, hourly at 1:00p.m., 2:00p.m., 3:00p.m. and 4:00p.m. The Hoover Historical Center is closed weekly, Sunday – Wednesday and on holidays; closed November through February. Advance reservations are required for groups of 8 or more. Morning reservations are available. Admission is FREE.

The Center offers a variety of programs throughout the year that have grown to become favored traditions in the community. The Hoover Historical Center also provides valuable insight and intern experience to students in the University's Museum Studies Program.

For more information, view <https://www.walsh.edu/hoover-historical-center> or contact the center at 330.490.7435.

INTERNATIONAL STUDENT SERVICES

Student Affairs | David Campus Center | 330.490.7105

International Student Services seeks to support the mission of Walsh University in the areas of expanding the international perspective of students, promoting diversity, and facilitating cultural growth and awareness. The office is dedicated to serving the campus community and developing programs to enhance awareness of multiple perspectives. The office aims to provide effective immigration advising and foster a sense of community among international students, while expanding opportunities for international students and Americans to interact both on and off campus.



INTRAMURALS

Deuble Student Activities Center | David Campus Center – Student Organization Center | 330.244.4743

Walsh University Intramural exists to enhance the overall University experience by providing opportunities for exercise, socialization, and competition with students and staff in a non-varsity setting. The department plans, coordinates, and implements a broad range of activities and programs for teams and individuals, designed to help meet the physical, social, and recreational interest and needs of the Walsh community. Intramurals are open to all members of the Walsh community including residential students, commuter students, faculty /staff, and alumni.

Recent sports offered through intramural Sports include soccer, ultimate frisbee, basketball, dodgeball, volleyball, and kickball. Special events include corn hole, billiards, ping-pong, and video game tournaments. Walsh Intramurals also has a relationship with Special Olympics through Unified Sports and Stark County Board of Disabilities and is proud to collaborate numerous events with these organizations. Sign-ups for events and teams are publicized via Walsh email and flyers. Schedules and sign-ups can be found on <http://www.imleagues.com/spa/intramural/51eccf35abc649709c13862775875677/home#!> and more information about Walsh Intramurals can be found on the Intramural website at <https://www.walsh.edu/intramurals>.

MAINTENANCE

Betzler Science Center | 330.490.7074

The Facilities Department is responsible for maintenance, custodian, and grounds-keeping for all campus buildings. Students should go to www.walsh.edu and select "Maintenance Request" at the bottom of the page to submit a work order. Use the MyWalsh link found at the right hand corner of the Walsh web site on www.walsh.edu to request repairs and submit a work order.

MULTICULTURAL AFFAIRS

Deuble Student Activities Center | David Campus Center | 330.490.7341

Multicultural Affairs at Walsh University is committed to creating an inclusive environment essential for all students' cultural

development, personal development and academic success. The office serves as a support system for historically underrepresented students to foster a sense of belonging, academic achievement, and assist in leadership development. Located in the David Campus Center, the Office of Multicultural Affairs is dedicated to providing resources to Walsh's multicultural student population and facilitation cultural awareness for the entire campus community.

The entire University community is encouraged to participate in cultural events and activities, as they are available throughout the semesters. Multicultural Affairs is also responsible for advising The Black Student Union and Latino Student Union student organization and the Bowman Scholars program. These organization facilitates the leadership development of its members and provides them an outlet for student expression and activism.

POST OFFICE

David Campus Center | 330.490.7316

The Post Office receives and distributes all mail addressed to Walsh University offices and all mail addressed to student mailboxes. Students may mail packages and letters weighing not more than 2 lbs.

The University Post Office is open on Monday through Friday from 8:30a.m. to 6:30p.m. during the fall and spring semesters. During summer sessions, mail is distributed only to University offices and summer school students. Regular hours are suspended during this time.

Each resident student is assigned a University mailbox. Students are responsible for all changes of address before moving off campus. The Walsh University Post Office will not be responsible for forwarding non-first class mail. Outgoing mail usually leaves the Campus Center by 3:00p.m.

RECREATIONAL FACILITIES

Outdoor Facilities

Walsh University outdoor facilities include tennis courts, Lacrosse field, football practice field, softball, soccer fields Practice Fields, 8 Lane competitive track, and a throws area (Hoover Park). In addition, there is a baseball field on the corner of East Maple and Market streets. The tennis and basketball courts are locked for liability purposes. Students who have IDs can make arrangements with campus police to have them opened.

Physical Education Facilities

Gymnasium — The Alumni Arena and Auxiliary Gymnasium are available for open recreation during posted hours and for scheduled intramural activities. The intramural department has limited equipment available.



RESIDENCE LIFE

Student Affairs | David Campus Center | 330.490.7107

Walsh University offers many different housing options to accommodate students. Each facility offers its own unique living environment and amenities including computer labs, vending machines, laundry facilities, study areas, and TV lounges. Each room has high-speed internet connectivity, phone and voice mail service, and includes a basic extended cable package at no additional cost to the standard housing charge.

Housing Placements

Housing placements for returning students are completed during the spring semester. New resident students are placed after July 1. Housing confirmations and check-in information are sent to all resident students in July and August. Students who apply for housing and then decline are eligible for a housing deposit refund, providing they notify Residence Life in writing by the deadline listed on the housing contract.

Snowbird Program

Commuter students who are concerned about winter driving or have special circumstances may request short-term housing in the residence halls. Cost for the program is prorated based upon the semester housing fees. Reservations are made on a first-come basis and is based upon availability. Interested students should contact Residence Life at 330.490.7538.

Residence Hall Facility Reservations

If you are interested in requesting a common area space in the residence halls (lobby, classroom, meeting room, theatre, etc.), please contact Residence Life at 330.490.7538.

STUDENT ACTIVITIES

Deuble Activities Center | David Campus Center – Lower Level | 330.490.7173

The Office of Student Activities (OSA) serves the needs of Walsh University students through providing diverse social and educational programming that enhances the collegiate experience. The office also provides resources and services for Walsh's many student organizations.

Calendar of Events

In order to keep an accurate account of all activities, Walsh University maintains an Events Calendar on the Walsh website. To post a sponsored event to the web calendar, submit the event title, time, location and event publicity electronically to the Office of Student Activities. Student Organizations wishing to post events to the my.walsh.edu calendar should email osa@walsh.edu.

GAME ROOM

The Game Room is located in the basement of the Paul and Carol David Family Campus Center and is available to all members of the Walsh University community. The room is a great place to relax, socialize, meet students, and/or attend a campus event. The Game Room is equipped with a sound system, performance space, flat panel TVs, computers, a printer, comfortable furniture, video games, board games, billiards, and a dart board. For reservations of the Game Room, please e-mail the Director of Campus and Community Programs via jmanser@walsh.edu. The space must be utilized with care in accordance with the following guidelines:

- Equipment and games are available for all students.
- All equipment must remain in the game room at all times.
- Misuse or intentional damage to equipment is considered vandalism and will result in University judicial action. This includes mishandling of pool cues or ping pong paddles sitting on tables, or otherwise misusing equipment.
- No tobacco products are permitted.
- No food or drink is permitted on or near the billiards or ping pong tables. Food and drink are permitted on the other tables or throughout the room.
- Trash must be properly disposed of in the appropriate receptacles.
- Patrons are expected to be considerate of others. This includes playing non-offensive music and television programs and being willing to change channels/stations at the request of other patrons.
- Failure to comply with staff directions or showing disrespect to staff or patrons is grounds for removal from the Game Room and further University judicial action.

STUDENT ORGANIZATION CENTER

The Student Organization Center (SOC), located in the basement of the David Campus Center provides dedicated workspace and meeting space for Walsh's student organizations. The Student Organization Center (SOC) contains a conference table, workspace, mailboxes, various office and poster-making supplies and limited storage space for student organizations. Only recognized student organizations are permitted to use the Student Organization Center. All recognized organizations may receive one locking file cabinet/drawer, if available, and can utilize any open workstations. Contact osa@walsh.edu for more information.

STUDENT AFFAIRS

David Campus Center | Suite 103 | 330.490.7301

As the primary source for life skills education, the Student Affairs team creates opportunities for students to develop in a supportive community, providing comprehensive student services that are responsive to individual and community needs and empowering students through mentoring, teaching and modeling.

The Student Affairs team is a diverse collection of educators committed to the holistic development of students - including an understanding and appreciation of six core values: respect for self, others, and the world in which we live; integrity in thought, word and deed; excellence in the teaching and learning process; an appreciation of diversity; hospitality; and selfless service. We firmly believe that all students have the potential to become valuable assets to our world community. Members of the Student Affairs team embody the Christian values espoused in the University mission statement, exemplified by our care and concern for students, relationships, and the community.

WELLNESS

Deuble Activities Center | David Campus Center – Lower Level | 330.244.4735

University Wellness is dedicated to our community by promoting a holistic and value-based approach to a healthy life-style guided by our faith. Walsh University Wellness provides campus and community-wide health educational opportunities as well as diverse mind, body, and spirit programming that enhances a whole person's well-being.

Student Wellness Programing

University Wellness programming provides a holistic approach to healthy life-style living, guided by our faith, with the intentions of enhancing our mind, body, and spirit. Our Get Physical Series program provides regularly scheduled exercise programming such as Zumba, Strength Training, and Yoga throughout the year. Our Healthy Lifestyle Management includes services offered throughout the year which focuses on disease prevention, healthy weight management, Tobacco cessation support, and nutrition guidance. Follow our University Wellness programming on www.my.walsh.edu/wellness.

If you are interested in becoming involved in enhancing your healthy lifestyle, join our Student Wellness Organization (SWO) by contacting our Director of University Wellness at 330.244.4735 or mallen@walsh.edu.

LEADERSHIP AND SERVICE OPPORTUNITIES

STUDENT ORGANIZATIONS

Walsh University has a broad selection of student organizations covering many of interest areas. Walsh's student organizations include those focused on culture, religion, service, special interest, sports, academic achievement, and much more. Walsh University encourages every student to join and participate in student organizations and their events. Students are also encouraged to start their own student organization. Interested students should contact the Office of Student Activities at 330.490.7173 or visit www.walsh.edu/student-organizations for a complete listing of student organizations.

UNIVERSITY PROGRAMMING BOARD (UPB)

The University Programming Board (UPB) is a student run organization responsible for providing diverse social programming for Walsh University. The organization is comprised of twelve ten (10) students who design and implement a wide range of programs. These programs include events such as coffeehouse artists, comedians, magicians, Homecoming weekend festivities, roller skating, paintball, film series, and much more. If you would like more information or are interested in joining the University Programming Board, visit <https://www.walsh.edu/university-programming-board>.

RESIDENT ASSISTANT POSITIONS

Resident Assistant: Student Life paraprofessional staff position. Appointed/paid position. Duties include knowing and caring about residents; promoting the total campus program; understanding, supporting and enforcing University and Housing policies; knowing University facilities; supporting maintenance staff; protecting and respecting confidential information; understanding and appreciating persons of minority populations; and abiding by the Department's ethical standards. Applicants must have been a Walsh student for at least one semester (exception given to graduate students, have a minimum 2.5 cumulative GPA at time of application, and be enrolled as a full-time student. Resident Assistants receive room and stipend as compensation. Interested students should contact the Director of Residence Life at 330.490.7538.





CAMPUS MINISTRY PEACEMAKERS

Peacemakers are upper-class undergraduate students who live in the freshmen residence halls. They are committed to living a lifestyle of Christian witness, engaging students from every walk of life, building community and offering themselves as mentors to the freshman class. Peacemakers pledge themselves to the highest level of personal integrity, ongoing formation and the spiritual development of the university community. They work hand in hand with the Residence Life staff to promote and live the mission of the university. The Peacemaker program is based on Matthew 5:9, "Blessed are the Peacemakers, for they will be children of God."

WORK-STUDY/CAMPUS SERVICE POSITIONS

Work-Study/Campus Service Positions: Various on-campus positions are available to students who have Work-Study or Campus Service as part of their financial aid. Jobs are available at the cafeteria, library, athletic office, maintenance department and other offices. Job listings and descriptions are maintained by the Student Service Center, located in Farrell Hall. All jobs will be posted online on the MyWalsh Student Portal - my.walsh.edu. Students are responsible for securing a work-study position according to Financial Aid guidelines.

SUMMER EMPLOYMENT

Various on-campus summer jobs are available to students. Job listings, and application procedures are maintained by the Human Resources Office in Farrell Hall. Human Resources will coordinate the hiring process with Student Affairs, Athletics, Admissions and all other involved departments.

STUDENT AFFAIRS AWARDS

SERVICE AWARDS

Student Affairs Student Service Awards honor those students who volunteer their time, talents and energy for the Walsh community by working for numerous clubs, organizations, offices and other agencies both on and off campus.

T.O.W.E.R OF EXCELLENCE AWARD

This is Student Affairs' most prestigious award. The recipient must be a graduating senior who has manifested outstanding leadership qualities, have a 2.5 cumulative grade point average in course work at Walsh, has been a full-time undergraduate student at Walsh for at least the last four consecutive semesters, has displayed an active interest in co-curricular and extracurricular activities and has constantly modeled social and moral behavior consistent with the spirit of the Walsh University Mission Statement. Candidates are recommended for nomination by the Walsh community. Nominees must submit a personal resume and a 300-500 word essay and complete short answer questions. Finalists are interviewed by the Student Affairs Selection Committee which is charged with the responsibility of making the selection.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Who's Who Among Students in American Universities & Colleges is a national program designed to recognize both academic excellence and service to Walsh University and the community. Recipients must meet the national program guidelines (undergraduate juniors or seniors who have demonstrated consistent excellence) and Walsh requirements (overall grade point average of 3.0 and qualities of character, leadership and participation in college student activities and service). Candidates, nominated by the Walsh community, must submit an application to the Student Affairs Selection Committee, which is charged with selecting the recipients. Recipients are entitled to a lifetime use of the reference/placement service, personalized certificate attesting to the honor, local and national publicity regarding their selection, invitation to participate in national student polls conducted periodically on major issues of the day, and listing in the current volume of Who's Who Among Students in American Universities and Colleges.





At Walsh University, the safety and well-being of the students, faculty, and staff are our top priority. A number of people are involved in this effort but a truly safe campus can only be achieved with the help and cooperation of everyone. The Walsh University Campus Police Department depends greatly on the cooperation and support from the University community. We ask for this support during your attendance at Walsh University. All crime victims and witnesses are strongly encouraged to report crimes and/or criminal behavior in a prompt and accurate manner. Prompt reporting will ensure Time Warning Notices on campus and disclosure of accurate crime statistics.

CAMPUS POLICE MISSION STATEMENT

The Walsh University Campus Police Department was established in June of 1995. The Walsh University Campus Police Department operates under the auspices of Student Affairs. The goal of the Campus Police Department is to provide a safe and secure environment for the campus community in support of the University’s mission of

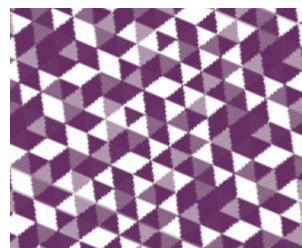
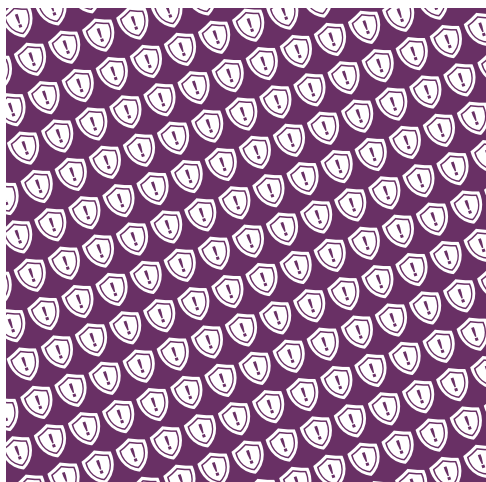
teaching a value-based education with an international perspective in the Judeo-Christian tradition. The Campus Police Department endorses and operates under the philosophy of community policing.

CAMPUS LAW ENFORCEMENT

The staff of the Campus Police Department consists of sworn law enforcement officers who are certified by the Ohio Peace Officers Training Counsel. The officers have full arrest powers. Officers can be identified by their dark blue uniform pants and white uniform shirts with the campus police insignia on both shoulders. All officers are further identified by the gold Campus Police badge. The Walsh University Campus Police Department is a member department with The Ohio Campus Law Enforcement Association (OCLEA) and The International Association of Campus Law Enforcement Administrators (IACLEA).

Campus Police Officer on Duty: (from any campus house phone) x7474 (from any cellular phone) 330.316.1088


Chief of Campus Police:..... 330.490.7373



EMERGENCY RESPONSE


Run. Hide. Fight

Walsh University follows the response protocol of “Run.Hide.Fight” in case of an active violence event. Run.Hide.Fight classes are provided by Campus Police each semester. Video training is available on the Walsh University website by accessing the emergency information icon.



RUN. HIDE. FIGHT.


Surviving an Active Shooter



« RUN

When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 911 when you are safe




« HIDE

If evacuation is not possible, find a place to hide:

- Lock and/or blockade the door
- Silence your cell phone – ringer and vibration
- Hide behind large objects
- Remain very quiet


Your hiding place should be out of the shooter’s view, provide protection if shots are fired in your direction, not trap or restrict your options for movement.



« FIGHT

As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions



« 911

When law Enforcement arrives:

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way

Birk Center for the Arts:..... men’s and women’s locker rooms in basement of PE Building
David Center:.....basement, all areas away from main stairwell
Farrell Hall: east basement, print room, and boiler room away from the windows
Hannon Center: basement hallways, away from windows and doors
Hoover Historical House:.....basement
John Paul II Center for Science Innovation:..... basement hallway of Timken Science, away from windows and doors
La Mennais Hall:..... north wing transformer room behind the garage, south wing boiler room, or west basement stairwell
North Campus Barn:..... restrooms and low areas away from windows
Our Lady of Perpetual Help Chapel:.....lower level restrooms
Physical Education and Field House: men’s and women’s locker rooms in basement of PE Building
Residence Halls: first floor interior hallways, away from windows, with doors shut OR when under a TORNADO WATCH, go to the David Campus Center
University Apartments:..... bathrooms of each apartment if unable to get to the David Center
Timken Science Center:..... basement hallway, away from windows and doors

WALSH EMERGENCY ALERT SYSTEM - WUALERT

The Walsh Emergency Alert communication system allows Walsh to send time-sensitive notifications via the Walsh University Emergency Alert System (voice messages, emails, and text messages). This system will be used only in the case of an emergency such as school closures, natural disasters or imminent threats. Please take a moment to review and update your phone numbers and email addresses online through the Cavalier Center at portal.walsh.edu.

Important Call Delivery Notes:

1. When you receive a call from the emergency alert system to your home phone, your caller ID will display WUALert. For cell phones you will need to program the contact information. When you receive the initial test call, we encourage you to store and save the number under the contact name WUALert for future reference.
2. For emails, the Email ID will be from Walsh Emergency Alert.
3. Text messages will come from 23177.
4. You will get an initial confirmation text message to ensure we’ve reached the correct text message device. This will also be your opportunity to “opt-out” of future text messaging alert broadcasts.
5. When listening to a message, please be aware that background noise will cause the system to “stop and start.” It is calibrated very delicately to determine whether a person or an answering machine has picked up the phone, and background noise may affect the delivery. If possible, move to a quiet area, or press the “mute” button on your phone.
6. If you missed any part of the message, please stay on the line and press “*” (star) to hear the message again.
7. Please be assured that all personal information will be maintained in the strictest confidence. Questions or feedback about this test or the emergency notification system may be directed to Andrea McCaffrey at amccaffrey@walsh.edu or 330.490.7296; or Bryan Badar at bbadar@walsh.edu or 330.490.7417.

EMERGENCY CLOSING POLICY

It is important to remember that the University only closes for extreme conditions and circumstances. Walsh University usually remains open when area high schools and elementary schools close, as our population is comprised of adults, with a substantial portion residing on campus.

In the event of inclement weather and the university remains open, commuter students are requested to use their own judgment as to the safety of the highways in their specific area. Walsh faculty will work with students who have to miss a class for reasons related to unsafe driving conditions.

When, on the rare occasion, the university is forced to cancel all classes or close, every attempt is made to announce the decision by 6:00 a.m. for day classes and events and 3:30 p.m. for evening classes and events. *Please note that the Walsh University School for Professional Studies (SPS) locations will make their own determinations and announcements for class delay, cancellations, or closings.

The following media outlets have historically announced Walsh University emergency closing information (This list is subject to change as necessitated by the media outlets’ rules and regulations):

Fire

Take all fire alarms seriously! If you see smoke, please sound the fire alarm by pulling the nearest pull station. Regardless of the size of any fire — always pull the fire pull station to sound the alarm. Buildings are also equipped with smoke detectors that will also alert the occupants to evacuate.

Everyone is required to leave the building when the fire alarm is sounded! Immediately exit the building through the nearest exit. Before opening any door, please feel the door to ensure that it is not hot (indicating a fire on the other side of the door). Do not re-enter the building until you are directed to do so by University personnel.



Lightning

Take shelter immediately. Evacuate athletic fields and all open areas and seek shelter when lightning is visible, and remain in shelter for 20 minutes after last visible lightning. Campus Police has the final authority to make all judgment calls regarding evacuation and time frame for safe return to outdoor venues.

Tornado

Tornado Watch: The National Weather Service issues a tornado watch when tornadoes are possible in your area. Remain alert for approaching storms.

Tornado Warning: A tornado warning is issued when a tornado has been sighted or indicated by weather radar. Seek shelter immediately!

Never Sound the fire alarm to warn people of a tornado. People responding to the alarm would exit the building and be exposed outdoors, potentially worsening the situation.

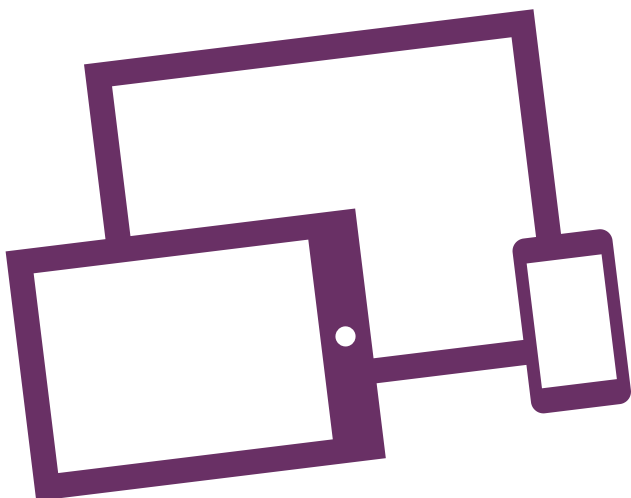
Designated Tornado Shelters

Aultman and Betzler Science Centers and Counseling Center: east basement rooms 019, 020, and west basement

Barrette Center: basement, which can be reached by going through the old dining hall

TELEVISION STATIONS

- WKYC-TV, Channel 3
- WVPX-TV, Channel 2
- WOIO-TV, Channel 19
- WUAB-TV, Channel 43
- WVIZ-TV, Channel 25



RADIO STATIONS

- WAKR, 1590 AM
- WAKS, KISS 96.5 FM
- WCLV, 104.9 FM
- WCPN, 90.3 FM
- WCRF, 103.3 FM
- WDPN, 1310 AM
- WGAR, 99.5 FM
- WGAR-FM, Country 99.5 FM
- WHBC, 1480 AM and 94.1 FM
- WHLO, 640AM
- WJER, 1310 AM and 92.5 FM
- WKDD, 98.1 FM
- WMJI-FM, Magic 105.7 FM
- WMMS, The Buzzard 100.7 FM
- WMVX-FM, Mix 106.5 FM
- WNIR, 100.1 FM
- WONE, 97.5 FM
- WQMX, 94.9 FM
- WRQK, 107 FM
- WTAM, 1100 AM
- WTAM-AM, News Radio 1100 AM
- WZKL, 92.5 FM



Details are also available from the University Closing Information Line 330.490.7005

CRIME AWARENESS AND CAMPUS SECURITY ACT

Campus Sex Crimes Prevention Act

Walsh University continues to be committed to the safety and security of members of the Walsh community both on and off campus. Accordingly, the Campus Safety and Security Report that provides information in compliance with the Crime Awareness and Campus Security Act of 1990 is printed each Fall. Information contained within this report is obtained from the Walsh University Campus Police Department, Department of Residence Life, the Office of Student Affairs/Judicial Affairs Student Conduct, North Canton Police Department, Assistant Dean for Non-traditional Programs, and Springfield Township Police Department (School for Professional Studies, Akron campus).

This report contains general information and should not be considered comprehensive. These reports are available throughout the year from Campus Police, Human Resources, Admissions, and Student Affairs. Additional information can be obtained by contacting Student Affairs at 330.490.7301 or Campus Police at 330.490.7474. The Walsh University Campus Police Department is located in Region V of the U.S. Department of Education, Office of Postsecondary Education. Inquiries concerning compliance with the 1990 Campus Safety Act can be sent to: Douglas A. Parrott, Area Case Director, Federal Student Aid, U.S. Department of Education, 500 W. Madison Street, 1576, Chicago, IL 60661. Telephone inquiries may also be made by calling 312.730.1511.

Effective October 28, 2003, information is also made available regarding the Campus Sex Crimes Prevention Act of 2002.

Accordingly, sexual offenders are required by law not only to register with their local sheriff, but also to notify the state if they are a student at or work on the campus of an institution of higher education.

A listing of sexual offenders for each county is available on the following websites:

MAIN CAMPUS

Stark County Sheriff's website: www.sheriff.co.stark.oh.us 330.430.3800

Contact Campus Police at 330.490.7474 or the Associate Vice President for Student Affairs/Dean of Students at 330.490.7301 to assist with any questions.





The mission of the Office of Information Technology (OIT) at Walsh University is to enhance the educational process through the application of information systems – networking, email, telephony, enterprise systems and electronic learning resources. OIT supports all University educational programs, research, student services and administrative functions.

THE OFFICE OF INFORMATION TECHNOLOGY HELP DESK

Contact the Help Desk 24 Hours a Day/7 Days a Week

Phone: 330.244.4357

Email: helpdesk@walsh.edu

Farrell Hall 212

HELP DESK IN-PERSON HOURS

Fall/Spring Semester:

Monday through Thursday, 7:00a.m. to 8:00p.m.,

Fridays, 7:30a.m. to 5:00p.m.;

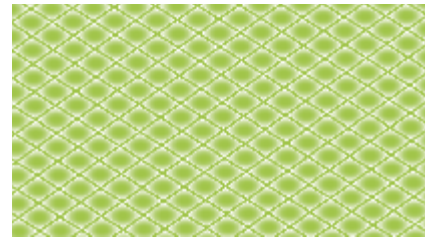
Saturdays, 8:00 a.m. to 12:00p.m.

Christmas and Spring Break:

Monday through Friday, 8:00a.m. – 5:00p.m.

Summer Hours:

Monday through Friday, 8:00a.m. – 4:00p.m.



STUDENT ACCESS TO COMPUTING RESOURCES

POLICIES AND PROCEDURES

All students may access certain computing resources provided by Walsh University. Students are those individuals registered for courses at Walsh's main campus or regional campuses, whether they are campus residents or commuters.

Computing resources available to all students include:

- A personal e-mail account with limited storage of draft/sent/received e-mail messages;
- Limited personal data storage space for data files related to courses the student is registered for;
- Filtered access to the public Internet;
- Limited access to student-related academic or administrative data & procedures;
- A limited amount of printing each semester to a variety of printers on campus.

Student access to these computing resources may be available from computer labs on campus, from student residence rooms, or via the public Internet.

- Computer Labs on Campus - Walsh provides all required information technology.
- Student On-Campus Residences (residence halls) – Walsh provides connectivity to the Walsh internal data network via student- owned computers, which in turn allows access to available computing resources.
- Public Internet – Walsh provides student accessibility to available Walsh-managed computing resources via the public Internet from on or off-campus.

Students are responsible for familiarizing themselves with the services outlined in this document and the acceptable use of these services as outlined within the Acceptable Use of Walsh Managed Information Technology and the Student Use Guidelines.

STUDENT USE GUIDELINES

Student access to Walsh technology resources is a privilege granted to facilitate the student's academic pursuit. Use of this privilege is defined in the following policies; abuse of the privilege represents grounds for their immediate revocation.

- The network connection provided to the student may not be shared with others. The student is responsible for all activity via this connection.
- The student is expected to take reasonable precautions against importing and spreading of computer viruses. The use of up-to-date software for virus detection and recovery is required, and is provided by the University free of charge. It is the student's responsibility to install this software, although the Office of Information Technology Help Desk (4357) can provide assistance. Virus-related problems traced to a student computer will result in the computer being removed from the network until corrected.
- "Spy-ware" and "Ad-ware" are undesirable software that can cause significant performance problems on the student's computer, and can also be a source of computer viruses. Programs can be downloaded or purchased from the internet to scan and remove current instances of such software, but this must be done on a regular basis. Call the Office of Information Technology Help Desk (4357) if assistance is required.
- The student will not take any deliberate action to cause interference to the network or the work of others. Such actions will be viewed as criminal activity under applicable state and federal laws, and will be reported to the appropriate authorities.
- "File Sharing" involves the download or upload of data files (typically audio or video) from/to other computers on the network, including the public internet. Downloading files is not illegal unless the file's content is copyrighted, in which case permission to copy is required. It is the responsibility of the student to determine the copyright status of any specific file.
- Uploading files, also referred to as "outbound file sharing" is strictly prohibited and in many cases illegal. Such activity is highly disruptive to other activity on the network. Some file-sharing software automatically enables outbound file sharing, but it is the student's responsibility to disable this feature. If necessary, the Office of Information Technology Help Desk (4357) can assist with disabling this feature. More information on "outbound file sharing" can be found on the W drive under the folder "Computer Ethics". The file titled "P2PFileSharing" is a good resource on this subject.
- Any use of Walsh computing resources for illegal activities is prohibited.
- Students may not resell their network connection, operate a business, or use the connection for profit.
- Students may not use their network connection for solicitation, advertisement, or promotion of commercial services or products.
- Except for university-authorized research, the student may not use any form of electronic communications or data storage containing pornographic or otherwise offensive or harassing content, as defined by the University's Discrimination Policy in the Student Handbook. The University maintains the right to filter such material from any network connection provided to Walsh students.

- The student may not attempt to hide or misrepresent his or her electronic identity on the Walsh data network.
- Except when authorized by the university, the student may not utilize any type of hardware or software that watches, examines and/or copies data flowing on any Walsh data network.
- The student may not duplicate copyrighted material without the expressed prior permission of the owner, except as permitted by “fair use” guidelines.
- Appeals by a student charged in violation of Walsh’s Acceptable Use Policy or Student Use Guidelines should be addressed to the Associate Vice President for Student Affairs/Dean of Students.

Student Access Procedures

Account Creation: Accounts for accessing the Walsh network, e-mail, and personal data storage will automatically be generated upon successful registration for a course at Walsh University.

Account Deletion

Upon graduation, students will retain their email accounts as Alumni as long as the student has logged in within a 12-month period.

Account Passwords

Passwords are required for accessing all Walsh computing resources. An initial password will be assigned to a new student account, after which the student will be required to change the password to something known only to the student. Customers are required to change their passwords every 90 days. No one from Walsh or any other reputable organization (banks, shopping sites, other e-mail sites, etc.) will EVER ask for your username or password under any circumstances. If this does happen, please contact the Office of Information Technology Help Desk at extension 4357 (HELP), 330.244.4357 or helpdesk@walsh.edu.

Password Resets and Unlocks. All students are encouraged to register for Walsh’s password reset service passwordreset.walsh.edu. Once registered, a student can use this service to change their account password, unlock their account or reset their password. If you have not registered for this service, you must call the Office of Information Technology Help Desk at extension 4357 (HELP), 330.244.4357 or helpdesk@walsh.edu to reset or unlock your passwords. Passwords must be reset when a student forgets their password. Passwords must be unlocked when a student (or intruder) has unsuccessfully attempted to access the student account more than 3 times.

Walsh Network Access

The campus has complete wireless coverage and can be accessed by connecting to the appropriate student network. This network only provides internet connectivity.

Students desiring use of wired Walsh network connectivity from an on-campus student residence should execute the following procedure:

1. Plug the computer’s network interface wire into an unused wall-mounted network jack in the student’s residence room. Network interface card and wiring suggestions are available in the “Student Technology Services” section of the Student Handbook or from the Office of Information Technology Help Desk at extension 4357 (HELP), 330.244.4357 or helpdesk@walsh.edu.
2. Configure the computer’s operating system to turn on a feature called “DHCP”. This is necessary to automatically acquire a network address for the Walsh network. Procedures on how to accomplish this are available from the Office of Information Technology Help Desk, but only for the Microsoft Windows operating systems.
3. Upon the initial use of the student’s internet browser, registration information may be requested, and the computer may be scanned for currency of patch levels and anti-virus software. Simply follow the instructions on the web pages displayed. Any difficulties with this process should be forwarded to the Office of Information Technology Help Desk.

Residence Hall Technology Recommendations and Usage Standards

The Walsh University Office of Information Technology encourages students in our residence halls to bring computers with them. Students are responsible for making sure that their computer complies with the specifications listed below. Students are also responsible for familiarizing themselves with the services available to them in the section titled Student Access to Technology Resources and acceptable use of these services outlined within the section titled Acceptable Use of Walsh Managed Information Technology.

The following specifications are recommended for students that plan on connecting to the Walsh network within our residence halls.

- **Computer** – Any PC-compatible, Macintosh, Unix/Linux desktop or laptop.
- **Operating System** – Windows (7 or greater), Mac OS (release 7 or greater), Linux/Unix.
- **Network Interface Card (NIC)** – Any standard Ethernet network interface card should be acceptable.
- **Ethernet Patch Cable** – Cat5e patch cable of sufficient length to reach the network outlet (5’ to 30’ depending on how your room is arranged).

- **Internet Browser Software** – Any browser supported by your operating system (e.g. Internet Explorer, Google Chrome, Firefox, Safari, etc.).
- **Anti-Virus Software** – Walsh University provides anti-virus software at no cost to the student. This software, or an industry equivalent, must be installed and kept current. NO computer will be allowed on the network without an anti-virus software package installed. Contact the Office of Information Technology Help Desk for procedures on how to attain free anti-virus software.

The following connectivity rules apply to all residence halls.

- Walsh University provides High-Speed internet access from each residence hall room and authenticated wireless internet access within each residence hall.
- There will not be a separate fee charged to students for connection to and subsequent use of their respective residence hall room network outlet or residence hall wireless service. Damage to the room outlet or wireless access point determined to be through malicious intent or negligence will be billed to the student(s).
- Only one device may be connected to each network outlet. Network addressing information regarding the student’s computer will be captured automatically, and will be used for tracking purposes should the need arise.
- A non-Walsh wireless access point may not be attached to the Walsh University network.
- A student’s computer may not be configured to operate as a server accessible by other computers via the public internet.
- Walsh maintains the right to disconnect computing hardware that is deemed incompatible with Walsh’s internal data network.
- Walsh maintains no responsibility for the acquisition, installation, or support of computing hardware or software provided by the student. Casual technical assistance that may be provided by Walsh support personnel shall not infer any responsibility or accountability of Walsh to the student.
- Walsh technical support (normally confined to network connectivity problems) will only be dispatched to a student residence upon approval of the resident and when the resident or resident’s designee is present.
- Some type of activities may be limited on the wired and wireless network in order to protect system performance for all residents.
- File sharing applications can have a serious impact on the performance of the campus network. In addition, external organizations are fining and prosecuting students throughout the country for illegal file sharing. File sharing is not allowed on the wireless network and is limited on the wired network. Exceeding file sharing limits will result in the loss of network access.



MyWALSH PORTAL

MyWalsh

MyWalsh (<http://my.walsh.edu>) is a portal that provides Walsh students with one stop access to Walsh provided technology services. Services that can be accessed using MyWalsh include the Cavalier Center, ECN, Library services, email, My Training Center and the student personal data drive. MyWalsh is also a vital source of information delivery on campus. Some of the information that is delivered using MyWalsh includes university news, cafe menus, event calendars, program news, information from various clubs and organizations, athletic news, intramural programs and more.

Access to MyWalsh is limited to Walsh students, faculty and staff. Walsh requires anyone wanting access to use a single sign system called CAS. Once a student authenticates on CAS with their username and password, they can access most of the technology services outlined above without having to sign on again to those specific services.

Cavalier Center

The Cavalier Center gives students the ability to update personal demographic information, access academic records (grades and unofficial academic transcripts), view class schedules, register for classes, add classes, drop classes, view financial transactions to include financial aid awards, enroll in a payment plan and make electronic payments.

Electronic Course Network (ECN)

ECN stands for Electronic Course Network. Most Walsh faculty members use this system to organize and deliver course content to students. An orientation link to ECN can be found at the top left hand side of the screen when you enter the ECN system.

Library

The library website gives students the ability to find articles, books and other helpful educational resources.

Email

A personal e-mail account with limited storage for e-mail messages.

ACCEPTABLE USE OF WALSH-MANAGED INFORMATION TECHNOLOGY



Walsh University makes various computing resources available to employees, students, and certain contractors (hereafter referred to as customers). These elements of information technology (hereafter referred to as Walsh IT) are at the customer's disposal and are meant to be beneficial tools in pursuit of University-related administrative and academic activities. They include all University owned, operated, leased or contracted computing, networking, telephony and information resources, whether they are individually controlled, shared, standalone or networked. Examples include:

- Personal Computers (e.g., desktop or laptop units)
- Server Computers (e.g., e-mail, Banner, Walsh web sites...)
- Printers (locally attached or networked)
- Application Software (e.g., Outlook e-mail, Word, Excel...)
- University-wide Data Network (providing electronic connectivity within the Walsh community)
- Filtered Access to the Public Internet (providing electronic connectivity with non-Walsh entities)

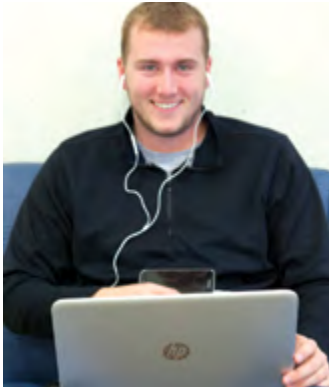
These computing resources are owned or managed by Walsh University. Their use, along with all information maintained in any form within the University's computer resources, is subject to various laws, regulations, contracts, licenses, policies and procedures, some of which are detailed in this statement. Infractions of this Acceptable Use Policy Statement will result in referral to Judicial Affairs, loss of access to Walsh IT resources, as well as other penalties, and/or prosecution. Walsh University does not accept any liability for illegal activities on the part of customers that circumstantially involve Walsh IT.



GENERAL POLICIES & GUIDELINES

Content Ownership and Management

Excepting the intellectual property rights of faculty and students, all software, data and correspondence stored within the Walsh IT infrastructure is owned or managed by Walsh University. Regardless of ownership, all software, data and correspondence is subject to this policy along with all laws, regulations, contracts and licenses that bind Walsh University. Walsh University reserves the right to randomly audit the contents of its computing resources for infractions and to take appropriate action. Walsh University will cooperate with all legitimate law enforcement agencies in regards to their investigations and relevant search and seizure laws.



Illegal Activities

Any use of Walsh IT for illegal activities is prohibited.

Bypassing or Interfering with Technology Safeguards

The customer must not take any deliberate actions to cause interference to the Walsh computing infrastructure or to the work of others. Deliberate attempts to circumvent privacy and security safeguards or procedures are prohibited. Such activities will be viewed as criminal in nature under applicable state and federal laws and will be reported to the appropriate authorities.

Unauthorized Use of Technology

Unauthorized possession, copying, use, disabling or destruction of Walsh-owned computer hardware, network components, software, customer accounts or data is prohibited and punishable under applicable state, federal and local laws.

Commercial and Personal Use

The customer may not utilize Walsh IT resources for personal gain that has not been pre-authorized by the University. Any authorization may be further restricted by the regulations of Walsh maintaining an “.edu” internet domain. The customer may not utilize Walsh IT resources for commercial gain, nor for solicitation, advertisement, or promotion of commercial services or products.

Offensive or Harassing Content

Except for University-authorized research, the customer may not initiate or perpetuate any form of electronic communications or data storage with pornographic or otherwise offensive or harassing content as defined in the University’s policy on “Sexual, Racial and Religious Harassment”. The University maintains the right to filter such material from any network connection provided to Walsh customers.

Identity Theft

The customer may not attempt to hide or misrepresent his or her identity as part of using any Walsh IT resources. This will constitute violation of applicable federal and/or state fraud or forgery laws and regulations.

Copyright Laws

The customer may not duplicate copyrighted electronic material without the expressed prior permission of the owner, except as permitted by “fair use” guidelines.

Contract and Licensing Agreements

Customers are required to uphold the terms of all contract and licensing agreements entered into by Walsh University for computer hardware and software.

USER RIGHTS AND PRIVILEGES

Intellectual Freedom. The University is a forum for learning, understanding, questioning, and expressing new ideas. Recognizing that Walsh is a private, Catholic institution, and taking into account its mission, values and critical success factors, Walsh constituents are encouraged to use Walsh information technology as a conduit for this forum.

Intellectual Property Rights. Certain Walsh-sanctioned activities on the part of faculty or students may result in the creation of electronic material that is explicitly or implicitly recognized as the personal property of the respective faculty or student. Although created via and perhaps stored on Walsh-managed computing resources, this does not imply Walsh co-ownership or liability for such material. Walsh does maintain intellectual property rights and ownership for electronic material (documents, courses and/or curriculum, etc.) that are created as institutional assets to be used to further Walsh’s organizational mission.

Freedom from Disruption. Walsh University will strive to provide for all its constituents a computing infrastructure that is stable, accessible, and responsive during normal working hours. Potentially disruptive maintenance to the infrastructure will be planned in advance, and implemented during off-hours whenever possible. Disruptive activities on the part of other customers will be addressed immediately by Walsh IT staff.

Privacy & Security. It should be recognized that nothing is perfectly secure in the electronic world, but Walsh University will provide industry-standard mechanisms to protect the privacy and confidentiality of software, data and correspondence created by Walsh customers. The customer must assess the risk/rewards of electronically creating and storing such material using Walsh IT resources.

USER RESPONSIBILITY & ACCOUNTABILITY



Laws, Regulations, Contracts, Licenses, Policies and Procedures. Customers are responsible for knowing and abiding by all applicable laws, regulations, contracts, licenses, policies and procedures. Walsh University will utilize appropriate means to communicate to customers on a timely basis any changes to this Acceptable Use Policy Statement. All customers will be required to acknowledge that they have read, understand, and agree to abide by same.

Assistance in Enforcement. Any recognition of infractions by others of this Acceptable Use Policy Statement should be brought to the immediate attention of the Walsh University Office of Information Technology.

Stewardship of Technology Assets. The customer is the steward of all information technology resources at his/her disposal. Common sense in the use/handling of all computing hardware and network components is expected. Any recognized damage or potential damage should be brought to the attention of Walsh University's Office of Information Technology staff.

Non-Walsh Technology Assets. The implementation of any unauthorized hardware, software or network components within the Walsh IT infrastructure is prohibited. Requests for authorization should be forwarded to the Walsh University Office of Information Technology.

User-ID and Passwords. User-id and password are the principal components of privacy and security within the Walsh IT infrastructure. Customers may not share their personal id with any other individual. Password secrecy is of paramount importance, and customers are required to change their passwords on a regular basis. Software rules are in place to limit the use of passwords that might easily be guessed. Customers should not leave their workstation unattended while still logged into the network or onto an application. It should be standard practice for students to log out, and for faculty & staff to log out or lock their workstation to assure that the customer's account will not be tampered with. No one from Walsh or any other reputable organization (banks, shopping sites, other e-mail sites, etc.) will EVER ask for your username or password under any circumstances. If this does happen, please contact the Office of Information Technology Help Desk at extension 4357 (HELP), 330.244.4357 or helpdesk@walsh.edu.

Viruses and Malware. The customer is expected to take reasonable precautions against importing and spreading computer viruses. Walsh University provides up-to-date software for virus detection and recovery, but the customer must remain vigilant for potentially damaging e-mail or data files that may not be caught by software.

Incident Reporting. Customers share a very complex computing infrastructure at Walsh University; therefore accessibility and performance problems are inevitable. Customers should report such events to the Office of Information Technology Help Desk immediately.

Personal Use of Walsh Technology. The primary purpose of the Walsh IT infrastructure is to enable academic pursuits and administrative processes. Use of Walsh IT for personal, frivolous or entertainment purposes that impacts accessibility or creates performance problems should be immediately curtailed.

Technology Courtesy. All customers are expected to practice common courtesy in their use of Walsh IT so as to be minimally disruptive to others (e.g., audio levels, chain letters, etc.).

TELECOMMUNICATION SERVICES

Walsh University maintains private telecommunication systems for the exclusive use of faculty, staff and students. This system encompasses individual phones with voice mail services for faculty and staff as well as courtesy/house phones in the residence halls as well as emergency phones throughout campus. Since most residential students use cell phones while on campus, individual phones are not typically provided in residence hall rooms. If a student requires a phone in their room, one can be installed with local and toll free calling only by contacting the Office of Information Technology Help Desk at extension 4357 (HELP), 330.244.4357 or helpdesk@walsh.edu. Prior to installation, the requesting student will be required to sign out a Walsh owned IP telephone along with a deposit of \$25, which will be returned upon verification that no damage has been made to the equipment. If damages exceed the deposit amount, additional charges will be assessed. Voice mail is not available for student phones installed in the residence halls.

All internal Walsh University extensions are 4 digits and begin with a 4 or 7 (4xxx or 7xxx). These extensions can be accessed 24 hours each day and seven days each week. Internal extensions can be accessed from off campus by dialing 330-244-4xxx for extension starting with 4 and 330.490.7xxx for extensions starting with 7. Faculty, staff and student phones can dial off campus numbers by first dialing an 8 and then the appropriate local, toll free, long distance or international number. All faculty and many staff phones are configured with the ability to dial long distance numbers. Only a select number of phones are able to dial international numbers.

Courtesy/House phones can be found in strategic locations of most buildings, typically in a hall or lobby area. Most house phones have the same calling capabilities as residence hall room phones. Others are simply offered for on-campus calling only. All phones are 911 calling accessible.

Bright yellow emergency phones are at the main entrance of many residence hall buildings, the David Center, and at each end of the tunnel under East Maple Street. These incorporate a single button that automatically calls campus police and allows for hands free conversation. Each emergency phone also has a 10 key touch pad that allows them to be used as a standard courtesy/house phone.

TELEPHONE RESPONSIBILITIES AND ETIQUETTE

- Damage to the telephone outlet in a residence hall room determined to be through malicious intent or negligence will be referred to Judicial Affairs and face disciplinary action.
- It is a misdemeanor to defraud or attempt to defraud the telephone company or Walsh University by avoiding payment for a call.
- It is a misdemeanor for anyone to use any telephone facility or equipment for:
 - placing any anonymous call in a manner which could reasonably be expected to annoy, abuse, torment, harass, or embarrass any person;
 - cursing, swearing at, abusing another, or using profane, obscene, indecent, or vulgar language;
 - threatening to commit a crime against any person.
- Residential students who receive annoying or obscene phone calls should notify a Residence Life staff member. Commuter students should contact Campus Police (330.316.1088) to file a report. It may be possible to trace the source of these calls; however, some expense may be charged to the complaining student. The Hall Director or Campus Police will contact the Associate Vice President for Student Affairs/Dean of Students who can request a trace.
- Students are responsible for all phone calls made from their residence hall room. Campus Security may assist with the investigation of any complaint.





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