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*Dear Students,*

*Hello! My name is Jamie Zychowski and I am the Student Senate President for the 2010-2011 school year. First off, I would like to welcome the incoming class of 2014 to the Hiram community! To all of the returning students, welcome home!*

*As you begin to adjust to college life and get a feel of Hiram College, you will begin to notice how becoming involved will soon be a part of your journey here. Hiram has over 70 different clubs and organizations on campus. We have everything from Greek life, to Trading Card Club, to intramural sports, with everything in-between. If there is something that we do not have here that interests you, all you have to do is take the initiative and form a club for it.*

*Student Senate is a prominent organization on campus and a great way to get involved. Our organization meets every Tuesday night at 7 p.m. in the Forum of East Hall. I would encourage anyone who is interested in what is happening around campus or would like to get involved to please attend our weekly meetings. If you have any questions or concerns feel free to contact the Senate Officers at [senate@hiram.edu](mailto:senate@hiram.edu) and one of us will reply to your email as soon as we can.*

*College is not just about choosing the right classes and getting good grades, although that is important. It is about becoming a well-rounded person, finding what you are passionate about, and meeting new and interesting people along the way, and Hiram understands that.*

*Here at Hiram we are a close community and we take pride in the fact that students have a huge role in what decisions get made around campus. With that being said, I encourage you to get involved and use your voice to better our community as a whole.*

*I wish you all the best of luck this year and hope to see a lot of you at the many new events that Student Senate will be sponsoring this year. Have a great year and see you around campus!*

*~Jamie Zychowski*



# Hiram College

## 2010 – 2011 Student Handbook



*Dear Hiram College students:*

*As Hiram celebrates its 160<sup>th</sup> anniversary, it also embarks upon an ambitious strategic plan to further strengthen its academic programs and student services. Organizations—both for-profit and not-for-profit—routinely engage in strategic planning to keep their focus on their missions and their goals, especially during rapidly changing times. It’s a way of making short-term adjustments in anticipation of long-term trends.*

*I don’t expect much of that is of interest to you at this stage of your lives. However, you do have an opportunity, even an obligation, to engage in “strategic planning” for your own lives. You are here because you believe that earning a college degree is important to you. Why? What do you want to accomplish while at Hiram? How does Hiram fit into your long-term plans? What do you need to do today in order to be ready for tomorrow?*

*I urge you to think broadly about planning for your future. Planning encompasses more than selecting a major or charting a career path. Yes, these are important decisions. You will also make important decisions about what experiences you will use to shape the next phase of your life and who you will involve in those experiences.*

*No two organizations share the same strategic plan. Similarly, your plan will be individual to you. Helping you make your Hiram experience successful is why we’re here. Hiram’s student-centered mission is to foster intellectual excellence and social responsibility, enabling its students to thrive in their chosen careers, flourish in life, and face the urgent challenges of the times. Please let me know if any of us—trustees, faculty or staff—can do anything to help you on your journey.*

*Thomas V. Chema  
President*

<b>Property of</b> _____
<b>Address:</b> _____
<b>Phone #:</b> _____ <b>Email:</b> _____

If you find this book, please return it to the owner  
or to the Office of Citizenship Education, 2<sup>nd</sup> Floor Bates Hall  
Hiram College  
PO Box 67  
Hiram, OH 44234

**Photography by K. Samuel Adams and Ed Frato-Sweeney. Graphic design work by Rebecca Slattery and Yvonne Sherwood.**

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*The policies and procedures in this book are not meant to be all-inclusive.  
For more details about various policies, please consult the appropriate department.*

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## Important Phone Numbers

Hiram Police	330-569-3235/3236
Campus Ext.	5414
Sheriff (Portage County)	330-296-5100
Ambulance	330-569-3235/5414
Campus Safety	0
Fire Department	330-569-9826
Health/Counseling Center	5418/5419
Hospitals:    Geauga	440-285-6000
	800-548-9738 (emergency)
Robinson	330-297-0811
	330-297-2850 (emergency)
Pharmacy:	
Garrettsville Family	330-527-4349
Rite-Aid Garrettsville	330-527-2828
Mantua Station Drug Co.	330-274-2209
Akron Poison Control	800-362-9922
Hiram Post Office	330-569-7881
Hiram Village Hall	330-569-7677
Hiram Inn	6000
Chaplain Jason Bricker-Thompson	6094
Churches:	
Hiram Christian Church	330-569-7697
St. Ambrose Catholic Church	330-527-4105
Admission Office	5169
Athletics Office	5340
Bookstore	5209
Business Office	5117
Career Center	5131
Computer Center	5313
Dean of Students	5233
Dining Services	5187
Financial Aid Office	5107
Physical Plant	5332
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and

**10519 Main Street, Mantua**

**330-274-0881 or 877-274-0881**

**[www.middlefieldbank.com](http://www.middlefieldbank.com)**



august 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# september 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> Labor Day	<b>7</b>	<b>8</b> Rosh Hashanah (begins at sundown)	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Yom Kippur (begins at sundown)	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Sukkot (begins at sundown)	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

october 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 Columbus Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Halloween						

november 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b> Election Day	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Veterans' Day	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Thanksgiving	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

# december 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
			Chanukah (begins at sundown)			
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
						Christmas
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

*january* 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> <small>New Year's Day</small>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> <small>Martin Luther King, Jr. Day</small>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

*february* 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	Valentine's Day					
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	Presidents' Day					
<b>27</b>	<b>28</b>					

march 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# april 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
Palm Sunday	Passover (begins at sundown)					
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
Easter						

*may* 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b> Mother's Day	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> Memorial Day	<b>31</b>				

*June* 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
Father's Day						
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

*july* 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 <small>Independence Day</small>	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						





August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**TO DO:**

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**Monday, August 23**

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**Tuesday, August 24**

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**Wednesday, August 25**

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Arrival Day for New Students

First Year Institute



September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**TO DO:**

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**Monday, August 30**

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Fall 12-Week Classes Begin  
 Campus Dry period ends, Noon  
 Residence Hall community Meetings for returning students, 9 pm

**Tuesday, August 31**

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Beyond the Wall Poster Sale  
 Student Senate, 7 pm, East Hall Forum

**Wednesday, September 1**

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Cross Country, College of Wooster Invitational  
 Women's Soccer vs. John Carroll University, 7 pm  
 Volleyball @ Baldwin Wallace, 5 pm  
 Men's Soccer @ Case Western Reserve, 7 pm





**TO DO:**

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- \_\_\_\_\_
- \_\_\_\_\_

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Thursday, September 9**

Ethics Teach-In

Involvement Fair – OIC

**Friday, September 10**

Volleyball @ Nazareth College Invitational, TBA

Men’s Soccer vs, Transylvania @ Centre TBA

Future Fest Career Fair Dinner

Last Day to add/drop 12 week course with NO grade

Off-campus movie night, sponsored by KCPB

Eid-UI-Fitr (end of Ramadan)

**Saturday, September 11**

Volleyball @ Nazareth College Invitational, TBA

Cross Country, Walsh University Invitational

Men’s Soccer vs. Centre (Away) TBA

Football @ Kenyon, 1pm

**Sunday, September 12**

Women’s Soccer @ Trine University (IN), 1pm







September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**TO DO:**

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**Monday, September 20**

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**Tuesday, September 21**

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Student Senate, 7 pm, East Hall Forum

**Wednesday, September 22**

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Volleyball vs. Baldwin Wallace, 7 pm

Men's Soccer @ Heidelberg, 7 pm

Comedian Aren Mitchell

Sukkot (begins at sundown)

**TO DO:**

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October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Thursday, September 23**

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Women's Soccer vs. Heidelberg, 7 pm  
 Campus Day

**Friday, September 24**

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Homecoming

**Saturday, September 25**

Women's Soccer @ Bethany, 5 pm  
 Volleyball NCAC Power Weekend-Hiram, TBA  
 Men's Soccer @ Wabash, 1 pm  
 Football vs. Oberlin, 1 pm  
 Homecoming  
 Terrier Tailgate

**Sunday, September 26**

Volleyball NCAC Power Weekend @ Hiram, TBA  
 LSAT Workshop 6-9 pm



September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**TO DO:**

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- \_\_\_\_\_
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**Monday, September 27**

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Please support our sponsors –  
 Gionino’s, Dairy Queen, Middlefield Bank, the Hiram Inn, the Hiram House Salon, Huntington Bank, and Domino’s

**Tuesday, September 28**

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Student Senate, 7 pm, East Hall Forum  
 Women’s Soccer @ Mount Union, 4 pm  
 Men’s Soccer @ St. Vincent TBA

**Wednesday, September 29**

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Library Forum 4:15, Prichard Room  
 Volleyball @ Case Western, 7 pm







October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**TO DO:**

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- \_\_\_\_\_
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**Monday, October 11**

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Disability Awareness Week

Columbus Day

**Tuesday, October 12**

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Student Senate, 7 pm, East Hall Forum

Women's Soccer vs. Allegheny, 7 pm

**Wednesday, October 13**

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Library Forum 4:15, Prichard Room

Volleyball vs. Kenyon, 7 pm

Men's Soccer @ Wooster, TBA

















**TO DO:**

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- \_\_\_\_\_
- \_\_\_\_\_

**December**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Thursday, November 11**

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Volleyball NCAA Regional Tournament, TBA

Veteran's Day

**Friday, November 12**

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Volleyball NCAA Regional Tournament, TBA

**Saturday, November 13**

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Cross Country, NCAA Division III Regionals  
 Volleyball NCAA Regional Tournament, TBA  
 Football @ Ohio Wesleyan, 1 pm

**Sunday, November 14**

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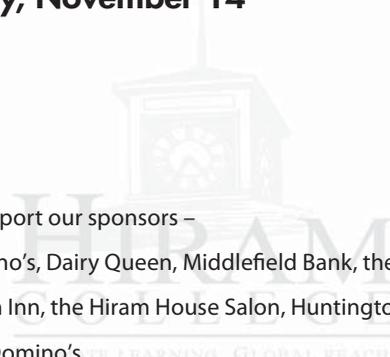
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Please support our sponsors –

Gionino's, Dairy Queen, Middlefield Bank, the  
 Hiram Inn, the Hiram House Salon, Huntington Bank,  
 and Domino's





















**TO DO:**

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Thursday, December 16**

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24-hour Quiet Hours begin in all residence halls, 9 pm (\$50 fine for any Quiet Hours violations)

Last day to drop 3-week course with grade of W

**Friday, December 17**

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De-stress fest

**Saturday, December 18**

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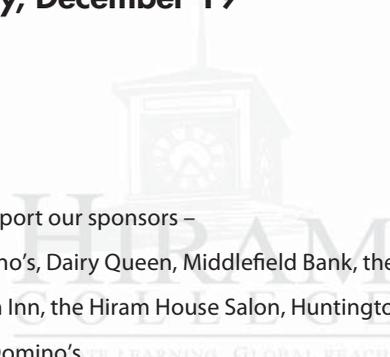
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**Sunday, December 19**



Please support our sponsors –

Gionino's, Dairy Queen, Middlefield Bank, the Hiram Inn, the Hiram House Salon, Huntington Bank, and Domino's

LEARNING. GLOBAL REACH.

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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**Monday, December 20**

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**Tuesday, December 21**

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Fall 3-Week Ends

**Wednesday, December 22**

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Final Exams

Halls close 8 pm

(Halls remain open for students contracting with Residential Education-**THERE IS AN EXTRA CHARGE**)











January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30	31					

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**Monday, January 10**

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Spring 12-Week Begins

Housing freeze period until January 25

**Tuesday, January 11**

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Student Senate, 7 pm, East Hall Forum

**Wednesday, January 12**

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February						
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27	28					

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**Monday, January 31**

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**Tuesday, February 1**

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Student Senate, 7 pm, East Hall Forum

**Wednesday, February 2**

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Library Forum 4:15 pm, Prichard Room



February						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

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**Monday, February 7**

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**Tuesday, February 8**

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Student Senate, 7 pm, East Hall Forum

**Wednesday, February 9**

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**TO DO:**

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March						
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27	28	29	30	31		

**Thursday, February 24**

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**Friday, February 25**

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**Saturday, February 26**

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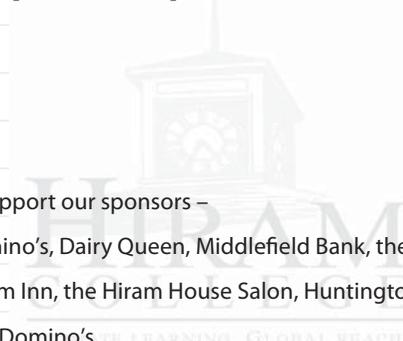
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**Sunday, February 27**



Please support our sponsors –  
Gionino's, Dairy Queen, Middlefield Bank, the  
Hiram Inn, the Hiram House Salon, Huntington Bank,  
and Domino's

March						
S	M	T	W	T	F	S
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**Monday, February 28**

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**Tuesday, March 1**

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Student Senate, 7 pm, East Hall Forum

**Wednesday, March 2**

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Library Forum 4:15 pm, Prichard Room













**TO DO:**

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April						
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24	25	26	27	28	29	30

**Thursday, March 24**

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**Friday, March 25**

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Last day to drop 12-week course with grade of W

**Saturday, March 26**

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**Sunday, March 27**

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Please support our sponsors –  
Gionino's, Dairy Queen, Middlefield Bank,  
the Hiram Inn, the Hiram House Salon,  
Huntington Bank, and Domino's

















April						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**TO DO:**

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**Monday, April 25**

Summer Housing Contracts due to Residential Education Office

**Tuesday, April 26**

Student Senate, 7 pm, East Hall Forum

Schedules subject to change without notice – please double check events with the appropriate departments!

**Wednesday, April 27**



May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**TO DO:**

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**Monday, May 2**

Student Life Leadership Awards

**Tuesday, May 3**

Student Senate, 7 pm, East Hall Forum

Please support our sponsors –

Gionino's, Dairy Queen, Middlefield Bank, the Hiram Inn, the Hiram House Salon, Huntington Bank, and Domino's

**Wednesday, May 4**

AASU Senior Send Off







## Academic Calendar 2010 – 2011

August 25 – 29	New Student Institute
August 30	12-week classes begin
September 6	Labor Day – No classes
September 9	Ethics Teach-In
September 25	Homecoming
October 15 – 17	Fall Weekend – No classes
November 2	Election Day
November 19	12-week classes end
November 23 – 24 (am)	Final Exams
November 24 (pm) – 30	Thanksgiving Break – No classes
December 1	3-week classes begin
December 21	3-week classes end
December 22	Final Exams
Dec. 23 – Jan. 9	Holiday Break – No classes
January 10	12-week classes begin
January 17	Martin Luther King, Jr. Day – No classes
March 7 – 11	Spring Break – No classes
April 8	12-week classes end
April 11 – 13	Final Exams
April 14 - 19	Term Break – No classes
April 20	3-week classes begin
May 10	3-week classes end
May 11	Final Exams
May 14	Commencement
May 16 – August 14	Summer Session

# STUDENT SERVICES

The Hiram College faculty and staff are here in part to help you succeed in your college career – academically and extracurricularly. With that in mind, here is a partial list of resources available to continue your success at Hiram. This list is by no means exhaustive, so feel free to ask any faculty or staff member for assistance if you don't find what you're looking for!

## **Academic Services**

Need some extra help in the classroom? The mission of the Student Academic Services Office is to provide you with effective advising and/or specific academic services, which will improve your academic and personal success. Academic Services (Hinsdale 105) provides a structured outreach to students who are not achieving their full academic potential.

Our primary function is to develop a positive working relationship with you and to assist you in reaching your academic and personal goals. We will strive to help you resolve the personal, academic, and social problems interfering with your academic performance.

## **Athletics**

Hiram College is a member of the North Coast Athletic Conference and NCAA Division III. In addition to varsity athletics, the Department of Athletics and Exercise/Sports Science sponsors a variety of intramural sports and wellness classes.



The Sports Complex is the home for intercollegiate, intramural, club, recreational sports and exercise. The Coleman Sports Center, the hub for indoor activity, houses Martin Fieldhouse, the Indoor track, Andrews Fitness center, Connor Weight room, Steinem Aerobics Studio, Krabill and Morris Racquetball Courts, Price Gymnasium, Fleming Fieldhouse, Alumni Memorial Pool, and the Administrative Office Suite. The Sports Center overlooks our outdoor venues

that include; Henry Field (football and track), Fishel Field (baseball), Herndon Field (softball), the Tennis Complex, and the Soccer Complex.

You are encouraged to explore the many opportunities available to learn new skills, have fun and maintain a healthy lifestyle. To do so, go to our website ([www.hiram.edu/athletics](http://www.hiram.edu/athletics)) or visit us in the Sports Center.

## **Campus Safety**

The Office of Campus Safety, located on the second floor of the Kennedy Center, is responsible for the safety of the Hiram College community. Safety Officers are on duty each evening, 365 days a year. Additionally, the office oversees campus parking, parking permits, and parking citations (see the Parking section for more information). Identification cards are also distributed during business hours. The Hiram Village Police and other emergency response agencies will assist the Office of Campus Safety as needed.

## **Career Center**

The Hiram College Career Center, located in 101 Hinsdale Hall, is here to help you explore liberal arts majors, integrate academic and career plans, gain experience through internships or summer jobs, and make plans for the future. We offer resources both from our website and in the Career Center.

Use our website at [www.hiram.edu/career](http://www.hiram.edu/career) to begin your career planning. Explore majors and research careers online, find an internship, research graduate programs and prepare for employment. Internships and jobs specifically for Hiram students are posted online in our employment database, Hiramnet. Create an account now and watch it frequently for new opportunities.



You can also visit the office to put a career plan in place. Students often talk over majors and learn more about careers, have a resume reviewed to market yourself well, browse books on careers, explore internship/ job search strategies, and get help with graduate school selection.

Two courses STDV 610 (Career Exploration) and STDV 611 (Job Search Skills) are offered every semester. In addition to our Summer Job and Career/Internship fair, workshops and

speakers are scheduled frequently. Let us help you “Decide, Prepare and Apply” for the opportunities that will make your Hiram career successful for you!

## **Citizenship Education**

Citizenship Education coordinates all student conduct procedures, training, hearings and communications, initiates efforts to educate students about voting and other citizenship opportunities, and produces the Hiram College Student Handbook. This office oversees Community Council, Hiram’s peer judicial system. The coordinator’s office is located on the top floor of Bates Hall, above Hayden Auditorium and next to Drury.

## **Counseling Services**

College can be the best of times, but there also may be periods of challenges and stresses. The focus of the Counseling Center is to help students with the normal, short-term issues that are typical of this age. Some of the issues that students talk about are: adjustment to college, making friends, depression, anxiety, relationships, sexuality, self-esteem, family issues, academic concerns, loneliness, self-confidence, grief & loss, suicidal thoughts, and substance use/abuse. On-campus counseling services are free of charge to all full- time traditional students.

Students with mental health issues that are long term in nature, chronic or those requiring specialized treatment will need to seek treatment with a mental health provider in one of the neighboring communities. Fees for all off-campus services will be the financial responsibility of the student. Students are also responsible for providing their own transportation to off-campus appointments.

The Counseling Center is located in the Julia Church Health Center. Appointments may be scheduled from 9:00 a.m.-noon and 1:30-4:00 p.m., Monday-Friday. You may either come to the Health Center to schedule an appointment in person or call x5952. Information shared with a counselor is confidential, except in limited circumstances in which the law requires disclosure, and is not a part of the student academic record.

## **Dining Services**

AVI Fresh at Hiram College provides an exciting and innovative dining experience for the entire Hiram Community. You will find traditional meals in a decidedly non-traditional setting. The dining hall features a diverse menu selection that includes deli, homemade soups, entrée, fresh baked breads and desserts, salad bar, grill, pizza, pasta, vegetarian options and signature dishes from around the world. The Hiram Bistro is another dining option on campus which



is located on the main floor of the Kennedy Center. The Bistro features Starbucks coffee and specialty beverages along with a variety of sandwiches, salads and other signature items in a fresh and relaxing café setting.

## **Disability Support Services**

Students with disabilities are encouraged to contact the Coordinator prior to or very early in the school year. Students who wish to request accommodations will need to make this request in writing by completing a form that can be obtained online or from the Coordinator as well as providing appropriate current, detailed documentation. The goal of Student Disability services is to provide the reasonable accommodations needed in order for you to have the opportunity for academic success here at Hiram and to help in developing self-advocacy skills that will be of help here as well as in your life after Hiram. Students with questions should contact the Coordinator of Student Disability Services, Dr. Lynn Taylor, Julia Church Health Center, (330) 569-5952.



## **Dray Computer Center**

The computer facilities at Hiram College consist of a local area network connecting numerous personal computers, servers and other systems to each other and to the Internet, as well as the software necessary to run this hardware and the data contained therein.

Technical Support Services (TSS), a division of the Dray Computer Center, provide a number of services to the Hiram College community, including computer lab and account maintenance, network assistance, and application support. The three main avenues of contacting TSS are via the help desk (walk-in assistance in the back entrance of Teachout-Price Hall), Call Center (5313), or through email ([helpdesk@hiram.edu](mailto:helpdesk@hiram.edu)). TSS holds office hours Monday through Friday and Saturday mornings.

## **Financial Aid and Campus Employment**

We are here to assist you in financing your education, find campus employment and understanding general personal finance. If you are interested in working on (or near) campus, our website [www.hiram.edu/financial](http://www.hiram.edu/financial) details how to locate jobs that are currently available under the "Documents and Resources" selection from the left-hand side. Check back often as new positions are posted throughout the academic year.

Also, should you have any questions regarding your financial aid eligibility for financial aid or if you are having trouble paying your bill, stop by or call the Financial Aid Office. The Financial Aid Office is located in the Student Services Suite on the first floor of Teachout-Price Hall and our office hours are Monday through Thursday, 8:30 am - 5 pm and Friday 9:30 am - 5pm. Our phone number is 330-569-5107. Also, be sure to check out our informative website [www.hiram.edu/finaid](http://www.hiram.edu/finaid). It has many answers and great resources for financial aid.

## **Health Center**

The mission of the Student Health Center is to maintain optimum physical and emotional health of the Hiram College student body through the provision of quality, accessible, comprehensive, and cost-effective primary health care. We also strive to promote healthy behaviors and lifestyle choices through formal and informal contact with the student body.

The Health Center is located on the corner of Hinsdale St. and Peckham St. across from the Pendleton House. A handicap access ramp is located at the front entrance. All traditional plan students are welcome to use the Health Center.

The Health Center is open Monday-Friday 8am-4:30pm, but closed for lunch 12:30-1:30. You must call to schedule an appointment with a nurse practitioner or physician at X5418. Appointments with a nurse practitioner are available Monday through Friday. The physician is available once a week. Registered nurses are available on call after hours on weekdays until midnight and weekends from 10am-10pm. If you should have an after hours medical concern, the RA's, RD's, or switchboard will be able to help you contact the on-call nurse. In case of an emergency, the Hiram Emergency Squad may be reached at X5414.

## **Religious Life**

Hiram College has a strong tradition of religious freedom, and of support and encouragement for each student to maintain his or her faith and practice of religion. The College was founded by the Christian Church (Disciples of Christ), and retains a special relationship with the denomination and to the Disciples church in the village.

The college chaplain, Jason Bricker-Thompson, is available to be a resource for you, whatever your particular faith tradition, to assist you in finding an organized body in a nearby city or facilitating religious expression on campus. He is also available for personal counseling with any student. You may reach him at his office in the All Faith Chapel (ext. 6094).

## Residential and Commuter Education

The Office of Residential and Commuter Education at Hiram aims to supplement as well as complement the classroom experience of each student. A primary goal of the Residential and Commuter Education program is to motivate students to become interested in the process of their own education and development. The staff of each residence hall is responsible for providing activities and programs that will enhance the educational process and provide



interesting and entertaining opportunities for students to enjoy. Examples of these kinds of activities include trips to Cleveland and Akron for museums and professional sporting events, guest lecturers, movie nights and all sorts of residence hall gatherings. The central office staff is responsible for regular communications with commuter students providing them with multiple opportunities for involvement with the full college community.

## Student Engagement

The Center for Student Engagement, located on the first floor of the Kennedy Center, is comprised of a collaborative relationship between the offices of the Associate Dean of Students/Director of Ethnic Diversity Affairs, The Office of Campus Involvement, and The Office of International Student Services.

The Office of Ethnic Diversity Affairs (EDA) supports the College's commitment to promoting increased knowledge of diversity and its significance as a key educational value of the Hiram community. In addition to collaborating with other offices on diversity issues within the community at large, the staff of Ethnic Diversity Affairs provides specific support services to enhance the success of historically underrepresented minority students. The Office also sponsors and provides programming to promote mutual understanding and respect of community members from all backgrounds. The office is located on the first floor of the Kennedy Center.

The Office of Campus Involvement supports student organizations, provides leadership education, community service opportunities, and coordinates special events for the college. The Office is committed to helping students become involved in the campus community, learn from leadership and membership in campus organizations, and have fun at Hiram College.

The Office of International Student Services maintains commitment to provide leadership and support for Hiram College’s international population. The office is committed to helping students become active members of our community and experience the full range of academic and social opportunities at Hiram College. Additionally the office educates international students and others about compliance procedures in regard to visas and immigration regulations.



Hiram College offers more than 70 academic, social, political, special interest, and recreational sports clubs and service organizations. Through these clubs and organizations, as well as leadership workshops and programs, students have the opportunity to experience new activities, enhance their education, and develop their leadership skills.

### **Student Senate**

Student Senate has representatives from each academic and residential area. They meet Tuesday nights at 7 PM in the East Hall Forum to discuss issues on campus, pass legislation, and distribute a large student activities fund each year. For more information, contact [senate@hiram.edu](mailto:senate@hiram.edu). The Student Senate President for 2010 – 2011 is Jamie Zychowski, and the Student Senate Vice-President is Beau Bradley.



# ACADEMIC POLICIES



## **Academic Honesty**

It is Hiram's goal to enable students of all ages to develop as intellectually alive, socially responsible, ethical citizens ready for leadership and for continuous personal and professional growth. Essays, term papers, laboratory reports, oral presentations and other course requirements are designed to challenge each student to develop his/her own ability to think clearly and critically about a subject, to observe phenomena, to interpret correctly, and

to express his/her understanding fluently. The practice of academic integrity will help students achieve these goals.

Hiram College expects students to develop a thorough understanding of what constitutes plagiarism, and to avoid it in all forms of campus communication. When plagiarism occurs in work submitted for a grade in a course, it is particularly serious and becomes a reportable offense. There are two categories of such offenses. Category I includes instances of plagiarism in which there is clear intent to falsify, mislead, or misrepresent another's work as one's own. An obvious example would be an attempt to hide the source of plagiarized material by not even including it in the paper's bibliography. Category II includes instances of plagiarism in which there is not clear intent. Instead there is evidence that the student made a simple mistake in citation, or did not fully understand what constitutes plagiarism.

In addition to plagiarism, other forms of academic dishonesty include giving or receiving help on any form of examination, copying the work of another student, sale or purchase of papers and test materials, fraudulently seeking additional time to complete work, abuse of computer privileges and regulations, and any other action which debases the soundness of the educational process. Misuse of library resources constitutes another form of academic dishonesty.

For more information about the academic honesty policy and the process for dealing with cases of academic dishonesty, please refer to the Hiram College catalog.

## Notification of Students Rights Under the Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), students enrolled at Hiram College are hereby notified of their rights to their education records:

1. Students have the right to inspect and review their education records within 45 days of the day Hiram College receives a request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the student shall be advised of the correct official to whom the request should be addressed.
  - a. A student is defined as any person for whom an education record is maintained by Hiram College and who has begun attending classes at Hiram College.
  - b. In general, an education record is defined as any records in any medium directly related to a student and maintained by the institution or by a party acting for the institution. An education record is any record in handwriting, print, tape, microfilm, electronic file or other medium maintained by Hiram College. The following exemptions are **not** part of the education record or subject to this Act:
    - i. Personal records maintained by the College staff/faculty if kept in the sole possessions of that individual, and the information is not accessible or revealed to any other person, e.g. faculty grade book, advising file.
    - ii. Employment records not contingent on the student's enrollment. (Therefore, student worker records, evaluations, files are part of a student's education record).
    - iii. Law enforcement records that are created by a law enforcement agency for that purpose.
    - iv. Medical and psychological records used solely for treatment.
    - v. Alumni records containing information relating to a person after that person is no longer a student at Hiram.
2. Students have the right to request the College amend an education record that the student believes to be inaccurate. They should write to the Registrar, clearly identifying the part of the record they want changed and specifying why it is

inaccurate. If Hiram College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Hiram College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.
  - a. A school official is a person employed by Hiram College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Hiram College has contracted (such as an attorney, auditor, collection agent, degree conferral agent, document managing agent, and placement sites for internship, clinical, or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; consultants, volunteers or other outside parties to whom Hiram College has outsourced institutional services or functions that it would otherwise use employees to perform. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - b. As allowed within FERPA guidelines, Hiram College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hiram College 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.

At its discretion Hiram College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or invasive of privacy

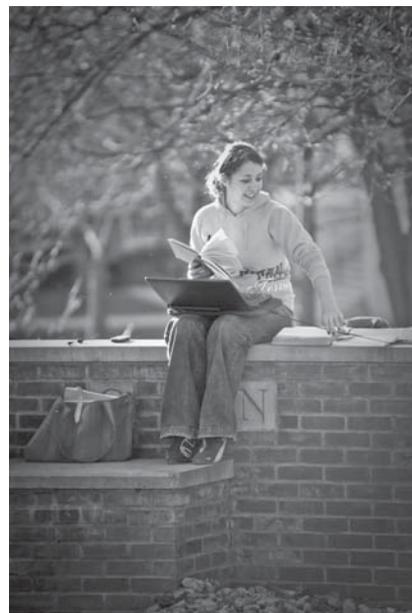
if disclosed. Designated Directory Information at Hiram College includes the following: student name, permanent address, local address, temporary address, electronic mail address, telephone number(s), date of birth, dates of attendance, class level (undergraduate/graduate, first-year, sophomore, etc.), degrees conferred, honors and awards received, major field(s) of study, participation in officially recognized activities and sports, weight and height of athletic team members, final theses/capstones, photograph, most recent previous educational agency or institution attended.

Students may withhold Directory Information by notifying the Registrar in writing within the first week of the academic semester the request is to become effective. (A request form to withhold Directory Information is available in the Registrar's Office). Please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should carefully consider the consequences of any decision made to withhold directory information as any future requests for such information from other schools, prospective employers or other persons or organizations will be refused. Hiram College will honor the request to withhold all directory information, but cannot assume responsibility to contact the student every time a request is received. Regardless of the effect upon the student, Hiram College assumes no liability for honoring the student's instructions that such information be withheld.

### 3-Week Registration

Under the Hiram Semester Plan, each 15-week semester is divided into two sessions, one session comprised of 12 weeks and one session of 3 weeks. Each session, 12-week and 3-week, is an integral component of the 30-week academic calendar year. All students are required to engage in one three or four-hour course or equivalent approved course block during the 3-week session of each semester they are enrolled at Hiram College. Requests for an exception to the registration policy or for permission to register for more than 4 credits during the 3-week term **must be submitted in writing** to the Office of the Associate Dean of the College for approval prior to the start of the term.

Only those students registered for course work as noted above may reside in the residence halls during the 3-week session. Requests for an exemption to this policy must be submitted in writing to the Senior Associate Dean of Students and Director of Residential Education prior to the start of the 3-



week session. Graduating seniors who have completed all requirements for graduation at the end of the final twelve-week session of their senior year are not required to register for course work in the subsequent 3-week session. However, seniors who are not registered for 3 or 4 credits may not live in the residence halls during the 3-week session unless they are granted permission by going through the exception policy listed above.

## **Hiram College Academic Review Board Policies**

All policies, procedures, and standards regarding academic probation, suspension, and readmission are determined by the Hiram College Academic Review Board (ARB). The ARB consists of eight voting faculty members, including the Chair of the Board, and additional non-voting resource staff, including the Vice President and Dean of Students.

Any student whose cumulative Grade Point Average (GPA) is below 2.00 does not meet the academic standards of the college and is subject to Academic Probation or Suspension.

### **Traditional Students in their First Semester at Hiram College**

For a traditional student in his or her first semester at Hiram College, the following guidelines are used by the board:

- 0.00–0.74 GPA: The student is subject to immediate Suspension from the college.
- 0.75–1.49 GPA: The student may be suspended but usually is placed on Academic Probation.
- 1.50–1.99 GPA: The student receives an Academic Warning but usually is not placed on Academic Probation or Suspension.

### **All Other Traditional College Students**

A traditional student in his or her second or subsequent semester at Hiram who has a cumulative GPA below 2.00 may be suspended but usually is placed on Academic Probation. The Conditions of Probation are given below. At the end of each semester, ARB reviews the academic work of all students who are on probation. If a student satisfies all of the Conditions of Probation, then the student will be taken off probation once his or her cumulative GPA is 2.00 or above.

### **Weekend College Students**

- A Weekend College student whose cumulative GPA is 0.00–0.74 after attempting at least 10 semester hours of graded course work is subject to immediate Suspension from the college.
- A Weekend College student whose cumulative GPA is 0.75–1.49 after attempting at least 10 semester hours of graded course work or is below 2.00 after attempting at least 20 hours of graded course work may be suspended but usually is placed on Academic

Probation. While on Probation, the student will not be required to take a specific number of credit hours per semester (see Condition 1 below). All other requirements are the same as for Traditional College students.

### **Academic Probation**

A student on Academic Probation must satisfy all of the following Conditions of Probation for each semester that the student remains on probation:

#### *Each Fall Semester and Spring Semester on Probation*

1. The student must enroll in and complete at least two courses in the 12-week session and one course in the 3-week session. Each of these three courses must carry at least three semester hours of credit, and they must be graded (not Pass/No Credit). The student may not Withdraw from any of these three courses (grade of W) nor take an Incomplete in any of these three courses (grade of I).
2. None of the courses chosen for the semester may be courses taken independently (for example, tutorials or 281 courses), nor may they be courses already taken for which the grade received was C or better.
3. The student must achieve a GPA for all courses taken in the semester of at least 2.00. Note that Conditions 2 and 3 above apply to *all* courses taken in the semester, not just the three courses described in Condition 1.

#### *Each Summer Semester on Probation*

The student may choose not to enroll in the Summer Session at Hiram. However, if the student does take classes during the Summer Semester at Hiram, he or she must satisfy Conditions 2 and 3 above.

A student who fails to satisfy the Conditions of Probation is subject to Suspension from the college at the end of the semester.

### **Suspension**

A student who has been suspended once by the Academic Review Board is not eligible for readmission for two semesters (counting the Summer Session). In order to be readmitted, the student must provide to the board convincing evidence that the conditions that led to the suspension have been effectively dealt with and that he or she now will be able to meet the academic standards of the college. A student who has been suspended twice by the Academic Review Board is not eligible for readmission for five years.

## Requests for Exceptions

A student may request exceptions to these policies. This request must be by written petition to the Academic Review Board. The regular meetings of the board occur in January, May, and August, at the end of each semester. All petitions and supporting documents *must* reach the Chair of ARB one week before the board meeting. Information about how to contact the Chair or other members of ARB is available at the Associate Dean's Office, Third Floor Hinsdale, 330-569-5126.

## Appeals

A student who wishes to appeal an ARB decision must submit a written statement to the Dean of the College within 72 hours after the decision has been communicated. Appeals may be made only on two grounds:

1. ARB failed to follow its procedures and policies correctly;
2. There is new information that was not available to ARB at the time of the decision.

The Dean will review the case and will make a final decision.

## Academic Progress and Financial Aid

To remain eligible for federal, state and institutional (merit and need-based) financial aid, students must comply with the Satisfactory Academic Progress (SAP) policy. The SAP



policy for financial aid is separate from ARB's policies and procedures. In general, students must maintain a 2.0 cumulative GPA and successfully complete 67% of the cumulative credits attempted. Failure to meet this requirement can result in the loss of all financial aid. Detailed information regarding the SAP policy is available in the Financial Aid Handbook, available online at [www.hiram.edu/finaid](http://www.hiram.edu/finaid) or by contacting the Financial Aid Office at ext. 5107, or 330-569-5107 from off-campus.

## Weekend College

**Traditional Students Registering for Weekend College (WEC) Courses:** During the 12-week session traditional students with junior or senior standing and a minimum 2.0 GPA may take one WEC course on a space-available basis and with permission of the Dean of the Weekend College. Students wishing to take WEC courses must go to the WEC office (Hinsdale 205) and complete an interest form. When registration for Weekend College students is complete, traditional students will be notified if they have been accepted in the course they requested. If so, they must return to the WEC office to complete the registration process.

Currently there is no on-line registration for WEC courses. **Except in very unusual circumstances**, it is the College's policy that traditional students may not take a three-week course in the Weekend College.

## CAMPUS POLICIES

### **Student Accounts**

#### **Bill Due Dates**

Traditional College Students - For 2010-2011, accounts must be paid in full or otherwise taken care of by July 23, 2010 for Fall semester and December 15, 2010 for Spring semester. Summer Term due dates will be published in early spring 2011.

Students are expected to have their student accounts in a paid status prior to moving into a residence hall or attending the first class meeting for a semester. In order to have a student account in a “paid status”, students must be either paid in full for the semester, or officially signed up for an approved payment plan with the Office of Student Accounts. Students and families are expected to familiarize themselves with the payment due dates.

Hiram College staff will assume that students who are not in a paid status will not be attending Hiram College; therefore it is very important that students work closely with the staff in the Office of Student Accounts to inform them of their plans and make payment arrangements. After an internal review period, students who are registered for classes and have signed up for a residence hall room whose student accounts are not in a paid status by the published semester payment deadlines will have their class schedules cancelled and their residence hall assignments cancelled for the term. Should these students wish to re-register for courses, they will be assessed a \$100 Late Payment Fee.

#### **Students Who Withdraw**

Traditional College Students who withdraw from Hiram College, completes the their graduation requirements or remain enrolled but move out of campus housing during a term in 2010-2011, are subject to the following refund of tuition, room and board (fees including but not limited to comprehensive fee and field trip fees are not refundable):

Fall 2010	August 30 – September 4	75%
	September 5 – September 10	50%
	As of September 11	0%

Spring 2011	January 10 <sup>th</sup> through the 14 <sup>th</sup>	75%
	January 15 <sup>th</sup> through January 21 <sup>st</sup>	50%
	As of January 22 <sup>nd</sup>	0%

Summer 2011 To be published on the Student Accounts Web Site  
early spring 2011

Weekend College Students must notify the Weekend College Office of withdrawal in order to receive a tuition refund. The amount of refund is based on whether or not you are dropping a course or completely withdrawing from the semester (12 week and 3 week sessions). Ceasing to attend a class, never attending, or notifying an instructor does not constitute official withdrawal from a course(s). Notification of withdrawal must be made to the Weekend College Office for a student to receive a refund or have an adjustment made on a transcript. Any and all tuition refunds are based upon the date that a student “officially” withdraws.

Graduate Students enrolled in the Masters of Interdisciplinary Studies (MAIS) program at Hiram College who withdraw from any or all courses will be subject to the following refund of tuition charges:

100% through the Monday after the first meeting weekend

75% through the Monday after the second meeting weekend

50% through the Monday after the third meeting weekend

0% beginning with the Tuesday after the third meeting weekend.

There is no refund of fees once a student attends any class for the semester.

In addition, withdrawn students are subject to a recalculation of all financial aid earned to the date they withdraw and any funds for which the student becomes ineligible as a result of the withdrawal from the college must be returned to the source. An example of this calculation is available in the Financial Aid Handbook, which is available online at [www.hiram.edu/finaid](http://www.hiram.edu/finaid) under the "Documents and Resources" section. Students should meet with the Financial Aid Office and Student Accounts Office staff prior to officially withdrawing to determine the effect of the withdrawal on their financial aid and how this may impact their student account.

### **Students Who Move Off-Campus**

Students who withdraw from housing but remain enrolled at Hiram College after the start of any term in 2010-2011 are subject to the refund schedule listed above and a recalculation of their financial aid eligibility. A student who remains enrolled and has received no refund for their meal plan may continue to use the plan until which time they are no longer an enrolled student or the end of the semester whichever comes first.

Students who choose to move off-campus and have been awarded financial aid as an on-campus student (as indicated on the Free Application for Federal Student Aid), will have their aid eligibility recalculated after the semester starts and residency status is verified or the time of withdrawal from housing. This recalculation can cause adjustments to financial aid including but not limited to institutional aid (Hiram Grant and RA room and meal credits). It is the student's responsibility to consult with the Offices of Financial Aid and Student Accounts in addition to checking the policies that pertain to their withdrawal from housing in both the Financial Aid Handbook and the Student Accounts webpage at [www.hiram.edu](http://www.hiram.edu). Resident Assistants are to check their RA Contract carefully and consult with professional staff in the Office of Residential and Commuter Education prior to making any changes to their housing plans at any time during the term or during term breaks.

### **Study Abroad Refund Policy Fall and Spring Semester**

Study Abroad programs require extensive, detailed advanced planning on part of faculty and the Study Abroad Office. Because commitments for flights, hotels, cooperating agencies, and organizations are frequently done months in advance of the trip, it is essential that students be aware of the financial commitments when signing up for a program. Likewise, the College is sensitive to extenuating and unforeseen circumstances that arise in students' lives that could make it impossible for a student to meet the travel commitment. Thus, the College has established a policy whereby both the College and committed students incur the least financial penalty for change of plans. The attached policy was approved and effective as of June 1, 2005.

- Hiram College study abroad trips will be included on the initial billing for the semester in which the trip takes place. Billing occurs at the time of registration.
- The cost of the trip is to be paid in accordance with the Hiram College payment policy.
- Withdrawal from a Hiram College sponsored study abroad trips must follow the Study Abroad Withdrawal Policy, as well as change in course registration.
- Refunds for withdrawal from a study abroad trip will be a percentage (%) of the amount charged for the trip. Costs incurred by the College, such as airfare, hotel, in country transportation and similar will reduce the amount refunded.
- Any credit the student received from the College for room or board will be added back to the student's bill and payment is due by the next scheduled payment date.
- Any refund will be applied directly to the student bill.
- The % refunded will be on the following basis (the amount refunded after the % calculation will be reduced for any costs incurred by the College)
  - 75% of the trip billed will be refunded if dropped by the 1<sup>st</sup> Hiram College payment plan due date for the semester

- 50% of the trip billed will be refunded if dropped by the 2<sup>nd</sup> Hiram College payment plan due date for the semester.
- 25% of the trip billed will be refunded if dropped by the 3<sup>rd</sup> Hiram College payment plan due date for the semester
- 0% of the trip billed will be refunded is dropped after the 3<sup>rd</sup> Hiram College payment plan due date for the semester.
- If a student fails to withdraw from a study abroad trip, there will be 0% refunded
- Once a study abroad trip departs, there will be 0% refunded for cancelled participation.

Please call the Office of Student Accounts for the Study Abroad Refund Policy for Summer Term.

### **Fees**

After the start of the term fees including but not limited to comprehensive fees and field trip fees are not refundable.

### **Housing Deposit Refunds**

Housing deposits are refunded to the student's account after they move out of the dorm room and the room is checked for any damages. If the housing deposit refund causes a credit to the account the student may request, in writing, that the credit be given to them in the form of a check. Refunds will not be issued if money is owed to the College.

### **Alcohol and Drugs – Policy, Philosophy, and Education**

As an educational community, Hiram College is committed to the life of the mind. The abuse of substances is contradictory to the purpose and goals of the institution. The College's intention is to provide an environment that fosters personal development and autonomy through individual choice. Freedom of choice exists with the understanding that every member of our community is expected to obey state laws, to comply with the College policies, and to take full responsibility for his/her own conduct whether under the influence of substances or not. Hiram College does not intend to monitor the personal lives or to invade the legitimate privacy of its members, but will intervene if a member's conduct creates disorder or damage. Every effort will be made to enforce College policy consistently and to provide education related to substance abuse.

Enforcement of the policies guiding the use of alcohol and substances is a shared responsibility. Within the residence halls, the Resident Assistants and Professional Staff Members are responsible for providing an environment that promotes development and autonomy. Possession, distribution, and use of illicit substances as well as illegal consumption of alcohol and open container violations may result in disciplinary action.

## Alcohol

Use of alcohol can be both legal and illegal. When Hiram students are legally of age, they may consume alcohol in their rooms, except in “dry areas” (currently Bowler Hall during the week; and Henry Hall, New Quad, 1<sup>st</sup> Peckham, 4<sup>th</sup> Peckham, 4<sup>th</sup> Dean, 3<sup>rd</sup> Whitcomb and 3<sup>rd</sup> Miller at all times) or in any areas declared "substance free." Please also note that rooms occupied by only underage students are considered dry, and as such no one is permitted to consume or possess alcohol therein, regardless of age. Certain breaks or time periods may also restrict the use of alcohol by of-age students. With proper authorization, students' of-age may also consume alcohol at registered and/or College-sanctioned events. If, however a student is not legally of age and is consuming alcohol, such use is illegal regardless of where it occurs.

In February 2008 Hiram adopted new sanctions for alcohol violations:

- a. **first offense**: \$100 fine and parental notification
- b. **second offense**: \$200 fine; parental, coach and co-curricular advisor notification prior to hearing; educational sanction to be determined by Community Council (in most cases this will involve taking the online alcohol education class in a supervised setting)
- c. **third offense**: \$300 fine; parental, coach and co-curricular advisor notification prior to hearing; campus work hours to be determined by Community Council
- d. **fourth offense**: \$500 fine; parental, coach and co-curricular advisor notification prior to hearing; Judicial Board hearing with the strong possibility of removal from housing or academic suspension for a minimum of one semester.
  - Community Council or the Coordinator of Citizenship Education has the discretion to add, or otherwise modify sanctions at any level depending on the severity of the incident, including mandatory alcohol assessments or other educational sanctions.
  - If no further violations occur, a first offense may be expunged after 18 months. A student's record will be expunged if no alcohol violations occur for 24 months regardless of how many violations have occurred.

Prior to holding any event involving alcohol on the Hiram College campus, students should meet with the Director of Campus Involvement for complete information on permits, party registration contracts, logistics, etc. Students should plan well ahead for such events, as the process through the State can be a lengthy one. Kegs are permitted only in designated areas when the proper forms have been completed and administrative approval has been granted. These forms are available through the Office of Campus Involvement (OCI). The frequency of events involving alcohol will be monitored and approved by the OCI.

## Drugs

Illegal drugs or prescription drugs obtained without a doctor's prescription are illegal substances. Their possession and use are prohibited. It is also prohibited to use prescription drugs in a way other than what they were intended. **VIOLATIONS OF THE CAMPUS DRUG POLICY WILL RESULT IN PROBATION AND/OR SUSPENSION. SECOND OFFENSES WILL RESULT IN IMMEDIATE SUSPENSION.** Drug violations on study abroad trips will be considered more severe than ones that occur on campus and usually result in immediate suspension. Drug violations may also impact financial aid eligibility.

Because the College is concerned that abuse of alcohol or illicit substances by individuals can be detrimental to individual development or autonomy, the College provides both confidential counseling and the opportunity for self-referral. Persons who are concerned about themselves or about someone they know should contact the following individuals or organizations:

- Hiram College Counseling Services  
Lynn Taylor, Director- x5952
- Director of Student Health Center  
Asha Goodner—x5419
- Townhall II  
157 North Water Street, Kent  
(330) 677-7037 or (330) 678-HELP for 24 hour HELPLINE
- Compass Recovery Center  
246 S. Chestnut St., Ravenna  
(330) 298-9392
- Summit Psychological Services  
6693 N. Chestnut Street Suite 235, Ravenna  
(330) 296-3700
- Family & Community Services  
Think About Your Future Diversion Program  
705 Oakwood Street, Suite 221, Ravenna  
(330) 297-7027
- Alcoholics Anonymous  
1-800-285-5901
- Al-Anon and Ala-Teen  
1-888-425-2666  
<http://www.al-anon.alateen.org/meetings/meeting.html>
- National Substance Abuse Hotline  
1-800-662-4357

## Online AA Support

Internet Chapter of AA with email or audio meetings

[www.aa-intergroup.org](http://www.aa-intergroup.org)

[www.aaonline.net](http://www.aaonline.net)

## Area Resources for 12 Step Support Groups

Hiram AA Meeting

Monday – 7:30 p.m. – closed meeting

Biology Field Station

11305 Wheeler Rd., Hiram

Hiram Fellowship AA Meeting

Tuesday – 8:30 p.m. – open meeting

Hiram Christian Church

Al-Anon

Mantua Hillside Closed Meeting

Wednesday – 7:30 p.m.

Hilltop Christian Church

4572 Prospect St., Mantua

## **Self-Injurious Behavior/Attempted Suicide/Harm to Others**

This policy is meant to be invoked in unusual circumstances in which students are unable or unwilling to follow appropriate means to attend to their own health and safety needs. It may be invoked to protect the safety of that student and/or others or the integrity of the College's living/learning environment. This would include such situations as unresolved, ongoing or serious suicide threats, self-injurious behaviors, refusing treatment for life threatening illnesses or conditions, serious threats of harm to oneself and others, or a medical condition that puts others at risk. The Vice President and Dean of Students or appointed designee may suspend the student for an indefinite period of time. The student's emergency contact person(s) may also be notified and asked to assist in the resolution of this situation. The student will be required to leave the campus until such time that they can see an appropriate medical/mental health care practitioner who can conduct a thorough evaluation, diagnosis and a treatment plan is in place to assist them in learning to manage their situation.

In order to seek approval to return to campus and residential living the following information will be required:

- evaluation by an appropriate medical/mental health professional
  - if students are initially evaluated in an emergency room and/or admitted for hospitalization, upon clearance/discharge they then will be required to follow-up with an appropriate health care/mental health care professional in the community of their home residence before any consideration will be given to approval for return to campus and/or the residence halls.
- diagnosis
- treatment plan
- statement of the student's readiness to return to normal stresses of academic work and residential living.

This information should be directed to Dr. Lynn Taylor, Director of Counseling Services, P.O. Box 67, Hiram, OH 44234, phone: (330)569-5952; fax: (330)569-5398.

A summary of this information will be shared with the Vice President and Dean of Students or his designee who will make a determination as to when a student may be permitted to return to campus and will notify the student of that decision. In addition, the student will be required to sign a behavior agreement that sets conditions on their actions as part of their return to ensure the well-being of the individual and tranquility of the campus.

## **Disability Accommodations**

In providing support services to students with documented special needs, our goal is not only to provide the things that are needed in order to have the opportunity for academic success here at Hiram, but also to help develop both the functional skills and the skills of self advocacy that will help students in their life after graduation. In order to request accommodations, the following documentation must be provided:

- Diagnosis of the disability
- Current documentation prepared within the past three years
- Functional limitations as a result of the disability
- Educational, developmental and medical history relevant to the disability
- Testing/evaluation procedures used to assess the level of limitation as well as a summary of the evaluation/test results
- Specific information on how the disability interferes with college life and academic performance
- Suggests for academic and environmental modification
- Reports must be written on official letterhead and must include the name and title of the evaluator as well as the type of testing and dates administered

Hiram College reserves the right to require that a student update or obtain more extensive documentation before requests for accommodations will be considered. Official documentation materials should be sent to: Dr. Lynn B. Taylor, Director of Counseling, P.O. Box 67, Hiram College, Hiram, OH 44324, (330) 569-5952, fax (330)569-5398.

## **Cultural Diversity and Discrimination**

Institutions of higher education have an obligation, both for themselves and for the world, to educate and develop students in a broad area of multiculturalism and diversity. At Hiram College, our primary goal is to provide an academic environment that insures the full participation of students of all identities, backgrounds, beliefs, and experiences. To that end, it is within the spirit of inclusion that we strive for excellence in the following key areas of diversity:

- A faculty and staff whose diversity reflects that of the diverse students whom we serve.
- A faculty and staff that demonstrates a high comfort level engaging, teaching, and managing a diverse student body.
- Equity for, and full participation of members of historically underrepresented identity groups such as gays and lesbians, racial and ethnic minorities, internationals, students with disabilities, religious minorities, and women.
- Equity for, and full participation of members of historically represented groups such as domestic nationals, physically able, mainstreamed religious groups, racial and ethnic majorities, and men.
- A community in which oppression, bigotry, and discrimination are not tolerated.
- A community in which students are actively engaged in a multicultural learning process that will play a significant role in their achieving full potential as competent, respectful, and socially responsible citizens.
- A community in which constructive dialogue is encouraged for the exploration of philosophical and ethical issues that naturally arise from varied viewpoints, beliefs, lifestyles, opinions, experiences, and ideas.
- A community in which domestic students respectfully welcome and engage their international peers, where students study abroad to enhance their knowledge of the broader world, and where sensitivity to and respect for non-western cultures is embraced.

## Harassment and Bias Incidents

As members of this community, students are expected to refrain from any verbal or physical acts of harassment or discrimination.

A **bias incident** is a threatened, attempted, or completed action that is motivated by bigotry and bias regarding a person's real or perceived race, religion, national origin, ethnicity, sexual orientation, disability, or gender status. Example of these incidents include name calling, offensive language/acts, graffiti, or inappropriate gestures/behavior.

A **hate crime** is a criminal act, including physical assault or vandalism, in which the victim is a target because of his/her real or perceived race, religion, national origin, ethnicity, sexual orientation, disability, or gender. Such acts include, but are not limited to, slurs of any kind, verbal or physical harassment, the defacing or destruction of property, intimidation, or any behavior which calls attention to the differences of another person in a manner that prevents or limits his/her academic and/or personal freedom.

An opinion expressed in conversation, in a classroom or in any public forum is quite different from a discriminatory or harassing remark addressed to an individual or group. The former is at the interest of the educational venture; the College seeks to establish the free and open exchange of ideas in its curricular and co-curricular endeavors. However, since the College also believes in the worth and dignity of every individual, hate speech of any kind cannot be tolerated. Hate speech, whether obscene, derogatory or harassing, is not a means of resolving conflict among people.

**Sexual harassment** is a form of unlawful discrimination and is defined to include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment may involve pressure from a person of either gender against a person of the same or opposite gender. Most sexual harassment falls into three categories:



- (1) Verbal harassment may include, but it is not limited to the following behaviors:
- a. Sexual innuendoes, comments, or remarks about an individual's clothing, body, sexual activities or sexual orientation;
  - b. Suggestive or insulting sounds or body motions or humor and jokes of a sexual nature;
  - c. Offensive sexual flirtations, sexual propositions, or other pressure for sexual intimacy;
  - d. Implicit or explicit threats to engage in unwelcome acts of sexual nature.
- (2) Physical harassment may include but is not limited to, the following behaviors:
- a. Unwelcome actual or attempted patting, pinching or inappropriate touching or feeling;
  - b. Unwelcome actual or attempted kissing or fondling;
  - c. Coerced sexual activity;
  - d. Assault.
- (3) Sexually demeaning or offensive displays may include but are not limited to demeaning or suggestive photographs, cartoons, or graffiti, which create a hostile work or educational environment.

If you have been a victim of harassment, a bias incident or hate crime, or have witnessed a situation, please report it to the Vice President and Dean of Students Office or Campus Safety immediately. Do not touch any evidence (keep the voice mail message or e-mail message; don't wash away the graffiti; don't clean up the vandalism, etc.).

When you report these situations, you can include your name or submit the information anonymously. However, please realize that if you choose to remain anonymous, it does make it more difficult to thoroughly investigate the situation. The College is sensitive about the need for confidentiality in every situation. Cases of this nature will be adjudicated in a timely manner through the Campus Judicial System. Educational sanctions could be levied for those responsible for such acts, and sanctions could include suspension or dismissal from housing and/or the College.

You can report an incident by completing a Bias Incident Report Form which can be picked up from a Resident Assistant, Resident Director, The Office of Student Life, The Office of Ethnic Diversity Affairs, The Office of Campus Involvement, The Office of International Student Support, Campus Safety, or The Health and Counseling Center. To report an incident in person, you should immediately contact the Office of Student Life in Bates Hall.

If a student feels they have been harassed by a faculty or staff member (including sexual harassment), they should contact Caryl Lopez, Hiram's Harassment Policy Officer. Her office is in the Weekend College on the second floor of Hinsdale and her phone number is 5161.

If an incident of bias or harassment occurs during an off-campus program, contact the program leader immediately, or inform another party so they can assist and report as needed. All on-campus policies apply to off-campus programs.

## **Dissent and Disruption**

Hiram College is committed to maintaining a community that permits students, faculty, and staff to pursue their goals without interference or disruption. The College recognizes a concurrent obligation to provide a forum in which differences of opinion are actively encouraged and facilitated, and where opinions and beliefs are challenged/debated in a nondiscriminatory environment. Campus demonstrations may be held provided that they are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic, do not pose a threat of harm to persons or of damage to college facilities, and do not interfere with normal operations of the college. The freedom to demonstrate is protected only so long as it does not interfere with the rights and freedoms of others.

Any member of the College community has the right to bring a complaint against another member or members, with regard to the disruption of normal College operations. Such complaints will be presented to or initiated by the Vice President and Dean of Students (or designee). If, after personal observation, the Vice President and Dean of Students (or designee) deems that a demonstration is not being conducted in the prescribed manner, the participants will be asked to modify their behavior to comply with the above guidelines. All participants are expected to comply immediately and fully with the request. Any behavior contrary to the aforementioned may result in campus judicial and/or civil disciplinary action in accordance with the elements of fair procedure.

## **Office of Campus Involvement**

### **Student Organization Events and Office Space Procedures**

Hiram College values and supports the presence and contributions of student organizations. Student organizations exist to enrich both the campus community and a student's experience at Hiram College. To support student organizations, Hiram College allocates space in the Kennedy Center and Residence Halls for use by these organizations, thus allowing them to conduct their business in an accessible and central location on campus. **All student organization spaces are alcohol free, and organizations must notify the Office of Campus Involvement prior to sponsoring an open campus event that will be held in their clubroom. All club sponsored events must be registered with the Office of Campus Involvement at least 48 hours in advance of the event. Regular club meetings and routine activities of clubs do not require registration.** No alcohol paraphernalia (such as empty kegs) should be stored in club rooms, even after a sponsored event. For more information about applying for an office or to formally sponsor a campus event, please contact the Office of Campus Involvement at 5182.

## **Possession of Candles Policy**

All students wishing to possess/use candles for any college-sponsored or religious activity must complete a Possession of Candle form, which can be obtained in the Special Events Office. This form must be on file with all appropriate signatures three weeks prior to the scheduled event. All centerpieces containing lit candles must be approved by the Hiram Village Fire Department. Centerpieces must meet requirements specified through Ohio Revised Code (ORC) open flame policy. ORC is enforced through the Hiram Village Fire Department and they must have three weeks to inspect the centerpieces for approval.



## **Parties and Social Gatherings**

Any student organization wishing to hold a party must submit the appropriate paper work and register the event in the Office of Campus Involvement. Contact the Director of Campus Involvement to fill out the necessary forms. All parties must be registered two weeks before the party schedule date. Parties at which alcoholic beverages will be served must have approved F and/or F2 permits issued by the State of Ohio. To meet the requirements of the Division of Liquor Control, you must register the event at least 45 days prior to the actual party date.

## **Posting and Advertising in Public Areas**

All members of the campus community are encouraged to use regular campus publications to publicize events and activities. Creative and non-traditional advertising for events is encouraged, and the Office of Campus Involvement can assist with ideas for alternatives to flyers. When flyers/banners are used in public areas on campus, the following guidelines should be observed:

- Advertising should be posted only in interior spaces, on general posting bulletin boards or in designated areas. Only one advertisement for each event should be posted in each area. Any advertising on any exterior surface is subject to removal.
- All posters/banners must be event specific and list “who,” “what,” “where,” “when,” and the sponsoring group or individual’s name.
- All posted information must be in compliance with all college policies. For parties or events with alcohol, advertising may state, “Beverages will be sold to those with

proper identification.” Also, anything considered harassment according to the definitions in the Policy Book, may not be posted in common areas.

- Off-campus commercial enterprises are not permitted to advertise on campus without expressed approval from the Director of Campus Involvement.
- All event advertisements should be removed within 2 days following the event.
- Chalking on sidewalks is permitted. Chalking on buildings or vertical surfaces (or surfaces where rain can not easily wash chalking away) is not permitted.

Hiram College reserves the right to remove any materials that are posted in a way that violates any of these guidelines. In addition, if posted materials violate college policy, disciplinary action may be taken.

### **Sales and Solicitation**

Sales and/or solicitations are permitted only in designated areas on the Hiram College Campus (Kennedy Center and Miller Dining Hall). Requesting organizations or departments are responsible for getting approval from the Director of Campus Involvement, and for reserving the desired space through Campus Involvement and the Special Events office (depending on the location). In the normal course of events, permission may be granted immediately. In cases where consultation or deliberation is desired, every effort will be made to provide a timely response inclusive of thoughtful consideration.

A campus organization or department must sponsor all outside vendors requesting space for sales or solicitation. Outside vendors without college sponsorship or association may be permitted for sales or solicitation in designated areas and during designated times, with approval from the Director of Campus Involvement. Vending contracts and guidelines may be obtained in the Office of Campus Involvement (OCI). A per diem vending fee of \$50 must be paid to the OCI for each day of solicitation or sales.



Hiram College reserves the right to deny sales/solicitation privileges of matter that contravenes the vision, or mission of Hiram College and/or threatens the health and safety of

the Hiram College community as determined by the administration through delegation from the Board of Trustees.

Solicitation of any kind in the residence halls or classrooms is specifically forbidden.

### **Fundraising and Solicitation Policy**

Student organizations are encouraged to pursue and secure external funding to assist in conducting club related activities.

\*A typewritten or computer-generated proposal stating the method of fundraising and distribution of funds must be submitted to the Director of Campus Involvement and copied to the Student Senate Finance Committee Chair.

\*The Office of Campus Involvement and Athletics must approve fundraising activities. Proposals must be submitted in writing no later than 10 business days prior to the start of fundraising activities.

\*All fundraising activities must be in compliance with all Office of Campus Involvement, Hiram College, and State of Ohio laws.

\*To avoid any unnecessary delays in the approval process, club officers are strongly encouraged to meet with the Director of Campus Involvement to discuss compliance issues related to any existing or propose fundraising activity.

\*All proceeds from fundraisers must be deposited into the respective student organization's account under their unrestricted funds.

\*Dispersal of proceeds must go to pre-approved benefactors or designees as stated in the fundraising proposal.

\*When fundraising activity involves setup, table, or booth, permission for the setup is granted by OCI. If the requested site involves another department, then the director of the department must also provide permission for the activity to occur there (e.g. the Director of Athletics must also approve requests for activities at football games and other athletic events). The Director of OCI and the supervisor of the site will decide whether or not one or more activities may occur simultaneously at the same location.

\*Funds cannot be dispersed to individuals unless pre-approved by the Director of Campus Involvement.

\*While student organizations are encouraged to conduct fundraising activities, this does not automatically imply College endorsement of the activity.

\*Permission for fund-raising drives will be granted only to current College-recognized student groups.

\*Student groups are allowed to solicit donations or gifts from local merchants but with OCI approval. Under certain circumstances OCI will approve fundraising efforts that occur off campus.

\*Student groups wishing to conduct fundraising off-campus must familiarize themselves with and abide by all College policies in addition to local, state, and federal laws and regulations.

\*Student groups or athletic teams may not solicit funds from parents or alumni unless pre-approved by OCI or Athletics.

\*College-connected or public groups (private, nonprofit, or for-profit) may not use College directories for the purpose of solicitation.

\*Door to door solicitation in the residence halls is prohibited. In addition, the solicitation of faculty and staff in their campus offices is prohibited. Door-to-door solicitation is also prohibited off campus.

\*Student Organizations may raise funds for off campus charities.

\*Organizations may collect funds through cash or checks made out directly to the College or charity. Checks made out to individual students are not permitted.

\*Organizations may not initiate any activity, the profits of which will be used for any direct or indirect contributions to a political campaign.

\*The proper accounting of all donations received, via a receipt book, must be maintained by the organization.

\*Recognized student organizations may distribute approved foods in designated locations, as well as outdoor events, provided they have received prior approval from the Office of Campus Involvement.



## **Campus Installations**

By the authority of the Board of Trustees as delegated to the President of Hiram College, all grounds, fixtures, facilities, equipment and other property of Hiram College, except as determined to be otherwise by written agreement, contract, or by specific action approved by the board of Trustees, may not be altered, set upon, or installed in any way without the express authorization of the President.

Requests for actions or installations affecting campus property should be directed to the chief financial officer of the college who will consult with the senior staff before making a recommendation to the President.

Installations shall include, but not be limited to such things as the placement of art works, plantings, memorials, receptacles, racks, recreation space, and parking.

## Telecommunications Use

All rooms come with a single phone line shared between roommates and the cost is included in the room fee. You can receive unlimited incoming calls and make calls to campus extensions, toll free, and local numbers all at no charge. If you want to make long distance calls from your room you have three options:

- use your cell phone assuming you have one and have good signal in the room;
- use a calling card or prepaid phone card you bring from home; or
- register online with Resicom (Hiram's long distance provider) for a long distance authorization code, at [www.resi.com](http://www.resi.com).



Cordless phones that operate on the 2.4 GHz frequency should not be used on campus (including in the Residence Halls) as this frequency causes interference with the wireless data network. Phones that use 5.8 GHz and 900 MHz frequencies are permitted. Please check your phone's specifications before using it. If you are not sure, bring the phone or its manual to the Computer Center Help Desk for assistance.

To place a call from your room to another room or office dial the four digit extension. To place a local call dial 9 for an outside line 330.569 and the rest of the number. Local calling exchanges include Hiram 330.569, Garrettsville 330.527, and Mantua 330.274. To place a calling card call dial 9 for an outside line 1.800 and the number. To place a calling card call with an authorization code provided by Resicom/Netwolves dial 16, authorization code, 9 for an outside line and then 1+area code+number.

**STUDENTS ARE RESPONSIBLE FOR ALL CALLS MADE FROM THEIR ROOM PHONES**, and are responsible for all costs incurred by the use of their telephone. Keep your door locked if not in your room. Placing collect calls to and accepting collect calls at Hiram College is forbidden. Placing third party calls from any phone, charging the call to any Hiram College phone is also forbidden. Students who engage in any type of telephone abuse, vandalism or theft, participate in the attempt or placement of harassing, menacing, or obscene phone calls, or engage in any form of credit card, authorization code, or toll charge abuse are subject to criminal prosecution and/or College judicial charges. Students attempting new dialing schemes and patterns will be referred through the Hiram College judicial system.

## Identification Card (ID)

Your ID is designed to provide multi-purpose services;

- Access to Residence Halls ( If residential student)
- Access to Dining Services
- Bookstore
- Access to Library
- Access to Card Accessed areas if permitted

The first ID is free to all students. Lost or stolen cards should be reported immediately to the



Office of Campus Safety in person or by phone, (330) 569-5188, during business hours. Students losing their ID card will be issued a temporary card for 48 hours from Campus Safety. If the temporary card is not returned within 48 hours, the temporary card, and the original card will be disabled. A new ID will be automatically made to replace the other card. The student will be billed \$25 for the new ID, and \$25 for the non-returned temporary ID replacement (added to student bill). The \$25 for the ID replacement is non-refundable, even if the original ID card is eventually found. Those who present the ID card that has clearly broken through normal wear and tear or whose chip/magnetic strip no longer functions will be issued a new card at no charge, so long as the previous ID is forfeited.

Your ID card is not transferable and any misuse, alteration or fabrication of the ID card will subject the holder to disciplinary action by the College. Your ID Card is to remain in your possession at all times and must not be

given to another person except for an authorized College official; ID Cards must be presented

upon request of any College official, Residential Education staff member, or law enforcement officer.

Do not affix stickers or other items to your ID Card. Do not punch a hole in your card. To extend the life of your card, please handle it carefully. Do not use it as a tool (i.e., do not scrape ice from your windshield with it). Store your card in a protective sleeve or wallet. Do not store your card with keys or other items that could scratch or bend the card. Do not place your ID Card on any magnets or near the speaker portion of any electronic device, this could deactivate the magnetic strip and lead to a replacement fee.

## Transportation

Shuttle service is offered as a limited transportation option at the beginning and end of each semester and for the spring, Thanksgiving and winter breaks to students who need to be picked up from, or taken to, the Cleveland airport. There is a fee of \$15/each way per person. Students are notified by Hiram email about dates and times in order to make a reservation with the Office of Residential and Commuter Education (ext. 5232.) Reservation and payment are due at least one week in advance to take advantage of the service and space may be limited. All transportation services are subject to the availability of college vehicles and certified college drivers. This service is provided free of charge for **FIRST-YEAR STUDENTS** arriving in Hiram at the beginning of their Fall Semester with reservations.

If you have any other transportation needs (reserving a college vehicle, becoming a certified college driver, etc.) please contact the Transportation/Fleet Department at 6035.



## Parking Policies

Students are required to register any and all vehicles which may be parked or driven on campus. Parking on campus is available to valid permit holders on a first-come, first-serve basis. Students are required to have a valid permit properly displayed in their vehicle by September 13, 2010. Parking passes are non-transferable **for residents and commuters**. Any student who misuses or shares an authorized permit or who forges a parking permit may

result in judicial referral and may result in the loss of parking privileges on campus property. The college reserves the right to limit the availability of the number of parking permits to be issued.

### **Buy a Permit**

Hiram College issues student parking permits through The Permit Store ([www.thepermitstore.com](http://www.thepermitstore.com)) and type in Hiram College as your location. Permits for each academic year are available 24 hours a day, 7 days a week beginning August 1<sup>st</sup> of each academic year. Permits are not assignable, refundable, and may not be sold.

You are required to register the permit with your college e-mail address (if you already obtained a college e-mail address) and provide your cellular number in case of an emergency. When your transaction is complete, print your temporary permit and display the permit on the dashboard of your vehicle.

Your permit will be mailed to you within two weeks. Contact Campus Safety if you do not receive your permit within two weeks. Vehicles with expired Temporary Permits will be ticketed and will be responsible for the cost of that ticket.

### **Display the permit**

All Permits **must be affixed** to the driver side of the front windshield, lower left corner. Temporary permits must be placed on the driver side of the dashboard with the printed side displayed. Improper placement of your permit may result in a citation.

*Note: The parking permit number identifies **YOUR** vehicle. If a permit is lost or stolen and you want to park on campus, you **MUST obtain** another permit at the campus safety office.*

### **Commuter Students & Weekend College Students**

Commuter and Weekend College students are not required to buy a permit if they do not plan to park on College property. An authorized parking permit must be purchased if you plan to park on college property (<https://www.thepermitstore.com>) or visiting campus safety during normal business hours. The vehicles must be parked in designated areas.

**Commuter and Weekend College students are not considered “visitors” and are not permitted to park in the “visitor” lot.**

### **Townhouse Residents**

Only Townhouse Tenants who have a townhouse parking permit may park in the Townhouse parking lot. The permit may be acquired at [www.thepermitstore.com](http://www.thepermitstore.com). The permit is free of charge but is still required of all townhouse residents.

Townhouse tenants must park in the townhouse lot ONLY and will be assigned a specific, numbered space by Residential Education. Any tenant who parks in other parking lots will be ticketed. Tenants are not permitted to park in any Visitor or Faculty/Staff Parking designated parking spots.

If a tenant wishes to let someone temporarily use their space, they must notify the Office of Campus Safety. If Campus Safety are not notified, the car will be ticketed.

If a tenant does not have a vehicle and wishes to allow another student to use their space for the academic year, the tenant, with the other student present, must complete a Townhouse Parking Space Transfer Form which is located in the Campus Safety office.

If a car is parked in the incorrect spot, record the license plate or permit number and contact the Office of Campus Safety during normal business hours at ext# 5188, (330) 469-4119 during evening hours or email Sam Adams at [adamsks@hiram.edu](mailto:adamsks@hiram.edu).

### **Registration Cost**

Residential Student:	\$65.95 per year
Commuter Student:	\$15.95 per year
1 day permit:	No cost
2 days permit:	No cost
Temporary Permit:	\$3 per week- 4 week limit (available in Campus Safety)
Summer Permit:	\$5.00

Vehicles parked on college property must display a current license plate. Vehicles without a current license plate will be considered abandoned and immediately towed.

All Vehicles must be parked within painted lines, and without obstructing parking in adjacent spaces, roadway or walkway access. Hiram College parking lots are not a storage facility, therefore, vehicles are to be removed during the summer unless a valid summer parking permit is displayed. Vehicles not registered for summer will be considered abandoned and towed. Vehicle owners are responsible for all fees associated with towing. Should your car be towed, please contact the Office of Campus Safety.

### **Coverage**

Hiram College does not assume any liability for any damage or losses occurring by or to motor vehicles on its property. Additionally, Hiram College will not assume responsibility or cost of Village issued parking tickets/towing for any reason.

### **Parking Area**

All Students and Overnight Student Guests Parking Lot

- Stadium Lot

- Gelbke Lot
- Light Plant Drive East- angled in parking
- Overlook Lot- small lot on Light Plant Drive behind Booth/Centennial, both East/West rows
- Quad South Lot
- Bancroft Lot
- Quad East lot for commuter students from 6:00pm-6:00am
- The Winrock spaces facing the Softball field
- The Tennis Court lot

Students are responsible for knowing what lots they are permitted to park in. Designated areas for Faculty-Staff and Visitors in the front of Coleman Center are not permitted for student coaches, residents, commuters or Weekend College Students.

**The College reserves the right to temporarily close and/or relocate parking venues due to repairs, weather and/or special events on campus.**

### **Faculty/Staff**

- Quad East Staff only lot
- Rear Centennial (Booth Apartment and Student Life Staff Only)
- Coleman Center Front Lot
- Miller Lot (Reserved for Student Life Staff and Physical Plant)
- Health Center Lot (Reserved for Health Center Staff, Chapel Staff, and Weekend College Students on class weekends)
- Gelbke Lot
- Dining Hall Lot (Reserved for Dining Services and Faculty/Staff)

### **Visitors**

- Kennedy Center Lot
- Limited spaces behind the Quad East Lot
- Teachout-Price Lot – Space next to loading dock reserved for Admissions Guests Only
- 305 Coleman Lot
- Health Center Lot (Health Center/Chapel business only)
- Garfield Meeting House Lot(Meeting House Guests by special permit only)

### **Parking on Village Streets**

Hiram Village ordinance does not permit vehicles to be parked on the street between 2:00 am and 6:00 am Monday through Friday (Sunday through Thursday evening). Failure to comply with this regulation could result in a village issued parking ticket and/or towing by the village. Payment of Village issued tickets can be done through a drop box in the Kennedy

Center entrance, or at the police department. Please note that there is an increase in the village parking ticket fee for tickets unpaid within 24 hours. Please Note: Campus Safety cannot accept payments of Village tickets or grant any appeals to Village ticket.

### **Fines and Penalties for Vehicle Violations**

Parking fines are fifteen dollars (\$15.00). Hiram College reserves the right to issue citations to vehicles in violation of parking policies; these citations, including parking permit number, vehicle description, and license plate number, will stay on record until the ticket is resolved. For registered vehicles, an email notification will be sent on the College-mail account when a ticket has been issued to your vehicle. Tickets are issued no more than every 24 hours for the same violation in the same space. If more than one ticket is issued, the vehicle owner should appeal the second ticket and it will be voided. Tickets unpaid or not appealed after fourteen (14) days will be assessed twenty-five dollars (\$25) in addition to the cost of the fine. A vehicle may be re-ticketed for the same violation if the violation has not been corrected by the next calendar day or if the vehicle has not moved. Students accumulating four (4) or more parking violations will be referred to the College judicial process. Possible sanctions imposed by Citizenship Education include loss of parking privileges. Any sanctions imposed by Citizenship Education are in addition to the parking fines owed.

### **Towing**

Hiram College reserves the right to tow a vehicle should a vehicle impede college activity, hinder access to a roadway, walkway, or building, cause a safety concern, parked in an area or in a manner that can damage campus grounds, in the event that a student's parking privileges have been revoked, or where otherwise posted as a tow away zone. Any vehicle towed from campus property will be towed at the owner's expense. If a vehicle needs to be moved, the Campus Safety Office will make reasonable attempts to notify the vehicle's owner, if the owner is known, to move the vehicle before towing. Such attempts will include valid telephone numbers and College e-mail. An exception to the prior notification courtesy is in any space that has a posted tow away zone.

### **Appeals**

To appeal a parking ticket, follow the directions printed on the back of the ticket. Wait 24 hours for a ticket to be processed. Then log into <http://www.scapay.com> and fill out the appeal form. Notification of the receipt of the appeal, and decision are sent out via email. Appeals must be received within 14 days of the original citation. Appeals received after 14 days are automatically rejected. All decisions on appeals are final.

### **Paying Tickets**

Tickets must be paid through <http://www.scapay.com> or in the Campus Safety Office within 14 days of citation. Unpaid tickets will be placed on your student account at the end of each semester.

### **Overnight Guest Parking Pass**

Overnight Student's Guests must park in Student Parking lots after you obtain a guest parking permit. One or two days permit is available at Campus Safety office (8am – 4 pm) and at Switchboard (4pm – closing). Three (3) days to seven (7) day permits are only available at Campus Safety office (8am – 4 pm). Each student is permitted a maximum of five (5) inconsecutive days worth of free Overnight Guest parking passes per calendar month.

One Day Permit	\$1.00
Two Days Permit	\$1.00
Three (3) days to Seven (7) days	\$ 5.00

Student Guest parking location:

1. Stadium Lot
2. Gelbke Lot
3. Light Plant Drive East- angled in parking
4. Overlook Lot- small lot on Light Plant Drive both east/west rows
5. Quad South Lot
6. Bancroft Lot
7. The 305 Lot next to Coleman Center (only as a designated over-flow lot when officially announced by the College).

Designated areas for Faculty-Staff and Visitors in the front Coleman Center are not permitted for overnight student guests. All guests must fill out the Guest Parking Pass Form which can be obtained on the Parking website, in the Campus Safety Office (8am-4pm) and at the Welcome Center (4pm-closing). Guest Parking Passes cannot be issued to current students. Guest permits are only valid during the date span indicated on the pass.

### **Medical Accommodation**

Students seeking a “special permit” for medical accommodation purposes must contact the Coordinator of Disability Services at the Health Center and fill out the necessary paperwork. The Coordinator of Disability Services will notify the Campus Safety Office of any accommodation and length thereof. These permits are valid only during the time span indicated by the Office of Disability Services, and are not valid in handicapped, guest/visitor, or reserved spaces. If accommodation is needed longer than the span indicated by the Coordinator of Disability Services, the student should request an extension from the Coordinator of Disability Services.

## **Handicapped Parking**

Anyone parking in a handicapped parking space must have a state issued handicapped license plate or placard in accordance with Ohio Revised Code 4511.69. A copy of the registration receipt issued by the Bureau of Motor Vehicles indicating that the handicapped placard is register to you shall be provided to the Campus Safety Office when purchasing a parking permit.

## **Loading/Unloading**

Loading/Unloading Spaces have been designated near each residence hall. Utilizing staff/visitor spaces will result in an automatic ticket. Loading/Unloading zone spaces require flashers to be left on and have a time limit of 15 minutes, unless otherwise posted. If all unload zones are full, students should wait for one to become available.

During opening or closing times, students loading or unloading their vehicle in a fire lane must keep their vehicle attended at all times. The fire lane between Miller and Whitcomb cannot be blocked at any time, for any reason, or for any length of time. The Campus Safety staff or the Residential Education staff will make reasonable efforts to inform students of procedure



regarding Loading/Unloading during opening and closing times. Loading/Unloading in a fire lane is at your own risk, and may result in a Village issued ticket/towing for any length of time. Cars loading/unloading must use flashers. Loading/Unloading vehicles is limited to 15 minutes to avoid a college-issued parking ticket. Please note that vehicles impeding emergency response are subject to ticketing and/or towing, or could be damaged by responding personnel.

## **Alternative Vehicle**

Students (having a valid permit) bringing an alternative vehicle on campus must download the form on Parking website or pick up the form at Campus Safety office during normal business hours. A free temporary ID will be issued based on the current information.

Temporary permits are only valid during the date span. Campus Safety will not issue any the temporary permit without the form or uncompleted forms.

### **Miscellaneous**

Parking or driving any vehicle on any area of College Property not designated for vehicular traffic is prohibited. In particular, the grassy area adjacent to the residence halls, practice fields, walkways, the Quad courtyard, and the athletic track. There are two one-way drives at the college that vehicles must adhere to. They include: Quad rear drive (enter by way of KC Lot, Exit by Quad South Lot), and Miller Lot (Enter by Whitcomb, Exit by Miller Dining Hall). The college reserves the right to close any lot at any time. Notice will be given to the community via email of lot closings. Vehicles remaining in closed lots are subject to towing. If an individual's vehicle becomes disabled (inoperable) on campus, Campus Safety must be notified immediately. If a vehicle is not removed or repaired within 48 hours, it may be subject to tow at the owner's expense.

### **Parking Notices**

All individual parking violation notifications will be sent to your College e-mail account. Campus-wide parking notices will be posted on the [home.hiram.edu](http://home.hiram.edu) & College mass E-mail.

## **RESIDENTIAL AND COMMUTER EDUCATION**

### **Residency Policy**

Hiram College is a liberal arts residential college. Students are expected to participate in the residential experience as an important part of their total educational experience. In addition to the learning that can occur from the opportunity to live with others who bring diverse experiences, cultures and values to a residence hall setting, on campus living also enhances the formal academic program. It is in the residence halls that students continue discussions started in class, share books from literature courses, and discuss current events in the context of political or economic theory. The residential experience enriches the academic experience. Living in the residence hall encourages the development of strong friendships, respect for others, individuality, and acceptance of diversity. Daily interaction with students of diverse backgrounds, values and lifestyles broadens the horizons of residence hall students in a manner consistent with the goals of a liberal arts education. It is because we recognize the significance of this living-learning experience that all Hiram College students are required to live on-campus unless they have permission from the Office of Residential and Commuter Education (RCE) to live off campus.



Exceptions to this policy may be granted for students who live within a 25-mile radius with parents and/or legal guardian, students over 23 years of age, students with physical conditions that our residence halls cannot accommodate, students who are married, students in a long-term committed same-sex relationship, and student teachers (during the period of student teaching). Students who will have achieved a senior status (minimum of 90 credit hours) by the end of the spring semester may request an exemption at the time of room sign-ups for the following year. The above list of conditions and exceptions is by no means comprehensive and circumstances may warrant individual consideration. Please contact the Office of Residential and Commuter Education to inquire about the process to move off-campus. You must go through the withdrawal process to avoid being charged for room and board.

## **Housing Obligation & Regulations**

### **Statement of Intent and Obligation**

Students who reserve a room in a Hiram College residence hall for the 2010-2011 academic year do so with the understanding that this reservation obligates them for the **entire year** and that living in a residence hall obligates them to purchase a Hiram College meal plan. Rooms are reserved for students that pay room and board to Hiram College. Residents of the Townhouse Apartments are not required to purchase the meal plan.

All students at Hiram College must sign a contract for room and board and submit a deposit, unless they have permission to commute. For the fall semester, a student may cancel his or her room and board contract upon permission from the College without loss of the deposit prior to June 1. After June 1, a room will be reserved for the student for the full academic year and the deposit becomes non-refundable. If a student should withdraw during the semester, refunds for the semester charges will be made according to the college refund schedule. A schedule of these refund amounts is available in the RCE or Student Financial Services. Students typically have 72 hours following a withdrawal to properly checkout with a RCE staff member. Failure to do so could result in a \$25 improper checkout fee and \$75 lock change if keys are not returned.

Townhouse Apartment residents must sign a lease agreement that covers the 10-month period of the academic school year. The required \$250 is not refundable under any circumstance.

Students understand that Hiram College reserves all rights concerning the entry and inspection of rooms by authorized personnel, assignments and re-assignments of residence hall rooms, and/or the termination of the contract.

Residential Education reserves the right to reassign or consolidate students based on room and space availability throughout the year. After any official withdrawal, room and board charges will continue until the student officially checks out and vacates the residence hall. The student understands that Hiram College is not responsible for the loss of personal property in any residence hall by fire, theft, electrical surge, or any other cause. All students should

have insurance for their belongings; please check with your parent's homeowners insurance to see if items are covered. Townhouse residents are encouraged to purchase Renter's Insurance as homeowners policies do not cover furnishings provided by Hiram College.



### **Individual Billing/Group Billing**

Students will be held responsible for any damage they cause to the College property or facilities beyond what results from normal use and will be charged accordingly. They are responsible for any damages caused by their guests. In the event two or more students occupy the same room and it cannot be determined which student is responsible for the damage, the assessment will be made against both. If the person(s) responsible for damage to any common rooms or facilities in the residence hall cannot be determined, an assessment will be made equally against all residents of the floor or hall.

### **Opening & Closing**

The RCE will determine when the residence halls open and close each year. Students will receive information on the specific days and times of hall closings. Halls generally open the morning before the first day of classes each term. Students may request to arrive early, and the decision rests solely with the Residential Education central office staff. A \$25.00 fee per night will be charged to students who are allowed to return before the official opening times (or stay after the official closing times). There is also an additional fee for those approved to stay over Winter Break. The RCE may provide interim break housing for students who desire to stay on campus during those times. The RCE reserves the right to limit the number of students staying over any given break, as space may be limited. Break Housing is a

privilege, not a right. Students should make appropriate arrangements by following directions supplied by RCE.



### **Room Changes**

Students who wish to change rooms must contact their Resident Assistant and complete a mediation session. Following the mediation session the students will be given a trial period to resolve their conflicts. After the trial period has passed students must contact their Resident Director and complete a mediation session with them. A trial period will again be given following this session. After the trial period has passed the Resident Director will determine if

sufficient effort has been made to resolve the issues and determine if a room change is necessary. Students who illegally change rooms may be required to move back to their original space and have their room change privileges revoked. Room changes are generally not approved during the first two weeks of each term and two weeks before housing sign-ups in the spring term. First-year students are required to live with first-year students for the first twelve weeks of their first semester.

### **Housing Freeze**

There are two periods of a "Housing Freeze" during which students cannot move. The first period begins August 1 through the first two weeks of the fall semester. The second is during the first two weeks of the spring 12-week term in January. During a Housing Freeze, room changes are not permitted. These freeze periods give RCE the opportunity to confirm residency in rooms/halls. In emergency situations, exceptions to this freeze period may be granted through the RCE Office.

Residents are able to change rooms during the majority of the academic year after following the necessary steps with the Residence Hall staff. If there is an immediate emergency (i.e. a threat of bodily harm to a roommate or a serious problem with the safety of the room), a room change can be granted during the housing freeze.

## **Room Consolidation**

Residents without roommates will be sent a consolidation letter from the RCE. The resident has the option to find a roommate on his/her own or stay where he/she is at the understanding he/she may be assigned/relocated at any time.

## **Housing Sign-ups and Lottery**

All rooms on campus will be available except those set aside as needed for medical accommodation, specialty housing options (requires application and approval before lottery), and incoming first year students (first year floors, and clusters on floors). Students will be grouped according to semester hours at the time of sign-ups. Any current seniors anticipating a need for housing the following year (i.e. a fifth year senior) must get prior approval from the Office of Residential and Commuter Education. Groupings will be announced via [home.hiram.edu](http://home.hiram.edu). Students are encouraged to double check their grouping, and ask questions BEFORE random lottery numbers are assigned. All questions must be received in writing to Residential and Commuter Education. Within each group, students will be assigned a lottery number selected randomly via a website. Once a lottery number is assigned, it is final for that individual. Lottery numbers will be posted on [home.hiram.edu](http://home.hiram.edu) and will be verified on housing selection night. Numbers cannot be exchanged or sold. The roommate with the better lottery number (lower lottery number) will “pull in” roommate(s) with a higher room selection number. Rooms must be filled to capacity.

Specific information about specialty housing (such as Bowler Hall, 2<sup>nd</sup> Gray Co-op, East Hall and the Townhouses) will be released before the lottery and housing sign-ups. Incoming student housing assignments are made based on compatibility, deposit date, and preference.

## **Roommate Bill of Rights**

A key to your enjoyment of living in our residence halls depends on the thoughtful consideration and common courtesy among roommates and neighbors, including:

1. The right to study free from undue interference (noise, stereo, guests, etc.) in one's room.
2. The right to sleep without undue disturbance from guests, roommates, etc.
3. The right to expect that roommates will respect one another's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from roommates.
6. The right to personal privacy.
7. The right to host guests at agreed upon times, and with the expectation that the guests are to respect the rights of the host's roommate(s) and other hall residents.
8. The right to expect reasonable cooperation in the use of the telephone.
9. The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect; and that it is acceptable, when any roommate feels it necessary, to involve a residence hall staff member in such discussion. The Residential Education Staff is available if you need assistance.

The college reserves the right to have authorized personnel enter any room, change or cancel room assignments in the interest of health, discipline, or other reasons, levy and collect charges, allow rooms to be used by other people during vacation periods, and assign any reasonable number of students to a room without adjustment in the room rate.

### **College-Reserved Rights on Room Entry**

It is the policy of the College to provide residents such privacy in their rooms as may be consistent with the basic responsibilities of the institution. The entry and search policy is intended to protect and serve the best interests of both the student and the College community.

#### General Entry Guidelines and Search Policy

Authorized College personnel may enter students' rooms:

1. to provide maintenance and general repair (note: when a maintenance request is made, implicit permission is given for the Physical Plant staff to enter a room);
2. in case of emergency or health risk
3. when fire drills are in progress to confirm that the room is vacant;
4. to provide for the health and safety of all residents;
5. to conduct Health and Safety Inspections that usually take place at the beginning of each break;
6. to turn off stereos, alarm clocks, and other equipment or appliances which are bothersome to residents when it has been determined that room occupants are not present;
7. to investigate, when reasonable cause exists, possible violation of College regulations occurring within the room.

Staff will knock before entering a room and will identify themselves. If the noise level is such that the staff member cannot be heard, the staff member will enter the room after a reasonable amount of time. If staff should enter a room and notice in plain sight evidence of a violation of College regulations, the staff may take evidence or contact Campus Safety to properly collect the evidence, and then refer the incident to the appropriate authorities. If an item is taken when a resident is not in the room, the resident(s) will be promptly notified. If the resident is not present for a search, there must be two staff members conducting the search. Any resident who believes this policy has been violated may appeal directly to the Director of Residential Education. Such appeal should be in writing and be presented within two days of the alleged violation.

Rooms may be searched when there is clear indication that established Code of Student Conduct or Health and Safety Regulations are being violated, and/or emergency situations make it necessary for a staff member to search a room for a particular item, e.g. prescription medication or a particular number or address. The staff conducting the search must have



reasonable cause. Normally, authorization to search will be obtained from the Vice President and Dean of Students or the Dean's designee, though verbal approval will be sufficient in emergency situations.

## **Community Living Standards**

Showing consideration for others and respect for the College and personal property are basic foundations of community living. The success of a residential community and the learning that takes place in this environment depends on the willingness of residents to accept responsibility for their behavior, decisions, and actions as community members. The following section contains the minimum standards the College has set forth to ensure that the basic goals and purposes of Residential and Commuter Education are met for all students. All College polices and/or Local, State and Federal Laws are in effect in Residence Halls at all times. Students who choose not to act responsibly and violate Residence Hall policies, College Policies and or Local, State and Federal Laws will be held accountable for their decisions.

### **Air Conditioners (Level I)**

Students who require air conditioners for serious health conditions must make appropriate arrangements and be approved through the Director of Student Health and the Residential and Commuter Education office (RCE). Students must provide documentation from their physician to the Director of Student Health with appropriate explanation of their need, including medical diagnosis. Once the student is approved for an air conditioner, residential education staff will contact the student via e-mail or phone.

All air conditioner units must meet the following criteria. All units must be free standing/portable units and must be no larger than 7000 BTU's and no larger than 6.5 amps. The unit shall require no more than 115 volts. The unit must be a self evaporating unit with no drainage hoses, tubes, or buckets required. It must be plugged directly into the wall outlet as extension cords are prohibited. **Storage for air conditioners will not be provided by the College.**

Please note: Students using unauthorized air conditioners without the proper approval will be issued a fine of \$100.00. The unauthorized air conditioner unit must be removed from the premises upon discovery or the unit will be confiscated. Recurrent use of an unapproved air conditioner will lead to judicial action taken against the student(s) involved. Self installation of air conditioners or parts into window openings will be subject to a fine of \$50.00. In addition, all repair and or replacement costs associated with damages to College property caused by the use of or the self-installation and/or personal property caused by the use of an air conditioner unit approved or not, will be the responsibility of the student using the air conditioner.

Window units that were previously approved for use prior to the inception of this revised policy will be allowed under the previous policy until the student authorized to use the unit graduates or until the unit is no longer functional.

All questions concerning air conditioners may be directed to the RCE office at x5232.

### **Alcohol (Level II)**

Alcoholic beverages are only permitted in the residence halls for those 21 years and older. Alcohol may only be consumed within residential rooms. It is prohibited in any public area at any time, including hallways. Alcohol can not be consumed, possessed or transported through Henry Hall, New Quad, 1<sup>st</sup> Peckham, 4<sup>th</sup> Peckham, 4<sup>th</sup> Dean, 3<sup>rd</sup> Whitcomb and 3<sup>rd</sup> Miller, and alcohol is not to be consumed in Bowler Hall on weeknights.

Alcohol is prohibited in rooms where all residents are under 21 years old, and the presence of such is a violation of the College Alcohol Policy. East Hall suites are considered underage unless every resident of the suite is over 21. In an East Hall underage suite alcohol is only allowed in a bedroom where all the residents are 21. If all the residents of the suite are 21, alcohol may also be present in the living room, kitchenette, and other areas of the suite.

### **Appliances (Level I)**

Only those appliances that are UL approved are allowed in the halls. Refrigerators may have a capacity of 3.2 cubic feet and draw no more than 1.5 amps. All appliances need to be used in student rooms or kitchenettes. Appliances with open heating elements, including, but not

limited to electric heaters, toasters, toaster ovens and hot plates are strictly prohibited in any part of the residence hall, including kitchenettes. Coffee Makers and George Foreman Grills may be used in kitchenettes.

### **Bicycles (Level I)**

Bicycles may be stored on bike racks provided or in student rooms. Bikes are not allowed in hallways, stairwells, public areas, or residence hall storage. Bikes found abandoned will be turned over to Campus Safety.

### **Bulletin Boards (Level I)**

Any Hiram College group wishing to post information on bulletin boards in the Residence Halls must do so on designated boards only (see Residence Hall Posting Policy). Ads in other areas will be removed immediately, and groups who repeatedly post in unauthorized areas may face loss of advertising privileges. Commercial or obscene material may not be placed on the bulletin boards. The RCE Staff requests your assistance in removing outdated posters to keep residence halls clean, and advertising is limited to one poster per bulletin board per event. Posting of hall-related information is at the discretion of the RCE Staff.

### **Entryways (Level I)**

Fire safety requires that a room's entryway must be clear in case of an emergency. Hangings, furniture or other items may not block the door in any way.

### **Extension Cords/Multiple Outlets (Level I)**

Use of extension cords are prohibited, connected directly to one appliance at a time. The only acceptable multiple outlets are UL approved fused power strips.

### **Fire (Level II or III)**

Each building has a heat and smoke detector system that will sound in case of a fire. If a fire is sighted, activate the nearest fire alarm using the nearest pull-station and evacuate the building. When an alarm is sounded, dress quickly and appropriately. Check to see if the door is hot or has smoke around it. If not, leave the building through the nearest exit. Shut the door tightly when leaving. If the door is hot or has smoke around it, stay in the room, proceed to the room window, signal those outside with a towel or similar item, and wait to be evacuated by firefighters.

When the fire alarm sounds, exit the building and proceed to the following locations: from the Quad and Booth/Centennial to the Kennedy Center Main Lounge; from Miller, Henry, and Bowler Halls to Whitcomb Main lounge; from Whitcomb Hall to the Miller Hall main lounge; from the Townhouses and East Hall to the Dining Hall. DO NOT remain in the courtyard or in the vicinity of the building. Remain in designated location until clear for re-

entry by Residence Hall Staff. **EVERYONE IS EXPECTED TO LEAVE ANY BUILDING WHEN A FIRE ALARM IS SOUNDED. FAILURE TO DO SO MAY RESULT IN JUDICIAL ACTION (Please see Judicial Policies in this book for further detail).** Each Residence hall room has a Fire Procedure sticker on the back of the room door. Students are encouraged to be familiar with the fire safety information.

In instances where an alarm has been sounded for no reason, Residential Education staff reserve the right to check hands of residents with a blacklight to determine if there is evidence of tampering with the alarms.

### **Flammable Materials (Level II or III)**

Students may not possess or store flammable materials, including but not limited to: live, cut holiday decorations including trees, wreaths, roping, etc., fireworks, or other explosive devices, flammable liquids, or any other materials determined to be hazardous by the RCE staff. Students may not possess or use candles, incense or incense holders.

### **Furniture (Level I)**

Each room is equipped with a phone, bed frames, mattresses, dressers, desks, and desk chairs. All college-issued furniture must remain in the original room at all times. Removal/possession of lounge furniture is prohibited. The College cannot provide on-campus storage for any items, and furniture may not be stored in public areas. Students are responsible for the condition of all furnishings when they move out of their rooms. Homemade lofts are not permitted in rooms where lofts are provided by the College.

### **Guests (Level I)**

A guest is defined as any non-student who visits a student or residence hall, or who makes contact with any Hiram student. Guests are expected to observe all college rules and regulations. Residents will be responsible for any policy violation that their guest is involved in and could face judicial charges for any such violations. All overnight guests must be registered with the floor's RA. **Guests may stay on campus for no more than three consecutive days and must not interfere with the residential community or the rights of roommates or other students. Children under the age of 16 are not permitted to be in the presence of alcohol while on campus. Children under the age of 12 are NOT permitted to spend an overnight at any time and babysitting is not allowed in residence halls.**

### **Hall Sports (Level I)**

Hallway activities that may cause disruption or harm to persons or destruction of property are prohibited.

## **Identification Cards (Level II)**

The Campus Safety Office will issue students an identification card for building access. Students may not lend this card to anyone and should notify their RA immediately if the card is lost or misplaced. Students will assume the cost for replacing the card. Students are given access to the building in which they reside.

## **Keys (Level II)**

The RCE will issue students a room key for their residence hall room. Students may not lend this key to anyone and should notify their RA immediately if their key is lost or misplaced. Students will assume the cost for replacing the lock and/or key. RCE staff will let students into their room if they are locked out. A small fee may be charged for this service. There is a charge for any keys not returned. Students may not duplicate any college issued keys. Unauthorized possession of a master key automatically results in removal of housing privileges. All students are required to return any issued keys from employment, clubs, etc. at the end of each academic year, when their employment ends, or when they leave the college, whichever comes first. Possession of keys beyond that time is considered theft of property. Any use of keys outside the role they are specifically given for is prohibited.

## **Lofts (Level I)**

The College provides the students living in Agler, Bowler, Booth, Dean, and Peckham Halls, with loft-able beds and homemade lofts are prohibited in these areas. In other areas students assume responsibility for any lofts/bunk bed construction they undertake in their rooms. Students are required to build lofts that incorporate existing bedsprings and mattresses in their loft's design. Lofts may not be constructed to interfere with doors or windows and they may not rest on any college furniture.

## **Occupancy (Level I)**

To determine the maximum occupancy in a room at any time, multiply the number of maximum college occupancy by four. That is, the maximum number of people in a single room is four, in doubles, eight, and in triples, twelve. In East Hall, multiply the number of residents in the suite by two. Residents assigned to a particular room are responsible for keeping that space within occupancy limits.

## **Quiet/Courtesy Hours (Level I)**

It is expected that students will monitor the level of noise that they are producing and/or which is emitting from their rooms. This includes personal noise, as well as noise produced from audio equipment. Excessive noise, which interferes with the normal activities of others or the normal functioning of the College, cannot be permitted. Speakers are not to be played through open windows or on the exterior of the residence halls.

Courtesy Hours are 24 hours a day/7 days a week. Noise should be kept to a minimum. A person should be able to study or sleep without the noise of others interfering. Audio equipment should not be heard clearly through a closed door. Group discussion should take place in main lounges or in a private room. If a person makes a reasonable request for others to lower their noise, it should be met by a reasonable response.

The Quad, East, Bowler, Whitcomb, Booth & Centennial

Sunday through Thursday 9:00 pm – 9:00 am

Friday and Saturday 1:00 am – 9:00 am

Miller Hall, Henry Hall

Quiet Hours are in effect 24 hours a day, 7 days a week.

**All Residence Halls will observe 24-hour quiet status for final exams. Students will receive notification of those periods from RCE. Students who violate others' rights during these periods could face automatic fines, beginning at \$50 and increasing based on both the severity and frequency of such occurrences.**

### **Painting (Level I)**

Students may **not paint anything in their rooms or in the hallways or on their doors**. If a room needs to be painted, please contact the RCE Staff member for your hall.

### **Pets (Level I or II)**

Animals that make excessive noise or create unpleasant or unsanitary conditions will not be permitted. Small animals such as gerbils and guinea pigs that are confined to small cages are acceptable. Ferrets, cats, dogs, snakes, spiders, birds, or rabbits of any size are not permitted. Pets are not permitted to roam freely inside or outside residence hall rooms. Fish aquariums must be no larger than 20 gallons. All pets must be registered through your RCE staff. The RCE reserves the right to require the removal of any animal if there are problems associated with it.

### **Propping Doors (Level I or II)**

For the purposes of safety and security, exterior doors should not be propped at any time. Students should also refrain from pulling exterior doors open without using their ID, which damages the door mechanism and will lead to judicial action.

### **RCE Posting Policy**

#### **Building Exterior**

Nothing may be posted on the exterior of the Residence Halls. This includes, but is not limited to porches, doors, exterior windows and pillars. The Residential & Commuter

Education office, for special college sponsored events, may give approval for temporary exceptions (such as Move-in Day).

### Residence Hall Public Areas

Residence Hall public areas include, but are not limited to, walls, porches, hallways, lounges, parlors, restrooms, laundry rooms, computer labs, stairwells, doors (see room décor posting policy for more information) and kitchenettes.

Postings in the windows of interior and exterior doors are reserved for Residential Education staff and RCE-related information (move-in day, break information, etc.) only.

Any Hiram group or outside group may post information on the general bulletin boards or clearly designated areas. These posting must be in compliance with college policies, (see posting in public areas for specific information). Any group wanting to post flyers beyond the general bulletin boards is at the discretion of RCE. Posting must be turned into the Office of Campus Involvement. If approved, posting will be stamped and hung by staff where space permits. Posting of hall-related information is at the discretion of RCE Staff.

### **Room Decor (Level I)**

Rooms must be maintained in a safe and clean manner. Room doors, outside walls and windows are considered public space, although students may be held responsible for those spaces. Dry-erase/cork boards are provided outside all residence rooms. Posting on residence hall room doors is permitted on all doors except those with “fire doors” specifically prohibited by the Ohio Fire Code (Bowler, all of Peckham & Dean, and Booth-Centennial room doors). No posting should be permanent (i.e. stickers, permanent marker, writing on the cork, etc.). Residents are responsible for the removal of writing on their room doors and in the near proximity of their rooms. If the student does not remove the writing within 24 hours of notification, Physical Plant will be notified and the residents will be charged for the removal. Students may not post items in the hallways next to their doors (see Residence Hall public area postings policy).

Although room décor and postings are a matter of personal taste, Residential Education reserves the right to remove any decorations, items or postings that are determined to be a fire hazard (such as non-fire retardant cloth or blankets hung from ceilings or used as curtains), in violation of community standards or create a hostile environment using the reasonable person standard in public area or on room door.

### **Sales/Solicitation (Level I or II)**

Solicitation of any kind in the residence halls or classrooms is specifically forbidden. Sales and/or solicitations are permitted only in designated areas on the Hiram College Campus

such as the Kennedy Center and the Dining Hall. Running a business from your residence hall room (including but not limited to mail order businesses, technical support, phone businesses, or services such as haircuts, manicures, and pedicures) is prohibited.

Requesting organizations or departments are responsible for getting approval from the Director of Campus Involvement, and for reserving the desired space through Campus Involvement and the Special Events office. Hiram College reserves the right to deny sales/solicitation privileges of matter that contravenes the vision, or mission of Hiram College and/or threatens the health and safety of the Hiram College community as determined by the administration.

### **Satellite Dishes (Level I)**

As per posting policy, nothing is to be hung on or outside of any Residence Hall building. This includes, but is not limited to satellite dishes or antennas of any kind.

### **Screens (Level I)**

The removal of screens is strictly prohibited. In the unlikely event of a missing/fallen screen, notify Residence Hall Staff immediately.

### **Senior Celebration (Level II)**

Non-seniors must leave campus when the second semester ends. Students without permission from the RCE who are found on campus or at Senior Celebration functions will be fined \$50 per day. Senior Celebration functions are for members of the Senior Class only. No non-seniors, including those on campus with permission may participate in Senior Celebration activities.

### **Smoke Detectors (Level II)**

Students may not tamper with or disassemble smoke detectors in rooms or public areas of residence halls. *Minimum* sanctions for fire safety violations will be disciplinary probation for at least one semester and a fine of not less than \$100. The sanction and/or fine will be based on the circumstances of the individual case. If a battery runs low, please notify Residence Hall Staff immediately.

### **Smoking/Tobacco Use (Level II)**

All residence halls are designated non-smoking. Students or their guests may not consume tobacco products of any kind in the residence halls or outside within thirty feet of a residence hall (including hookahs, pipes, and other smoking instruments). Residential Education reserves the right to remove students from those areas if students cannot follow the guidelines. Smokers are encouraged to use common courtesy at all times; smoke thirty feet away from windows and entrances of halls, and use designated ashtrays. Smoking in the

building is considered a fire hazard as well as a health hazard, and a fine of \$100 is imposed for all fire safety violations.

### **Trash/Cleanliness Standards (Level I)**

Students are expected to maintain a reasonable standard of cleanliness in all living areas, including the disposal of all personal trash. Dumpsters are located near each hall. Trash may not be left in the hallways or other public areas, nor should students dispose of room trash in public area trash containers, especially those in bathrooms, lounges or kitchens. Students are subject to fines and/or loss of privileges if trash is left in public areas.

### **Waterbeds (Level I)**

Waterbeds are not permitted in residence hall rooms.

### **Maintenance and Cleaning**

The RCE staff works with Maintenance and Housekeeping to provide a clean, safe and secure environment. If something breaks, the RA can turn in a work order to the Resident Director office. A member of the Physical Plant staff will repair the problem as soon as possible. Students are not charged for normal wear and tear. In the case of an emergency, contact your residence hall staff immediately. After hours, contact the hall staff as soon as possible. Housekeepers will clean hallways, lounges, and bathrooms daily. Students are responsible for cleaning their own rooms. Each hall staff has vacuum cleaners available for students to borrow. Students are expected to pick up after themselves in all public areas.

Townhouse Apartment residents should contact the Resident Manager, extension 5232, during normal working hours (8:30 – 5) to report maintenance issues. To report emergency repair issues after 5 pm on weekdays and weekends, contact the Resident Manager at 330-569-4024.

### **Residence Hall Safety and Security Measures**

Residence halls have card access for exterior doors. Students use their college issued identification card to gain access to their residence hall. Residence Halls are locked 24 hours a day, however with your ID card you may gain entrance into your residence hall. Students visiting other residence halls should use the exterior phones to contact the student they are visiting.

Exterior doors are not to be propped. This could set off an alarm, and the hall staff is immediately notified. Propped doors jeopardize the safety and possessions of all students. Students should also lock their room doors at all times. Hiram College does not insure the property of residents, so students are encouraged to carry personal insurance on their

belongings. Many homeowners' policies will cover such belongings; students and families are encouraged to check their policies.

In addition to Resident Assistants, and a Professional Residential Education Staff member, Safety Officers are on duty each evening and can be reached by dialing "0" from any campus phone. Dialing 5414 is for police, fire, and EMS. There is no 911 service in Hiram. If you dial 911 your call will go to the state highway patrol. While assistance will still be received, dialing 5414 directly will result in a more immediate emergency response.

There are ten exterior emergency phones directly linked to the Hiram Police department. The phones are yellow and are self lit, or in well lit areas. These phones can be used in emergency, or to request an escort from your vehicle. Community members should be familiar with the locations of these phones. They are:

- Light Plant Drive, directly between Price Gym and the Quad
- In front of Booth Hall
- In front of Bowler Hall
- Between Frohring Music Hall and Hinsdale
- In Martin Commons near Hurd Gardens
- In front of the Fisher All-Faith Chapel and Meeting House
- Eastside of track between football and soccer fields
- Northwest of track between football field and the stadium lot
- In the 305 Coleman Lot
- Gelbke Walkway

## **Tornado**

In the event of a tornado or tornado warning, the Hiram Police Department will sound the warning sirens. Students are to go immediately to the lowest level possible of the building they are in. Students should gather in an interior hallway, away from windows, doors or other glass. Staff will clear the buildings as much as possible under the circumstances.

The warning siren will be tested every Saturday at noon and produce a 30 second tone. In the event of a severe storm, or if a tornado has been sighted, the siren will be activated and will sound for 3 minutes, residents should then seek shelter and remain there until the siren has been reactivated and sounded for 30 seconds.

*Recommended locations for safe areas in the Residence Halls include: the hallway of the Peckham basement in the Quad; first floor of Peckham/Dean, first floor of Agler; New Quad hallway; basement hallways opposite of window side in Booth/Centennial; first floor hallways and hospitality kitchen in Bowler; the first floor computer lounges and second floor restroom and lounge in Miller and Whitcomb; second floor restrooms and lounge in Henry; first floor bathroom or kitchen in Townhouses; and Forum or lower stairwells in East Hall.*

# JUDICIAL POLICIES

## **Guidelines for Responsible Student Behavior**

The College has the responsibility and authority to establish standards for student conduct and campus life. The College will not condone violations of Local, State or Federal laws, nor will it support conduct detrimental to students or the college. As responsible members of the community, Hiram College students are expected to maintain the College's standards of academic and social conduct, and are responsible for knowing the published regulations and policies of the College.



These community living standards were established with student representatives and staff in an effort to clearly outline the standards of appropriate conduct expected within our campus communities. These guidelines express expectations of student behavior, convey a respect for residential living, and provide for protection of individual rights.

The objective of the judicial system at Hiram College is to further student development and enhance the academic experience. While accountability for behavior is emphasized, sanctioning is not based on punitive ideals – our process is intended to be educational. Hiram College's judicial system is not a legal one, and therefore the standard of proof is different than in a court of law. In all hearings the standard of proof revolves around the “reasonable person” standard: what would a

typical member of the Hiram community assume happened in this instance?

It is impossible to write a code of conduct that takes into account every kind of behavior—the regulations listed here are not to be construed as all-inclusive. Hiram College reserves the right to discipline, to suspend, or to dismiss any student or disband any organization that seriously threatens the well being of individuals or the College. Before action is taken, all

judicial and appeal procedures will be followed except in rare cases where the possibility of imminent danger exists.

A student's enrollment is both evidence and a pledge that the student accepts the regulations of Hiram College and agrees to abide by them. Conduct that interferes with others' abilities to secure an education, enjoy a recreational event, or reside in an environment that is clean, quiet, and conducive to study is prohibited. The College reserves the right to administratively withdraw any student who refuses to adhere to the standards of the institution.

## College Jurisdiction and Civil Law

The College's jurisdiction and discipline shall be applied to conduct which occurs on College property. This also includes College-sponsored academic study trips occurring within and outside the United States, College outings/excursions, or any behavior which otherwise adversely affects the College community. College disciplinary proceedings may be instituted against a student charged with a violation of federal, state, or local law that is in violation of



the Student Code, even though civil litigation or criminal prosecution in court is pending. Proceedings under the Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings. When a student is charged with a felony by federal, state, or local authorities, the student will be required to have a conference with the Vice President and Dean of Students; and, if it is determined that the offense is relevant to the Student Code, then

disciplinary action may be taken. The prosecution of an action by a local, state, or federal entity does not invoke double jeopardy or in any way preclude the subsequent judicial action for the same offense by the College. Similarly, any action by the College does not preclude subsequent action by a local, state, or federal entity. **The College's judicial system is designed to be educational, and, as such, has different goals than the criminal or civil system.**

## Statement of Student Rights

It is hoped that if one student infringes upon the rights of another, those individuals will work together in an atmosphere of mutual respect to resolve their differences. However, for a variety of reasons, there are times when students, faculty or staff choose to file an incident report as a means of resolution. In an effort to respect every individual's right to a timely

resolution of all judicial matters, cases will be resolved as quickly as possible. In most instances, cases will not be heard alleging violations of policy that occurred more than 30 days prior to an incident report being filed. Hiram College may reserve the right to pursue judicial action even in cases in which a student has declined to do so.

Under normal circumstances, no judicial meetings will be held when the college is closed (i.e. during summer) or during finals periods. Those cases occurring directly before or during a finals period will be heard at the start of the next term.

## **Judicial Procedures**

Every incident report written is filed with the Office of Citizenship Education located on the second floor of Bates Hall (above Hayden Auditorium and next to Drury Hall). Incident reports are usually filed electronically by a Resident Assistant, although anyone (student, faculty, or staff) can write an incident report and submit it electronically or on paper. The Coordinator of Citizenship Education reads the report and assesses whether a regulation in the Handbook has been possibly violated, and if so, which judicial officer or body should hear the case. ***Failure to make/keep an appointment with the requesting Judicial Officer will result in cases being heard in absentia based on the information and/or documentation available at the time of the hearing.***

The following judicial officers can hear cases:

***Resident Directors*** – (Typically Level I Violations such as noise/quiet hours and occupancy).

- Within a reasonable amount of time (usually five business days) of a report being filed, student(s) will be notified of the allegation and receive a copy of the Incident Report, with a request to schedule a hearing.
- The student(s) must coordinate a hearing with the RD within three working days.
- RD will hear all parties and determine a student's responsibility or non-responsibility. If the student is found responsible, the RD will decide upon the appropriate sanctions.
- After meeting with all students involved in the same hearing, the RD will notify student(s) in writing, usually within five working days.

Typical range of sanctions for Level I violations might include written warning, required program, restitution, community service, reflection/research paper, and/or written letter of apology. Sanctions escalate with repeat offenses.

***Community Council*** – (Typically Level II Violations such as alcohol and discourtesy to a staff member. Community Council also hears cases involving student organizations).

- Within a reasonable amount of time (usually five business days) of a report being filed, student(s) will be notified of the allegation and receive a copy of the Incident Report, with a request to schedule a Community Council hearing.

- The student(s) must coordinate said hearing through the Citizenship Education office (ext. 5232) within 3 working days.
- The Community Council will hear all parties (individually) and determine a student's responsibility or non-responsibility. If the student is found responsible, the Council will decide upon appropriate sanctions and make recommendations to the Coordinator of Citizenship Education.
- The expected duration of a case is 20 minutes, depending on the nature of the alleged incident.
- Students have the option of accepting responsibility (in writing) and having sanctions assigned in absentia.
- Student(s) will be notified of the decision in writing, usually within five (5) working days.

Typical range of sanctions for Level II violations might include a written warning, required program, restitution, community service, reflection/research paper, alcohol education seminar, written letter of apology, mandatory relocation to another Residence Hall, disciplinary probation, fines, and/or Residence Hall suspension. In rare cases Community Council can recommend suspension from Hiram College. Sanctions escalate with repeat offenses.

The Community Council is comprised of students representative of the Hiram College Community who are dedicated to taking an active role in developing a positive campus environment. Members participate in an initial training period (approximately 6 hours) followed by weekly meetings to hear cases and to continue to address training issues. All members will be trained as chairpersons, and each member will have the opportunity act in that role on a rotating basis. A minimum of three and a maximum of five voting members must be present in order for a case to be heard. The Council will meet twice each week as needed. **Excluding academics, Community Council hearings supersede all other college activities. For a description of the Community Council Hearing Procedures, please refer to Appendix 1 at the end of this section.**

***Coordinator of Citizenship Education*** (Typically Level III Violations such as drugs).

- Within a reasonable amount of time (usually five business days) of a report being filed, student(s) will be notified of the allegation and receive a copy of the Incident Report, with a request for a hearing.
- The student will be required to attend a scheduled hearing within three working days.
- The Coordinator of Citizenship Education will hear all parties and determine a student's responsibility or non-responsibility. If the student is found responsible, the Coordinator of Citizenship Education will decide upon appropriate sanctions.

- After meeting with all students involved in the same hearing, student(s) will be notified in writing, usually within five working days.
- In some cases, one or two other members of the Student Life staff will be called in to serve as hearing officers.

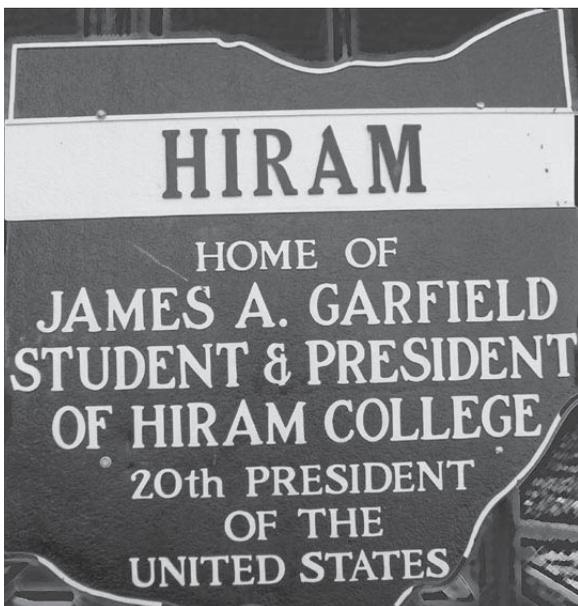
Typical range of sanctions for Level III violations might include restitution, community service, reflection/research paper, required counseling, alcohol education seminar, written letter of apology, loss of campus services, mandatory relocation to another Residence Hall, disciplinary probation, disciplinary probation with restrictions drug education seminar, fines, denial of access to Residence Halls and Campus buildings, Residence Hall suspension, disciplinary suspension and/or expulsion. Sanctions escalate with repeat offenses.

***Campus Judicial Board*** – (Typically Level IV Violations such as sexual misconduct and infliction of bodily harm).

The Campus Judicial Board is comprised of one faculty, one student (a representative from the Community Council) and one staff member. All Board members participate in an initial training period and are called to serve on the Board on a rotating basis. The Campus Judicial Board will hear all parties and determine a student's responsibility or non-responsibility. If the student is found responsible, the Board will then decide upon appropriate sanctions and make recommendations to the Vice President and Dean of Students.

In cases requiring a Campus Judicial Board hearing, the student(s) involved will be informed about the Board's procedures and the Board will be convened as soon as possible. The Coordinator of Citizenship Education or designee will act as the liaison between the students involved in the case and the Board. This will include preliminary explanation of procedures, presence at the Board hearing to ensure fair procedure is adhered to, and notifying student(s) of the outcome of the hearing. Each student filing a complaint and each student named as an alleged violator will be permitted to bring one support person with him/her to the hearing. Witnesses may also be called during the hearing, although the Judicial Board reserves the right to determine which witnesses will be heard. If a student chooses to have an attorney as his/her support person, the Coordinator of Citizenship Education must be notified 24 hours prior to the hearing in order that the college may decide to have its legal counsel present. Judicial Board hearings are confidential and closed. **Excluding academics, Board hearings supersede all other college activities.**

Typical range of sanctions for Level IV violations might include restitution, community service, reflection/research paper, required counseling, alcohol education seminar, written letter of apology, loss of campus services, mandatory relocation to another Residence Hall, disciplinary probation, fines, denial of access to Residence Halls and Campus buildings, Residence Hall suspension, disciplinary suspension, and/or expulsion. Sanctions escalate with repeat offenses.



## **Conflict of Interest**

All judicial officers, including Community members and Judicial Board members, are under obligation to declare conflict of interest, should such conflict affect their ability to be a subjective hearing body. Where warranted the Coordinator of Citizenship Education can appoint another person to serve as a judicial officer.

## **Confidentiality and Parental Notification**

Disciplinary action is, under most circumstances, confidential. The College reserves the right to notify parents or guardians of dependent students of judicial

sanction(s) that may result in residence hall dismissal, disciplinary probation, suspension, or expulsion. Parents or guardians, faculty advisors, and/or coaches may receive notice of disciplinary action any time it is deemed to be in the best interest of the Hiram College community.

Specifically, parents or guardians will be contacted:

1. When an alcohol violation is involved.
2. When the possible result of a judicial hearing could result in residence hall dismissal, suspension, or expulsion from the College.
3. When the College is aware of any legal proceeding going on concurrent to the Hiram judicial process.
4. When a judicial matter threatens the health and safety of any student.

Parents or guardians will be contacted by someone in the Student Life office, usually the Coordinator of Citizenship Education, to make sure the parents are aware of the situation, notify them of possible consequences, and respond to questions.

## Appeals Criteria and Process

Students have the opportunity to appeal any judicial decision based upon the following grounds:

- 1. *New Evidence*** — information or evidence which was not available at the time of the original hearing and which may affect the outcome of the case;
- 2. *Failure to Adhere to Established Procedure*** — established procedures were not followed and these errors may have affected the outcome of the case.

If any of the criteria for appeals are met, students may appeal a decision *in writing* within three working days once the written decision is received. Any sanctions received in the original decision remain in effect while the appeal is being heard.

All written appeal materials must be submitted to the Coordinator of Citizenship Education, who will then take it to the appropriate person to hear the appeal. The written appeal must specify the grounds for the appeal.



Cases heard originally by the Resident Director or the Community Council may be appealed to the Associate Dean of Students. Cases originally heard by the Coordinator of Citizenship Education or a Campus Judicial Board may be appealed to the Vice President and Dean of Students. The decision of the respective appeals hearing officer is final.

If the criteria for appeal have not been adhered to, or are judged not relevant to the case, the petition for appeal will be denied. If the criteria for an appeal are judged to be relevant, a decision to hear the case again, change the sanctions, or drop the case completely will be made. The written response to an appeal will generally be given within five business days of the receipt of the written appeal. The College also reserves the right to re-hear a case based on new evidence being found that was not available at the time of the original hearing.

## Code of Conduct – Judicial Policies

(please also consult the Community Living Standards for Residence Halls)

**Alcohol** (Level II)— Any act that violates College or Residential Education policy on the consumption, possession, and advertising of alcoholic beverages.

- a. Underage possession and/or use (including “decorative” containers)
- b. Illegal Alcohol Beverage Container including, but not limited to, kegs, beer bong, and other common source containers. (\$100 fine per container will be charged in addition to other fines/disciplinary action)
- c. Abuse and/or Public Intoxication, which includes having a blood alcohol content of .08, not being able to perform basic functions, or using alcohol in a way other than it was intended (including mixing medications with alcohol use)
- d. Drinking Games – any game such as beer pong or caps that is set up and/or played, and has alcohol as a central component
- e. Supplying underage
- f. Consumption and/or possession in a public area (“open container”), including hallways, lobbies, and porches
- g. Consumption and/or possession in an underage area. (including “decorative” containers)
- h. Consumption/Possession during campus dry period or area (please see Residential Education Policies for a description of dry areas)

In February 2008 Hiram adopted new sanctions for alcohol violations listed below:

- a. **first offense:** \$100 fine and parental notification (with letter follow-up)
- b. **second offense:** \$200 fine; parental, coach and co-curricular advisor notification prior to hearing (with letter follow-up); educational sanction to be determined by Community Council (in most cases this will involve taking the online alcohol education class in a supervised setting)
- c. **third offense:** \$300 fine; parental, coach and co-curricular advisor notification prior to hearing (with letter follow-up); campus work hours to be determined by Community Council
- d. **fourth offense:** \$500 fine; parental, coach and co-curricular advisor notification prior to hearing (with letter follow-up); Judicial Board hearing with the strong possibility of removal from housing or academic suspension for a minimum of one semester

Community Council or the Coordinator of Citizenship Education has the discretion to add, or otherwise modify sanctions at any level depending on the severity of the incident, including mandatory alcohol assessments or other educational sanctions. If no further violations occur, a first offense may be expunged after 18 months. A student’s record will be expunged if no alcohol violations occur for 24 months regardless of how many violations have occurred.

***Damage to Property (Level II or III)***—Damage or destruction of property (including graffiti) belonging to the College, community member, or visitor. This includes pulling the locked exterior doors open without an ID, which damages the opening mechanism and automatically results in a fine of at least \$20.

***Discourtesy to a Faculty or Staff Member (Level II)***—Rudeness, profanity, insulting, and/or intimidating behavior on the part of a student when confronted by a faculty or staff member, including any member of the Residential Education staff, in the performance of duties.

***Dishonesty (Level II)*** – Lying to or willfully misleading any faculty or staff person that is conducting College business. In limited instances academic dishonesty cases may be referred to the student judicial process.

***Disruptive Behavior (Level II)*** -- Any act that disturbs the peace and tranquility of the College, including but not limited to throwing objects from/yelling out of/looking into windows, continued inappropriate noise making in a public area, moving College furniture out of designated areas, preventing others from studying or sleeping, or creating, in any way, a dangerous condition which may adversely affect the health and/or safety of community members (including oneself).

***Drugs (Level III)***—The possession, use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or illegal drug, or paraphernalia. See the College’s Drug Policy. A second drug violation of any kind will result in immediate suspension.

***Failure to Respond (Level II)***— Failure to respond to a staff member’s reasonable request. Withholding information in a judicial hearing is considered a failure to respond.

***Failure to Complete Required Sanctions (Level III)*** - Failure to complete any/all sanctions will result in an automatic, non-negotiable fine and/or additional conditions or requirements. Fines for failure to complete a sanction will start at \$50 and could be greater based on an individual case.

***Falsifications/Forgery of Records or Contracts (Level II or III)***

- a. Altering, counterfeiting, forging or causing to be altered, unauthorized duplicating, or falsifying any records, forms or documents used by the College, including, but not limited to photo ID/meal card, time cards, parking permit, drop/add slip, etc.
- b. Possession of a false state ID or Driver’s License in a College setting.
- c. Violation of contractual agreements between a student and the College, including judicial agreements/sanctions under this code.

### ***Fire Safety (Level II or III)***

- a. Tampering with fire equipment, including extinguishers and fire exit signs, smoke/heat detector, or automatic door closure or pull stations.
- b. Causing a false alarm.
- c. Setting an unauthorized fire in or on College Property.
- d. Possession of or using candles or using or possession of incense or incense holders. Exceptions may be made for those participating in college-sponsored events; permission must be obtained through the Director of Campus Involvement.
- e. Failure to evacuate during fire alarm.
- f. Blocking internal or external fire escape routes.
- g. Possessing or storing flammable materials, including but not limited to: live, cut holiday decorations including trees, wreaths, roping, etc., fireworks, or other explosive devices, flammable liquids, or any other materials determined to be hazardous by the Residential Education staff. Students may not possess or use candles (unless registered), or use or possess incense or incense holders.
- h. Smoking in any College building, including residence hall rooms and public areas.
- i. Possessing or using a fog machine or anything that creates excessive smoke.

*Minimum* sanctions for fire safety violations will be a fine of not less than \$100. Disciplinary probation will also be considered. The sanction and/or fine will be based on the circumstances of the individual case.

***Harassment (Level II - IV)*** — Inappropriate or disrespectful conduct or communication in any form, including, but not limited to harassment based on gender, race, ethnicity, or sexual orientation. Harassment can occur electronically in email, blogs, text messages, and web pages such as Facebook, MySpace, Twitter, etc. For more information consult the harassment and bias policy.

***Hazing (Level II – IV)*** -- Any activity that is expected of someone to join or continue to be a member of a team/club/student organization that humiliates, degrades, abuses or endangers them, or that violates the dignity of another person, regardless of intention or willingness to participate. Hazing activities may include but are not limited to forced consumption of any food, alcohol, drugs or any other substance, forced physical activity, deprivation of food or sleep, kidnapping, paddling, branding or shaving, wearing of apparel that is conspicuous and nor normally in good taste, singing on command in public places, and other activities that are not consistent with the policies outlined Student Handbook and Hiram College.

***Infliction of Bodily Harm (Level II - IV)*** — Infliction of bodily harm upon any person while on College premises or at a college-sponsored event.

***Littering (Level II)*** - -Leaving trash, debris, unwanted objects or accumulated personal items in public areas.

***Quiet/Courtesy Hours (Level I – II)*** – Excessive noise which interferes with the normal activities of others or the normal functioning of the College. All residence halls observe 24-hour quiet status for final exams.

***Sexual Harassment (Level IV)***— Any act that violates the Hiram College Sexual Harassment Policy.

***Sexual Misconduct (Level IV)*** — Any sexual act without the consent of the recipient. This includes sexual imposition using physical force, assault, threat of bodily harm, unwanted touching of a sexual nature, psychological coercion, including, but not limited to the abuse of a power relationship, and/or sex with someone who is under the influence of alcohol and/or drugs and therefore is unable to give willful consent.

***Skateboards/Scooters/Bicycles/Rollerblades (Level II)***—Riding indoors, using excessive speeds, stunt riding, or any other inappropriate use of bicycles, skateboards, and rollerblades is prohibited.

***Smoking/Tobacco Use (Level II)*** – It is prohibited to smoke in or around any Hiram College building, including residence halls. Students or their guests may not consume tobacco products of any kind in the residence halls or outside within 30 feet of a residence hall (including hookahs, pipes, or other smoking instruments). Violations of the smoking policy are considered fire safety violations and a \$100 fine will be imposed.

***Stolen Goods (Level II or III)***—Taking without permission, College property (including residence hall furniture in public areas) or property of any other person. It is also forbidden to sell, transfer, or receive any material believed to be stolen. Food taken out of the dining hall is considered stolen unless specifically permitted by dining hall staff.

***Student Identification (Level II)***

- a. Failure to submit identification to a duly authorized and properly identified College official. No student shall interfere with or give a false name/information, or fail to cooperate with any properly identified College personnel while these persons are performing their duties.
- b. Unauthorized use of student identification card by anyone other than its original holder (including lending or selling).
- c. Failure to possess a student ID at any time.

***Threat of Bodily Harm (Level II)***—Any implicit and/or explicit threat of harm or action, which may create a risk of harm to any person.

***Traffic and Motor Vehicle Regulations (Level II)***—Any act that violates the Transportation Policy or Student Vehicle Regulations. Individuals or student organizations can be held responsible.

***Trespassing (Level II or III)***—Gaining or attempting unauthorized entry (i.e. gaining access through windows, circumventing locking mechanisms in any way, etc.) or presence in a College building, office, room, and/or on College property (including unauthorized entry/presence during break periods). Students may be held responsible for hosting individuals who have been banned from campus and/or specific buildings.

***Unauthorized Use of College Computers (Level II)***

- a. Using any electronic mail or messaging system to send abusive, offensive, obscene, harassing, or otherwise inappropriate communications.
- b. Providing unauthorized facilities or services to the College network, such as filesharing programs like Ares, Limewire, Bearshare, and Emule. Please be aware that the RIAA does monitor the filesharing (such as music downloads) that goes on at schools across the country, including Hiram College.
- c. Any other violation of the Acceptable Use Policy outlined by the Computer Center. Please see the Computer Center’s web site for a detailed explanation of the Acceptable Use Policy.

***Unauthorized Use of College Telephones (Level II)***—Use of College phones, including main lines, without consent of those responsible for their control.

***Unauthorized Use or Possession of College Keys (Level II or III)***—Possession, lending, use or duplication of College keys without consent of those responsible for their control.

***Weapons (Level II to IV)***—Possession or use of firearms, weapons or explosives of any kind on College property or at events sponsored or supervised by the College or recognized College organizations are prohibited. This includes, but is not limited to, fireworks (firecrackers, cherry bombs, bottle rockets), dynamite, B-B guns or pistols, paintball guns, flare guns, air pistols, stun guns, knives, swords (sharp or blunt), martial arts weapons, ammunition/bullets, etc. Blades of pocketknives should be no longer than 2.5 inches.

## **Disciplinary Sanctions**

If a student is found responsible for a violation of the Code of Conduct or other regulations, a sanction will be issued by the hearing officers or board. Emphasis is placed on ensuring that students learn to make careful choices, take responsibility for their choices, and grow through their mistakes. Individual circumstances of a specific case will determine specific sanctions and can range from a verbal or written warning all the way to suspension or expulsion. Sanctions escalate with repeat offenses.

Failure to complete or comply with any sanction may result in further action taken by the College without the benefit of an additional hearing, and a fine of at least \$50 will be levied.

Any student who is suspended or expelled from the College, or from any event or activity at the College may be denied academic credit and/or financial reimbursement of any kind for the academic term in which the suspension or expulsion is invoked.

## **Interim Sanctions**

An Interim Sanction is a temporary administrative action taken only under serious circumstances when time does not permit the conduction of routine proceedings and immediate action is deemed necessary. The imposition of an Interim sanction is not a judgment and will not affect an alleged offender's case before the judicial body. This action is only taken when there is a strong reason to assume that failure to do so poses a threat to normal College functions and/or to the emotional or physical welfare of the student in question or to others. Academic work that is missed due to an interim sanction can be made up at the discretion of the professor.

## **Administrative Removal of a Student**

Situations may arise which require an immediate response, but which fall outside the normal purview of the College Judicial System. Students whose behaviors endanger themselves, or the health, safety, or rights of other members of the community, or are seriously disruptive to the educational process or mission of the College shall be reported to the Vice President and Dean of Students. These behaviors and situations may necessitate immediate removal from the College and residence halls by the Vice President and Dean of Students or his/her designee until such time as an appropriate intervention can be determined. In addition, parents and/or law enforcement authorities may be notified of the situation. Reinstatement to residence halls and/or the College shall be contingent upon appropriate conditions which may include but are not limited to evaluation and recommendations by medical and/or psychological professionals as well as a behavioral contract (please see Self-Injurious Behavior section for further details).

**Appendix 1**  
**Community Council Hearing Script**

Good Afternoon/Evening, <insert first name of student>. My name is \_\_\_\_\_ and I will be serving as Chair for this Community Council hearing, and I'll ask everyone present to introduce themselves at this time.

This is a meeting of the Hiram College Community Council held on <insert date>. The Council's purposes are:

- to insure that students' rights are respected and that community standards are upheld for everyone's benefit.
- to educate students about the responsibilities of living in a residential community
- to encourage students to take responsibility for their actions

I would like to remind the Board members that all that happens from this point forward is to be held in the highest of confidence once this hearing is adjourned.

The student in this case, <state name> is here for their alleged involvement in violating the following College Policy(ies):

*<insert policy violation(s) here>*

Do you understand the policies and the *alleged* charges being brought against you?

Please read aloud the honesty statement before you: (student reads the following statement)

**I pledge to tell the truth during this hearing and to reveal any information about this incident to the best of my knowledge. I understand providing misleading information or lying during this hearing constitutes a violation of the judicial policies in the Student Handbook.**

Thank you. Our purpose here is to determine what actually happened during this incident and to determine whether a regulation or policy was violated. We have reviewed the paperwork pertaining to this incident, and would like to hear your perspectives at this time.

(The respondent is heard at this time. Questions from the board members follow.)

Do you have anything else that you'd like to add that may help us in our decisions?

We will now deliberate, and a letter will be sent to you as soon as possible but usually within 5 business days regarding the Board's decision. If you are held responsible for this/these violation(s), sanctions will also be outlined in your letter. This Hearing is now adjourned, thank you for your attendance and cooperation.

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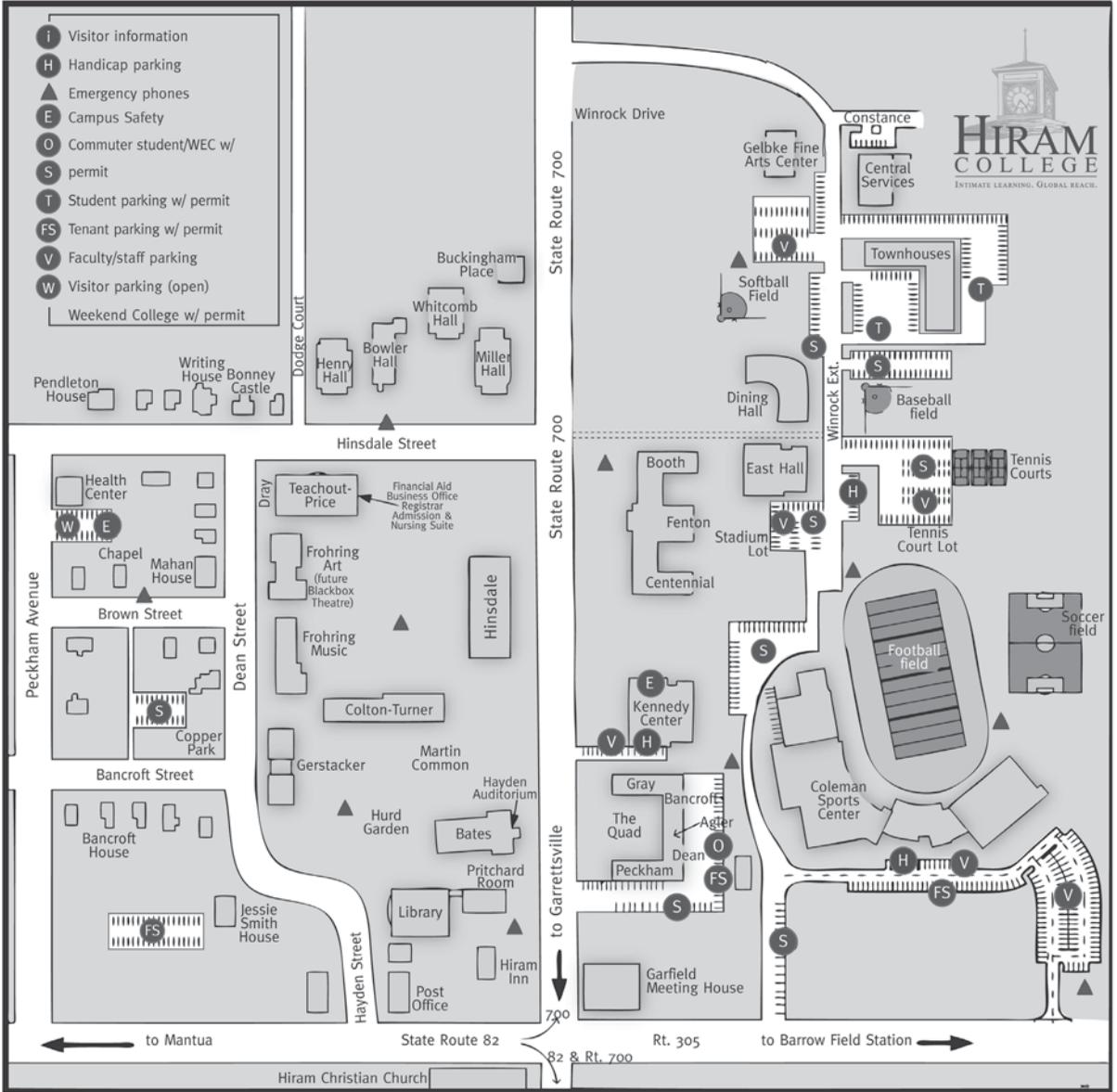
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