

OAKLAND CITY UNIVERSITY



STUDENT HANDBOOK

Contents – Revision Date: January 2022

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Welcome to OCU! – A Note from Brad Knotts, Associate VP for Student Life

As a member of the Oakland City University community, you join many students, faculty, staff, and alumni who will demonstrate genuine care about you as an individual and who will offer you their time and expertise. You can expect to matter at OCU and to have a variety of folks who will care about you and support you in your academic success and personal development.



Being a member of the Oakland City University community also comes with expectations of you. First and foremost, we expect you to take responsibility for yourself, your learning, your involvement, and finally, your success. Second, we expect you to contribute to our learning community. OCU offers many opportunities for personal development, social interaction, and spiritual growth. Participating in student activities, athletics, intramurals, Student Government Association, clubs and organizations, serving others through volunteer opportunities, and going on mission trips are just some of the many opportunities you will have that will help you develop transferable skills, friendships, and make your OCU years more memorable. Involvement in internship experiences can also broaden your awareness, spark life-long interests, and expand the skills you will offer future employers. Finally, your

involvement will ensure that the OCU community continues to deliver a quality experience that is often times, life changing.

The Student Handbook serves to familiarize all students with general information about Oakland City University's services, expectations, and policies. As an enrolled OCU student, it is your responsibility to understand and live within the expectations set forth in this handbook. While the OCU Student Handbook is comprehensive and applicable to all students, it is not an exhaustive attempt to identify every possible type of problematic behavior.

The Student Handbook may be altered by the university at any time. Whenever revisions are made to the Student Handbook, the university community will be notified. The most current version of the Student Handbook can always be found on the Oakland City University website.

I encourage you to always make wise decisions, both on and off campus, because the choices you make today, and tomorrow will help to shape the individual you become!

Again, I welcome you to OCU and hope you have an outstanding experience. Please stop by my office (the Office of Student Life, located on the main level of the Student Life Center) and let me know how I can support you in your academic and personal success!

Take care and God bless,

Brad

Bradley R. Knotts, M.S. Ed.
Associate Vice President for Student Life



OAKLAND CITY
UNIVERSITY

Mission Statement

“Oakland City University is a Christian faith-based learning community dedicated to the enhancement of intellectual, spiritual, physical and social development for positive leadership.”

Vision Statement

“To become a leading faith-based University that provides a Christian learning environment preparing students for service.”



OAKLAND CITY
UNIVERSITY

EMERGENCY PHONE NUMBERS

Fire, Police, or Medical Emergency **911**

Police - Non-Emergency 812.385.3496 extension 1

OCU Campus Police Department 812.749.1392

OCU Campus Security (5:30 p.m. – 1:30 a.m.) 812.664.7286

(5:30 p.m. – 1:30 a.m.) 812.664.7287

Chief of Police, Michael McGregor 812.749.1498

Area Hospitals:

Ascension St. Vincent (Evansville) 812.485.4000

Deaconess Gateway (Newburgh) 812.842.2000

Deaconess Midtown (Evansville) 812.450.5000

Deaconess Gibson (Princeton) 812.385.3401

Deaconess Clinic (Oakland City) 812.749.6187

The Deaconess Medical Clinic is located on our main campus, and the Office of Student Life can assist you in making an appointment to see a physician if you become sick (often same day appointments).

Oakland City University Student Life 812.749.1421

(during office hours)



Shaping Our Future

GENERAL INFORMATION: ALL STUDENTS

Come Grow With Us

Oak trees have been growing for many years on the campus of Oakland City University. Natural symbols of strength and steadfastness, these towering oaks remind us that the ultimate desire of our university is to grow quality students who will *go forth to serve* society. Oakland City University attempts to create an environment conducive to development in academic, spiritual, and social life. Our small size is a definite asset for personal growth, enabling individual students to get to know our administration, staff, faculty and other students on a personal basis.

This **Student Handbook** serves as an information guide for students. By becoming familiar with its contents immediately, the integration into the total life of the university community will be facilitated. We are delighted for each student who has chosen to COME GROW WITH US at Oakland City University.

Accreditation

Oakland City University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The School of Education is accredited by the National Council for the Accreditation of Teacher Education (NCATE) and is approved for teacher preparation and licensure by the Indiana Department of Education. Furthermore, the Chapman Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools. Also, the School of Business is accredited by International Assembly for Collegiate Business Education.

For further information, refer to the online version of the university catalogs at <https://www.oak.edu/academics/registrar-services/>

Philosophical Dimension

Oakland City University has inherited the spirit of freedom and responsibility which was an inescapable part of the Free Church tradition established by General Baptists who succeeded in 1885 in founding a denominational college.

The basic tenets of freedom and responsibility are in evidence today; Oakland City University strives to provide an intellectual, spiritual, and social atmosphere, in which students may share and develop their faith and character through individual awareness.

The development of the skills necessary for purposeful living and productive careers in an ever-changing world is acquired through an exploration of the liberal arts and career-oriented studies firmly established on the love of God and basic concepts of goodness.

Oakland City University is committed to preparing its graduates to face a demanding society with intellectual and practical skills, sensitivity to the needs of one's fellow man, and a deep commitment to one's Creator.

In its quest for truth, Oakland City University remains grounded in tradition, therefore realizing its responsibility to the denominational heritage and being ever conscious of its accountability to General Baptists.

In the university's efforts to maintain a keen awareness of the needs of its General Baptist constituency, it practices a Christian perspective, regarding differing viewpoints as a healthy framework through which to seek the truth.

Oakland City University Facts

Alma Mater

Verse One:

*Oakland City, Alma Mater
We thy praise will tell,
With thy noble halls of learning,
Thou has served us well.*

Chorus:

*Oakland City, Alma Mater,
We our voices raise,
In this song of love and honor
Loud we'll sing thy praise.*

Verse Two:

*Sturdy Oaks shall be the token
Of thy power to live,
To thy cause with love unbroken
We our pledges give.*

Chorus:

*Oakland City, Alma Mater,
We our voices raise,
In this song of love and honor
Loud we'll sing thy praise.*

Fight Song

ONWARD, OAKLAND!

*Onward, Oakland! Into the fight!
We will back you with all our might.
Fearless! Peerless! Hear us yell loud!
You're just the kind of team that sets off a crowd!*

*Onward! Oakland! Into the game!
You will win it - - you bring us fame.
Fame and honor in every way.
And be the heroes of the day.*

School Colors

*Columbia Blue,
Navy Blue, and
White*

Nicknames

*Mighty Oaks
Lady Oaks*

Mascot

Mighty Oak

MAIN CAMPUS OFFICE INFORMATION

Admissions – Murray Center, Room 303

The Admissions Department has the crucial role of recruiting new students to Oakland City University. The Admissions Department works closely with the Office of Student Life to ensure the transition to college is as smooth as possible for students. The Student Ambassadors, made up of current Oakland City University students, assist the Admissions Department in sharing the Oakland City University story.

Academic Affairs – Murray Center, Room 205

The Provost has the overall responsibility for the formulation and maintenance of academic policies, for the securing of faculty, and for the general academic counseling of students. The Provost is assisted by the deans of the schools and by faculty advisors.

The most current academic policies, including but not limited to those included in this handbook, are taken from the online undergraduate or graduate catalogs. The online catalogs supersede any and all academic policies referenced in this handbook. For further information, refer to the online version of the university catalogs at <https://www.oak.edu/academics/registrar-services/>

Academic Disputes

Students who experience academic problems or disputes (such as grades, cheating, plagiarism, instructor fairness, etc.) should first discuss them with their Instructor (Professor of Record), then with the Dean of the school, followed by the Provost. The student's Academic Advisor or the Associate Vice President for Student Life can act as advocates for students to help them navigate this process. A more detailed description of the process is below.

Grievance Policy and Procedures

Any student with a grievance against an instructor (professor of record) should first make a reasonable effort to resolve his or her grievance issue directly with the instructor. If, however, the issue is not resolved between the student and the instructor, the student can initiate the following steps:

Level 1

The student should submit a written appeal (grievance) to the Dean of the affected school.

The written appeal/grievance should consist of the following:

- the student's outline/account of the case, as well as an explanation of how the student made a reasonable effort to resolve the grievance with the professor;
- any supporting documents to support their grievance (syllabus, assignments, test and/or assignment scores/grades, emails, etc.); and
- the student's view of what would constitute a satisfactory resolution.

Time Limit: The student should email his/her written appeal to the Dean within ten (10) business days of the issue/incident. For final grade appeals, the student should email his/her written appeal to the Dean within ten (10) business days after the course ends and the final grade is posted.

Once received, the Dean will have ten (10) business days to meet with the student and the instructor in an attempt to reach a mutually agreeable decision. The dean will communicate to the student, via email, their response, along with any recommendations for resolution.

If the grievance is resolved to the student's satisfaction at the Dean level, the student should reply to the Dean's email, communicating that he/she accepts the proposed resolution. No further action is necessary and the matter (grievance) will be considered resolved.

If, however, the student's grievance is not resolved to the student's satisfaction, the student has three (3) business days to submit the written appeal to the Provost.

Level II

The student should submit (forward) the written appeal (grievance) to the Provost.

The appeal should consist of the following:

- the student's original outline/account of the case;
- the supporting documents;
- the student's view of what would constitute a satisfactory resolution; and
- the written response/recommendation from the Dean of the affected school.

Once received, the Provost will have ten (10) business days to hold a conference with the instructor and the student prior to making a judgment based on review of the conference(s), the documentation, and any other appropriate information available at the time of the review. The Provost will communicate to the student, via email, their response, along with any recommendations for resolution.

If the grievance is resolved to the student's satisfaction at the Provost level, the student should reply to the Provost's email, communicating that he/she accepts the proposed resolution. No further action is necessary and the matter (grievance) will be considered resolved.

If, however, the student's grievance is not resolved to the student's satisfaction, the student has three (3) business days to submit a written request to the Provost that they wish to pursue the matter to the next level, to appear before a committee.

Level III

Once received, the Provost will have ten (10) business days to appoint a committee and convene a meeting with the committee and the student to review/discuss the grievance.

If the committee supports the findings of the Provost, the student will be denied their appeal/grievance. If, however, conflicting opinions ensue after the decision of the Committee, the student will have one final level of review and that will be with the university President. The President will review the documentation and may initiate an investigation if deemed appropriate. The President will make a final judgment regarding the grievance.

The appeal should consist of the following:

- the student's original outline of the case
- supporting documents
- the student's view of what would constitute a satisfactory resolution of the conflict
- the response received from the Dean
- the response received from the Provost and
- the decision of the committee

Time Limit: Appeal within ten (10) business days of receipt of response from the Committee.

Response from President: Within ten (10) business days of receipt of written appeal.

NOTE: If the complaint is received outside of the Fall or Spring semesters, the Provost will determine a timely and appropriate course of action. In addition, the timeline may not be applicable for the Correctional Education Department.

Academic Support Services – Center for Calling & Career, SLC lower level

Within the Center for Calling & Career is Academic Support Services. Every undergraduate students is paired with an Academic Support Coach. Academic Support Coaches are available to meet with students to discuss classes in general, transition issues, time management, academic accountability, and academic support. This area also houses tutors for all subjects. Connect with your Academic Support Coach to assist you in your academic success. The Center for Calling & Career is located just past the Oaks Café in the lower level of the Student Life Center.

Business Office – Murray Center, Room 203

The main campus Business Office located in the Murray Center receives payment on accounts, disburses checks, and processes tax forms. The Student Accounts Office processes payment plans and Perkins loans after the Financial Aid Office determines eligibility. The Business Office Service Window is open during the academic year from 8:30 a.m. until 4:00 p.m. daily except Wednesdays from 11 a.m. through 12 p.m. for chapel services. May and summer hours may vary.

Personal checks can be cashed for students under the following guidelines:

1. No two-party checks.
2. Personal checks will be cashed for a maximum amount of \$50.00.
3. There will be a \$25.00 charge on a check returned to Oakland City University for any reason.

Student Accounts: After the final registration date for each academic term, statements are sent to all persons with a balance due. After the first billing, statements are sent on the first and the fifteenth of each month to all who owe monies for the remainder of the semester. Refunds or changes in registration must be supported by authorization from the Registrar or Financial Aid Office. Account discrepancies reported to the Business Office will be verified. Annual audit procedures will verify the system information.

International Student Accounts: It is Oakland City University's policy that all international students are required to pay in full their account balance prior to attending any classes. Failure to pay the account in full will prohibit the student from attending the first day of class, staying in the residence halls, or eating meals. If payment and/or receipt for wire transfer is not received in the Business Office on the first day of the semester or the first business day the student appears on campus, he/she will be withdrawn and required to return home. It should be noted that no payment plans will be accepted.

**Refunds - Traditional Calendar Programs - Main Campus and Online
(Undergraduate/Graduate)**

If courses are dropped after the first day of the semester, refunds of tuition and fees are as follows:

During the first week	75 percent is refunded
During the second week	50 percent is refunded
After the second week	0 percent is refunded

Refunds - NTE Programs (Undergraduate/Graduate) and Alternative Calendar Online Programs

If courses are dropped or a student withdraws after the first day of the course, refunds of tuition and fees are as follows:

During the first week	50 percent is refunded
After the first week	0 percent is refunded

*If a student drops a class which results in a credit balance on the account, we will refund the credit to the student in the form of a check once loan funds, if applicable, have been received. If the student has indicated on his/her Authorization Agreement that any tuition credit balance should remain on his/her account, we will not process any refund, unless requested to do so, until the funds have been used or the end of the academic year. If the account also has payment via Parent PLUS loan, the parent in whose name the loan was taken may also be eligible for a full or partial refund. Institutional funds/grants applied to the account will be recalculated prior to the refunding of credit balances.

Business Disputes

1. Students who have a dispute concerning business dealings with the university may confer with the Chief Financial Officer, who renders a decision.
2. Students who are still not satisfied with the decision may appeal to the President of the university.

Campus Store – Student Life Center, Main Level, west end

Oakland City University Campus Store, located in the Bower-Suhrheinrich Student Life Center, maintains a supply of books, school supplies, sportswear items and the Student ID machine. All student packages can be picked up in the Campus Store, as well copy machine services are available. The campus store hours are 9:00 a.m. – 3:00 p.m., Monday through Friday. Visa, Discover, and Master Card are accepted.

Students with a credit balance on their account on the first day of classes qualify for a voucher for purchases from the OCU Campus Store that are academically related, such as textbooks. This

voucher must be used during the first three days of the term and charges against the voucher will be applied to the student's account.

To purchase textbooks, main campus undergraduate students should complete the following steps.

If interested in using a voucher,

Contact the Business Office within the first three days of class to see if you have a credit balance to set up a voucher. If you qualify, the Business Office staff will designate a dollar amount that you have to spend on academic supplies. Complete the steps below.

When purchasing textbooks,

1. Print your class schedule from the student portal using the following steps.
 - a. <https://estudent.oak.edu/login.asp>
 - b. Student Portal username: doejohn password:MMDDYYYY
2. Go to the Oakland City website and shop for your books.
 - a. <https://oakland.ecampus.com>

If you would like your books to be delivered to the main campus, use the following address.

Your name
Oakland City University
720 West Sherman Street
Oakland City, IN 47660

Career Services – Center for Calling & Career, SLC lower level

Career Services works with students throughout their entire college experience, with the ultimate goal to prepare them to successfully enter the workplace upon graduation. Services range from fine-tuning student's soft skills to offering real-world experience through university-coordinated internships and other career-related workshops and programs.

Career Services also provides career counseling to current students and OCU alumni who are in need of assistance. Career Services can help students/alumni understand options available to them; explore options by providing job market statistics and other career related information; and can help students/alumni ensure they are pursuing degrees that match their individual career goals.

The Career Services office is located in the lower level of the Bower-Suhrheinrich Student Life Center, as part of the Center for Calling & Career.

Community Engagement – Center for Calling & Career, SLC lower level

Also housed in the Center for Calling & Career is Community Engagement. "Enter to Learn, Go Forth to Serve" is our Motto. During your time at OCU, you will have lots of opportunities to

give back to your community and learn the importance of service to others. For more information can be found in the Community Engagement Office in the lower level of the Student Life Center.

Emails - OCU Assigned

Oakland City University utilizes email as an official means of communication with students. OCU expects that official e-mail will be read by students in a timely manner.

Faculty and administration will use your official OCU-assigned addresses when corresponding with you via e-mail. Examples of important communications that will be sent through your official e-mail address include:

- Responses to your inquiries,
- Notices about registration, admissions, records and financial aid, and
- Messages from faculty regarding course work.

OCU email accounts are available through IT Services. Assigned student e-mail addresses have the following general format: last name + first name with no caps or spaces followed by @myocu.oak.edu; lastnamefirstname@myocu.oak.edu.

If you have not received access to your email, please contact IT at IThelpdesk@oak.edu.

Events

Events relating to student activities should be cleared through the Office of Student Life. All approved activities will then be placed on the master calendar in the Office of Student Life so scheduling conflicts do not occur. All events sponsored by the university are alcohol/drug free.

Facilities

Approval must be granted to use rooms/facilities on the main campus. Approval for the use of facilities should be secured through the Office of Student Life. Religious events or convocations should also be submitted before the Spiritual Life/Convocation committee for approval.

The Maintenance and Housekeeping Departments attempt to maintain the beauty of the campus lawns and buildings. Students are urged to do their part in keeping the campus clean.

Financial Aid Office – Murray Center, Room 302

The Office of Financial Aid provides assistance in determining scholarship and financial aid eligibility for students attending Oakland City University. The university participates in all federal and state grant and local programs available to college students and also provides institutional aid. Financial Aid Staff works with student to find all available financial aid possibilities. The staff in the Financial Aid Office assists students in applying for aid; and monitors the various financial aid programs. The Financial Aid Office is located in the Murray Center, Room 302 and their email address is FinancialAid@oak.edu.

Library – Barger Richardson Resource Center

The Barger Richardson Resource Center provides educational services and resources to students by (1) affording them a quiet place to study, (2) making available a plethora of research materials, and (3) assisting with research needs. Each student is urged to make the widest possible use of the library facilities for both research and recreational interests.

The library hours for the Fall and Spring semesters are:

Monday through Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 4:30 p.m.
Saturday	11:00 a.m. – 3:00 p.m.
Sunday	6:00 p.m. – 10:00 p.m.

Library hours for the Summer sessions are:

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

*Library hours are subject to change during holidays and breaks.

Closed reserve books and bound magazines CANNOT be checked out of the library.

Fines are assessed on overdue books and other materials. Fines are \$.10 a day for each book and \$.50 a day for each video. Overnight reserve books must be returned by 8:30 a.m. on the day after they are taken out.

All library materials must be returned at the close of each term. If a student has materials and/ or fines that are overdue at the close of the term, no grades or official records will be released until the materials are returned and/or the fines are paid to the library.

Photocopy service is available in the library.

Registrar – Murray Center, Room 205

The Registrar, located in the Office of Academic Affairs in the Murray Center, Room 205, registers students into courses, records grades, maintains official academic records, reviews credentials for graduation, and provides transcripts. For more information, click the following link: <https://www.oak.edu/academics/registrar-services/>

Veterans' Affairs – Murray Center, Room 305

The Dual Credit Coordinator, located in the Murray Center, Room 305, also serves as the VA Certifying Official. Assistance is given to our Veteran students in applying for the VA Education Benefits.

UNIVERSITY POLICIES: ALL STUDENTS

Code of Conduct

As a denomination- affiliated university, the policies and guidelines of Oakland City University mandate student behavior to be consistent with Christian principles. Some behavior that is acceptable by the general public may not be acceptable on the Oakland City University campus.

Students at Oakland City University are expected to conduct themselves in an appropriate adult manner on and off campus and to conform to standards of propriety at all times. They should act with consideration for the rights of other students and for the reputation of the school and the community.

Inappropriate actions or activities occurring on or off-campus which may reflect upon the integrity or character of Oakland City University will be addressed based on the guidelines and policies of disciplinary action found in this handbook. The university reserves the right to dismiss a student whose conduct is detrimental to the general welfare of the school or community. Possible examples of misconduct leading to expulsion of a student include, but are not limited to, repeated violations of the code of conduct or other university policies, violation of disciplinary probation, or violation of city, state, or federal law.

For a further explanation concerning the Christian principles which Oakland City University follows as well as the General Baptist Concepts of Morality, a copy of the General Baptist Social Principles Handbook may be obtained through the University Campus Store, or by accessing a copy from the Office of Student Life.

Student Consumer Information

Oakland City University is required by the Higher Education Act to provide access to specific information. Provided below for your convenience are several frequently referenced student related components of the university's consumer information. The most current and official information may be found on our website at <http://www.oak.edu/consumer-information> or as printed materials which are available upon request from the appropriate department.

If you have trouble locating specific information, please contact the Office of Student Life. The Office of Student Life will also be able to assist with further information concerning campus safety, fire inspection, or our facilities. Information contained within university reports and records will be disclosed upon receipt of a written request as allowed within the Higher Education Act amendments and the Family Education Rights and Privacy Act (FERPA).

Alcohol And Drug-Free Act

Oakland City University is in complete support of the Alcohol and Drug-Free School and Communities Act of 1986 as well as the Drug-Free Schools and Communities Act Amendments of 1989, enacted by Congress as Public Law 101-226. They require an institution of higher education to adopt and implement a program designed to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and

employees or be ineligible to receive federal funds or any other form of federal financial assistance.

The University agrees that there is a national need for comprehensive, institution-wide drug and alcohol abuse prevention programs; therefore, faculty and staff personnel are required to comply with the Federal Alcohol and Drug-Free Workplace Act. The university expresses a concern and makes a firm commitment to keep Oakland City University alcohol and drug-free.

Oakland City University supports the following statements from the Alcohol and Drug-Free Schools and Communities Act:

1. The use of drugs and the abuse of alcohol by students constitute a grave threat to their physical and mental well-being and significantly impede the learning process.
2. The tragic consequences of drug use and alcohol abuse by students are felt not only by students and their families, but also by their communities and the nation, which cannot afford to lose their skills, talents and vitality.
3. Drug abuse education and prevention programs are essential components of a comprehensive strategy to reduce the demand for the use of drugs throughout the nation.
4. Prompt action by our nation's schools, families and communities can bring significantly closer the goal of a drug-free generation and a drug-free society.
5. Schools and organizations in communities throughout the nation have special responsibilities to work together to combat the scourge of drug use and alcohol abuse.

NOTE: Students should be advised that under Indiana Law, it is illegal for a minor, defined as a "person less than twenty-one years of age", to possess or consume an alcoholic beverage. Further, it is illegal for a minor to transport an alcoholic beverage (even if unopened) unless "accompanied by at least one parent or guardian."

Applicable Legal Sanctions

The following information concerns the criminal penalties that can be imposed by state or federal statute for violations related to alcohol or illegal drug possession, use or distribution.

All students are reminded that conviction under state and federal laws that prohibit alcohol-related and drug-related conduct can result in fines, confiscation of automobiles and other property, and imprisonment. In addition, licenses to practice in certain professions may be revoked, and many employment opportunities may be barred.

It is impractical to list all the alcohol and drug-related state and federal crimes and penalties, but all persons should be aware that in Indiana any person under 21 who possesses an alcoholic beverage, and any person who provides alcohol to such person, is at risk of arrest. A person convicted of driving while intoxicated may be punished by fine, jail time and/or loss of driver's license. Any selling of alcoholic beverages without a license is illegal.

Possession, use, distribution, or manufacture, of controlled substances (drugs) illegally can result in arrest and conviction for a drug law violation and:

- fines up to \$10,000 (Indiana)
- fines up to \$250,000 (Federal)
- imprisonment up to life (Federal) and
- confiscation of property

Health Risks Associated with Alcohol & Controlled Substances (Drugs)

All persons should be aware of the health risks caused by the use of alcohol, and by the illegal use of controlled substances (drugs).

1. Consumption of more than two average servings of alcohol in several hours can impair coordination and reasoning, making driving unsafe.
2. Consumption of alcohol by a pregnant woman can damage the unborn child. A pregnant woman should consult her physician about this risk.
3. Regular and heavy alcohol consumption can cause serious damage to liver, nervous and circulatory system, mental disorders and other health problems.
4. Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.

Use of controlled substances (drugs) can result in damage to health and impairment of physical condition, including:

- Impaired short-term memory or comprehension.
- Anxiety, delusions, hallucinations.
- Loss of appetite resulting in a general damage to the user's health, over a long term.
- A drug-dependent newborn if the mother is a drug user during pregnancy. Pregnant women who use alcohol, drugs, or who smoke should consult their physicians.
- AIDS, as a result of "needle-sharing" among drug users.
- Death from overdose.

The health risks associated with drugs or excessive use of alcohol are many, and vary according to various drugs, but all nonprescription use of drugs, and excessive use of alcohol, endangers your health. **There are no good reasons for using a drug that is not prescribed by your doctor or for drinking to excess.**

For more details concerning the effects of alcohol and other drugs consult the following website: <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

Alcoholic Beverages

University policy forbids the possession, storage, use, or evidence of alcoholic beverages on Oakland City University property, whether in residence halls, buildings, parking lots, underdeveloped parts of the campus, or any off-campus housing facilities used to house university activities. Off-campus, college-sponsored events are also under this guideline.

Alcoholic beverage containers found in residence hall rooms, automobiles, or other locations listed above, will be considered as evidence of consuming alcohol by

occupants. Beverage containers, posters, and other items advertising alcohol are not permitted on campus. Students who, as a result of alcohol consumption, are uncooperative or belligerent, are subject to full police powers of Oakland City University Police and may be placed under arrest.

Drugs (Illegal Substances)

Oakland City University policy forbids the possession, storage, use, or evidence of illegal drugs on campus property, whether in residence halls, buildings, parking lots, underdeveloped parts of the campus, or any off-campus housing facilities used to house university activities. Off-campus, university-sponsored events are also under this guideline.

The use of controlled substances creates an environment that is not conducive for educational pursuits or for the type of community that Oakland City University strives for and directly impacts the health and safety of the users. Drugs, drug paraphernalia, and/or any and all controlled substances producing altered states of consciousness — including but not limited to amphetamines, cocaine, heroin, hallucinogenic drugs, of marijuana -- are not to be used, possessed, or distributed at any time.

Possession of prescription drugs not prescribed by the student's physician or paraphernalia (including vaporizers) associated with drug use will be considered evidence the student has engaged in a behavior that violates the university expectations. Exceptions are medications currently prescribed by a physician and used as prescribed/directed by the treating physician.

Good Samaritan Policy

In cases of alcohol and drug intoxication, our primary concern is the health and safety of the individual(s) involved. We strongly encourage students to call for medical assistance — 911 — for themselves or for another member of the community who experiences an acute reaction to substance use or abuse.

Students who seek emergency medical assistance for alcohol or drug overuse will avoid disciplinary sanctions for the sole violation of using or possessing the substance or being in the presence of the substance. A conversation with a staff member from the Office of Residence Life and/or Student Life is required following the incident, in an effort to help the student(s) fully understand and grow from the situation. Educational activities may be part of their growth contract with the university.

Americans with Disabilities Act/Section 504

Policy Statement

Oakland City University actively supports the Americans with Disabilities Act (ADA) which protects qualified individuals with disabilities from discrimination in the participation of the university's programs, activities and services (including extracurricular activities). Oakland City University will work with students and other associates to provide reasonable accommodations as provided in ADA.

ADA compliance as it relates to students is to be coordinated through the Coordinator for Disability Services. All faculty and staff inquiries can be directed to the Office of Human Resources. All other inquiries should be directed to the Office of Student Life.

Procedures for requesting a reasonable accommodation due to a disability

Students: While a student is not required to submit a reasonable accommodation request for a known disability, he or she is encouraged to seek advice on services the university can provide to students with disabilities. A student may request the Coordinator for Disability Services to contact them with additional information or to initiate the accommodation request process by submitting the form found at:

<https://www.oak.edu/student-services>. Contact information for the Coordinator of Disability Services is available at <https://www.oak.edu/student-services> or from the Office of Academic Affairs at 138 N. Lucretia St., Murray Center, Oakland City, 47660 United States, academic.affairs@oak.edu, by phone at 812-749-1238, or by fax: 812-749-1511.

Employees: Employees with a disability seeking a reasonable accommodation in order to fulfill the duties of their position are encouraged to seek advice from the Office of Human Resources. The Office for Human Resources will advise the employee on services the university may provide to employees with disabilities if approved through the interactive process and provide the employee with the information to complete the Reasonable Accommodation Request form. Upon receipt of the completed form, the Office of Human Resources will initiate the interactive process and may request additional documentation, if applicable. The Office of Human Resources may be contacted at 138 N. Lucretia St., Murray Center, Oakland City, 47660 United States, hrcontracts@oak.edu, by phone at 812-749-1408, or by fax: 812-749-1391.

Other Associates: Individuals with disabilities who are not current students or employees are requested to contact the Office of Student Life regarding services the university can provide. The Office of Student Life is located at the Bower-Suhrheinrich Student Life Center, 720 W. Sherman Street, Oakland City, IN, 47660 United States. Contact studentlife@oak.edu or call 812-749-1421.

Animals on Campus

OCU recognizes that allowing animals on campus can create challenges, including health and safety risks created by unrestrained animals on campus. This policy sets forth roles and responsibilities of individuals bringing animals on campus.

Policy statement: Oakland City University allows individuals to bring animals on university property in accordance with federal laws and in other situations subject to the rules outlined in this policy.

A service animal is permitted on campus grounds and within university buildings, including the university housing assignment provided to an individual with a disability. A university-approved emotional support animal is permitted to accompany an individual into his or her university assigned residence hall and outside area designated for the animal to naturally relieve itself. However, a support animal is not allowed to accompany

the individual into any other university building or grounds except as permitted in the general campus guidelines. It is the university's practice to follow the requirements established under applicable law, including the American with Disabilities Act Amendment Act (ADAAA) and the Fair Housing Act (FHA).

Animals not governed by this policy are:

- K-9 animal (police dog)
- Animals being temporarily held by the Office of Security
- Animals involved in authorized research
- Animals used for performance on premises or involved in a university sponsored activity but only as approved by the Vice President for Administration or President.

Definitions (specific to this policy)

Emotional Support Animal: An animal that is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person's disability and the assistance the animal provides.

Person with A Disability: An individual with a disability is a person with a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

Service Animal: A service animal is defined as one that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the service animal must be directly related to the person's disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of defining a service animal.

Service Animal in Training: A dog undergoing training by an approved trainer who is an agent of an organization generally recognized by agencies involved in the rehabilitation of persons who are disabled as reputable and competent to provide training for assistance animals, and/or their handlers.

Scope and Audience

This policy applies to employees, students, university affiliates, visitors, contractors, and applicants for admission to or employment with the university.

This policy should not be read to grant an individual access to university property beyond that to which they would normally be granted.

Guidelines for animals on campus

These guidelines are intended to address concerns of health, fear, and safety regarding animals on campus.

Animal-Owner General Campus Guidelines

1. An approved animal may be allowed on campus for occasional and infrequent

short visits in the company of the owner in “animal friendly” areas defined as outdoor paved or concreted areas and grassy areas posted as animal friendly. Indoor areas (e.g., classrooms, offices, food service, etc.) are not considered animal friendly unless the animal qualifies as a service animal. Owners assume responsibility for cleaning up after their animal while on OCU property. Failure to clean up after the animal may lead to the animal being removed and prohibited from the property in the future.

2. Animals brought on campus must be under the complete control of the owner at all times and present no hazard to people or property. The wearing of a muzzle by a dog shall not be regarded as control by its owner.
3. Animals considered to be under the control of their owners are:
 - a. secured to a leash, cord, chain, or similar direct physical control of a maximum length of six (6) feet, the other end of which is restrained by a person,
 - b. or otherwise appropriately restrained or caged unless leashing directly impedes a service animal’s ability to perform its trained task(s). Physical constraint of the animal does not apply to service or support animals kept within an individual’s university housing assignment.
4. Animals must not be tethered to a stationary fixture or tree or left unattended on campus. Service and support animals may be left unattended within the confines of the owner's university residence for short periods of time only.
5. The university may take reasonable efforts to remove an animal confined in a vehicle when there appears to be eminent danger to the animal due to inadequate ventilation or temperature conditions. The university is not liable for any associated repair/damage costs to the vehicle for this action and the animal’s owner assumes full responsibility.
6. All animals must be healthy and pose no reasonable health risk to humans as carriers of active infections, parasites, etc. Animal owners must comply with all State of Indiana and local laws and ordinances governing licensing, vaccinations, and control at their own expense. Owners must provide proof of compliance, upon request.
7. The university retains the right to take action to remove any animal from university premises if the safety of others, destruction of property, or disturbance warrants such removal. The removal of any animal and any necessary cleaning, repairs, and/or pest control will be done at the expense of the owner. The owner may also be subject to disciplinary action. This action may also extend to cases involving service and support animals.
8. In all cases, the owner of the animal is responsible for the animal’s behavior.
9. In the event of an indoor accident, owners are responsible for addressing the accident and properly cleaning the area. Repeated accidents may result in the animal not being permitted until able to meet acceptable standards of behavior. For safety reasons, only approved cleaning supplies per facilities are to be used to clean up after animals. Contact the Housekeeping Coordinator at (812) 749-1303 with any questions about appropriate cleaning supplies and techniques.

The cost of the approved cleaning supplies is the responsibility of the animal-owner.

10. Oakland City University, at its sole discretion, except as required by law, retains the right to deny access to any animal.
11. With respect to a request for an emotional support animal, Oakland City University will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, Oakland City University must balance the needs of the individual with the impact of animals on other campus patrons.
12. Individuals living in university housing will be permitted to have no more than one service or support animal.

Service Animals

Service animals are permitted on campus. In accordance with applicable law, the university permits service animals into campus buildings where other animals would typically not be permitted.

Criteria for Service Animals in Campus Buildings

The service animal must have been trained as a service animal in the work or tasks directly related to the person's disability.

An individual is permitted to bring his or her service animal in all areas of the campus including University buildings and any place of public accommodation. This includes any university housing assigned to the individual after following approval steps to register the service animal through the University's Disability Coordinator. Service Animals have access to all buildings and facilities unless they are behaving inappropriately, are not housebroken, or if such access poses a direct threat to the health and safety of others and that threat cannot be eliminated or reduced by reasonable modification to other policies and practices. Fear of animals or allergies, without more, generally do not constitute a "direct threat" and cannot be grounds for denying access to a service animal.

Appropriate alternative accommodations will be made to provide the individual with access if the animal is unable to accompany. For example, a lab course may require a sterile working environment, and the presence of the service animal may directly impact the ability to maintain a sterile working environment.

Approval Process for the Use of a Service Animal in University Buildings

Employee. While an employee is not required to submit an accommodation request to bring a service animal into a university building, he or she may seek further advice on services the university can provide to employees with disabilities. Refer to the University's Employee Handbook.

Student. While a student is not required to submit an accommodation request to bring a service animal into a university building, he or she may seek further advice on services the university can provide to students with disabilities. Information may be found at:

<https://www.oak.edu/student-services>.

Students with Service Animals Residing in University Housing. A student must seek registration for a service animal to reside in university housing space. Information and procedures to gain approval may be found at these webpages:

<https://www.oak.edu/student-services>.

Emotional Support Animal

Students seeking to bring an emotional support animal on campus must request a reasonable accommodation through the interactive accommodation review process. This process often involves additional conversations between the Coordinator for Disability Services and the requesting student. If the student resides in on-campus housing, the Associate VP for Student Life or the Director of University Housing will be included in the conversations. The Coordinator for Disability Services will request supporting documentation.

Criteria for Emotional Support Animals in University Housing

Typically, an emotional support animal is prescribed to an individual with a disability by a healthcare or mental health professional and is an integral part of a person's treatment process.

Students living in university housing seeking accommodation for an emotional support animal must initiate the accommodation request at least thirty (30) days prior to the desired move in date. Once the accommodation request is granted, the student must complete the registration for an emotional support animal to reside in university housing space. Registration forms for service and emotional support animals in university housing are available at <https://www.oak.edu/student-services>.

Consistent with federal and state law, a service or assistance animal may be prohibited from an Oakland City University facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. It may be excluded from areas where its presence fundamentally alters the nature of a program or activity, if the animal is disruptive, if its presence would result in substantial physical damage to the property of others, or if it substantially interferes with the reasonable enjoyment of the housing or public accommodation by others.

Approval Process for the Use of an Emotional Support Animal in University Housing

An accommodation request to bring an emotional support animal into a university building must be completed and approved. The student must initiate the accommodation request at least thirty (30) days prior to the desired move in date. If the accommodation request is granted, the student must complete the registration for an emotional support animal to reside in university housing space. Registration forms for service and emotional support animals in university housing are available at <https://www.oak.edu/student-services>.

End of Americans with Disabilities Act/Section 504

Copyright

There is perhaps no more contentious of an issue on college campuses today than copyright. It is confusing to both faculty and students. Noncompliance with copyright, such as peer to peer networks, may subject students to civil and criminal penalties. Please be advised that any student caught illegally downloading any copyrighted materials will be subject to dismissal from the university. If legal action is taken against the student for illegal pirating of software and/or music, the university is not responsible for the student's legal fees and/or fines.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

From the list of legal download sites found at <http://www.educause.edu/legalcontent> the following are sites that **are blocked or no longer in service**:

- BearShare
- Catmusic
- Public Domain Torrents
- Qtrax
- Reeltime Television Network (RTVN)
- South Park Episode Player
- Spinner
- iMesh
- Lala

For more information, please see the Web site of the U.S. Copyright Office at: <http://copyright.gov> especially their FAQ's at <http://copyright.gov/help/faq>

Plagiarism and Cheating

Students are expected to respect and uphold generally accepted standards of honesty in writing examinations or submitting written work to instructors. Plagiarism, although occurring in many forms, in essence involves the presentation of another person's work as if it were the work of the presenter. The results of research must be properly documented, and quoted material must be so designated. Students guilty of plagiarism or cheating may be suspended, receive a failing grade, and/or potentially disciplined up to and including dismissal from the university. A professor may use plagiarism detection software in the determination of plagiarism.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 concerns access to records maintained by educational institutions and agencies and the release of such records. Educational records at Oakland City University are broadly defined as records, files, documents, and other student-related materials, which are maintained by the university.

Access to Records

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day Oakland City University receives a request for access. A student should submit to the registrar or Provost a written request that identifies the record(s) the student wishes to inspect. The university official 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 university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask Oakland City University to amend a record should write Oakland City University official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Oakland City University decides not to amend the record as requested, Oakland City University will notify the student in writing of the decision and the student’s 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 Oakland City University discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Oakland City University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Oakland City University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of Oakland City University who performs an institutional service or function for which the school would otherwise

use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks. 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 responsibilities for Oakland City University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oakland City University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Oakland City University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Directory Information Disclosure

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Oakland City University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Oakland City University may disclose appropriately designated “directory information” without written consent, unless you have advised Oakland City University to the contrary in accordance with the Oakland City University procedures. The primary purpose of

directory information is to allow Oakland City University to include this type of information from your education records in certain publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want Oakland City University to disclose directory information from your education records without your prior written consent, you must notify Oakland City University in writing. Oakland City University has designated the following information as directory information.

- | | |
|---------------------------|--|
| • Student's name | • Participation in officially recognized activities and sports |
| • Address | • Weight and height of members of athletic teams |
| • Telephone listing | • Degrees, honors, and awards |
| • Electronic mail address | • The most recent educational agency or institution attended |
| • Photograph | • Student Identification Number |
| • Date and place of birth | |
| • Major field of study | |
| • Dates of attendance | |
| • Grade level | |

Information Technology (IT) Resources

9407: COMPUTER INFORMATION SYSTEMS, E-MAIL AND INTERNET/INTRANET (Updated July 2017)

The university maintains an electronic mail system (Office 365 for Faculty and Staff/Gmail for Students), which provides access to the Internet/Intranet and other technology systems to university employees and others authorized to have access by the President through his/her designee. The Board of Trustees directs the President of the University to maintain such policies and procedures as necessary to provide these technology systems. Systems provided by the university are to be reviewed on an annual basis to ensure they are adequate and provide appropriate security. This policy also applies to students, employees, consultants and other authorized individuals to use the university's electronic mail system, Internet/Intranet capability, or other technology systems.

Oakland City University reserves the right to deny or rescind access. Reasons for denial or rescission of access may include but is not limited to violation of university policy; termination; or legal action.

Maintenance of security for the electronic mail system, Internet/Intranet, and other technology systems will be the responsibility of the Director of Information Technology in conjunction with the President or his/her designee. At a minimum security is to include password length, history, complexity; Anti-Virus Protection; Web Filtering; and Spam filtering.

9407.1 AG: General Systems

These information systems are business tools provided by the university to assist in the conduct of its business. The use of the university's information systems is a privilege and not a right. It is not for the employee's personal use. The university understands that on occasion there may be a need to communicate with other persons for appropriate personal reasons, and the university is willing to accommodate such personal use of the systems, to a limited degree. However, personal use of the systems, which interferes with an employee's work performance or otherwise interferes with the operations of the university's information systems, will not be tolerated. Employees should not access a file or retrieve any stored information of another employee unless first authorized to do so. In the event a business necessity arises requiring access to a file or stored information of another employee, OCU-IT must be contacted to gain authorized, temporary access (See 9407.9 AG.) Employees may not attempt to gain access to another employee's messages without obtaining the latter's permission.

9407.2 AG: Acceptable Use/Confidentiality of Data

The electronic mail system and the Internet/Intranet are not to be used in a manner that would be offensive, disruptive, or harmful to morale. For example, the creation, display, or transmission of sexually explicit images, messages, or cartoons, any use of ethnic slurs, racial epithets, or any conduct which violates the university's policies prohibiting discrimination and/or harassment, is strictly prohibited. This prohibition would also extend, for example, to the creation, display, or transmission of images that make reference to an individual's age, sexual orientation, religious or political beliefs, national origin, or disability. Any violation of the above paragraph may be subject to disciplinary action up to and including termination.

The University reserves the right to investigate, search, review, monitor, audit, intercept, log and disclose any messages created, received, retained, or sent over the electronic mail system or the Internet/Intranet without permission of the employee, including monitoring and logging Internet access. Accordingly, employees, or any other individuals authorized to access the university's information systems, should NOT have any expectation of privacy on university provided computer systems, the electronic mail system or the Internet/Intranet. Upon request, employees must disclose any password for any created password protected information to the university president or his or her designee. For purposes of inspecting, investigation, or searching the e-mail system and/or Internet/Intranet used by employees or other authorized individuals, the university may override any applicable passwords in accordance with the best interests of the university.

University employees and individuals authorized by the university to access the university's information systems, including electronic mail and the Internet/Intranet, may have access to sensitive, confidential and proprietary university information. Unauthorized review, duplication, dissemination, deletion, removal, damage or alteration of files, passwords, electronic mail messages, computer systems or programs, or other confidential material proprietary to the University or any improper use of such information obtained by unauthorized means, may be grounds for university disciplinary action up to and including immediate termination of employment.

9407.2.1 AG: Acceptable Use of E-Mail Distribution Groups

OCU maintains several email distribution groups. The main distribution group for official OCU related communications is ocustaff@oak.edu. It is important that all employees read the messages sent from this distribution group. All staff are to use this email distribution group for work-related communications only.

3407.2.2 AG: Acceptable Use of Network and Internet Access

Oakland City University provides information technology resources as well as internet access through data ports and wireless (Wi-Fi) access points to its students, employees and guests.

Information Technology Resources includes all university-owned computers, peripherals, and related equipment and software; voice communications infrastructure, peripherals, and related equipment and software; data communications infrastructure, peripherals, and related equipment and software; all other associated tools, instruments, and facilities; and the services that make use of any of these technology resources. The components may be individually controlled (i.e., assigned to an employee) or shared single-user or multi-user; they may be stand-alone or networked; and they may be stationary or mobile.

Misuse or Abuse are uses of university information technology resources that violate existing laws or university policies and procedures (including but not limited to University Information Technology Policies; Policies published in Employee or Student Handbooks; the Academic Catalog; university Office of Human Resources policies; and university financial policies), or that otherwise violate generally accepted ethical norms and principles. Misuse or abuse also includes the sharing or transferring of an individual's university accounts, including network ID, password, or other access codes that allow them to gain access to university information technology resources, with one or more other persons.

Oakland City University will handle reports of misuse and abuse of information and information technology resources in accordance with existing policies and procedures issued by appropriate authorities. Depending on the individual and circumstances involved this could include the Executive Office, Human Resources, Academic Affairs, Student Life, and/or other departments authorized by the University President.

The university reserves the right to disable wired and/or wireless network access to internet-enabled devices for a variety of reasons, including but not limited to "excessive" bandwidth usage, a misconfigured or compromised device, or degradation of service to

other users. The university operates an unencrypted wireless network, therefore any sensitive information transmitted over the network should follow the standard for minimum computing security. Because wireless networks deployed by OCU Information Technology do not use network based encrypted protocols, it is your responsibility to use protected transport-level or session-level protocols if sensitive information is transmitted over the OCU network.

Failure to comply with university information technology policies may result in sanctions relating to the individual's use of information technology resources (such as suspension or termination of access, or removal of online material); the individual's employment (up to and including immediate termination of employment in accordance with applicable university policy); the individual's studies within the university (such as student discipline in accordance with applicable university policy); civil or criminal liability; or any combination of these.

9407.3 AG: Single Source Sign On

Single source sign on provides enhanced security for network resources such as the Student Information System (CAMS), file shares, email, and other technology systems.

9407.4 AG: Email Encryption

Notwithstanding the university's right under this policy to review, inspect, monitor, log and retrieve any electronic mail messages; such information and material should generally be treated as private by employees and accessed by only the intended recipient(s). Forwarding any confidential electronic information shall be done in accordance with the university's policy and procedures. Confidentiality of any message should not be assumed, even messages that are erased, for it is possible to retrieve and read.

Employees are provided an OCU e-mail account as needed. E-mail accounts are to be used responsibly. The purpose of this policy is to establish consistency with regard to the use and disclosure of, as well as access to, electronic mail messages and information from the Internet/Intranet. This policy covers all electronic mail messages and information, which is composed, created, sent, received, or downloaded by university employees. The electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, other non-job-related solicitations, or for any personal gain reason.

9407.5 AG: Smart Phones and Other Mobile Technologies

The university is not responsible for charges incurred from use of smart phones and other mobile devices, personal or university provided, which access the university e-mail or other technology systems, except where previously authorized by university Administration. In addition, the individual is responsible for security of all university data and communications. If the device is lost or stolen, it must be reported to OCUIT immediately.

9407.6 AG: Technology Related Proprietary Rights

The electronic mail system software and hardware (including backups), the Internet/Intranet access, and other technologies are considered university property, and

should not be considered as private or personal property of any employee. All messages composed, created, sent, received, or downloaded on the electronic mail system, Internet/Intranet, or other technology system are and remain the property of the University in accordance with policy “*601 Intellectual Property and Fair Use.”

9407.7 AG: Social Media/ Blogging

The university encourages employees to share information with co-workers and with those outside the university for the purpose of gathering information, generating new ideas, and learning from the work of others. Blogging and other forms of web communications and social networking (e.g., Facebook, Instagram, Twitter, Snapchat, YouTube, etc. –hereafter “blogging”, “web log” or “social media”) are an inexpensive, informal, and timely way to participate in an exchange of ideas and information. However, information posted on a web log is widely available to the public, and therefore, the university has established the following guidelines for employee participation in blogging in whichever format an employee chooses to use.

Off-duty blogging. Employees may maintain personal websites or web logs on their own time using their own facilities and computers. Employees must ensure that blogging activity does not interfere with their work. In general, the university considers personal websites and web logs to be a personal endeavor, and employees may use them to express their thoughts or promote their ideas when they do not conflict with university policies or harm the integrity or reputation of the university.

On-duty blogging. Employees may engage in blogging activity during work time provided it is directly related to their work, approved by their supervisor, and does not identify or reference university students, employees, or vendors without express permission. The university may monitor employee use of university computers and the Internet, including employee blogging activity.

Respect. When blogging or using other social media, all employees are expected to demonstrate respect for the dignity of the university, its General Baptist heritage, its mission, its Board members, its students, and its employees. A web log is a public place, and employees should avoid degrading the university and its employees, students, vendors, and Board members. Do not use ethnic slurs, personal insults, obscenities, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender. This reflects poorly on the university.

Post disclaimers. If an employee identifies himself or herself as a university employee or discusses matters related to the university on a website or web log, the web log must include a disclaimer on the front page stating that it does not express the views of the university and that the employee is expressing only his or her personal views. An example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the university or the university's business.

Employee's posts discussing matters related to the university are expected to follow OCU policies of nondiscrimination, harassment prevention, privacy protection, and related policies. Employees must keep in mind that if they post information on a web log that is in violation of university policy and/or federal, state, or local law, they may be subject to disciplinary action. If a disclaimer is included, the disclaimer will not shield them from disciplinary action if they post information on a web log that is in violation of university policy and/or federal, state, or local law.

Competition. Employees should not use a web log to criticize the university's competition and should not use it to compete with other colleges or universities.

Confidentiality. Do not identify or reference university students, employees, prospective students, Board members or vendors without express permission. Do not post pictures of university property. Do not post pictures of co-workers without express permission. Employees may write about their jobs in general but may not disclose any confidential information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Please remember that new ideas related to work or the university's business, belong to the university. Do not post them on a web log.

Links. Employees may not provide a link from a personal website to the university's website. Trademarks and copyrights. Do not use the university's or others' trademarks on a personal website or reproduce the University's or others' material without first obtaining permission.

Avoid statements about the university's future. Writing about projected growth, future programs, or marketing plans may violate the University confidentiality policy. Therefore, statements about the university's future should not be included on a personal web log.

Legal. Employees are expected to comply with all applicable laws, e.g., copyright, trademark, harassment, etc.

University restrictions. The university may require that employees temporarily confine web log commentary to topics unrelated to the university; or that employees temporarily suspend web log activity to ensure compliance with accreditation regulations or applicable laws. The university may also require employees to delete references to it on a website or web log and to stop identifying themselves as an employee of the university.

Discipline. Violations of this policy may result in discipline up to and including the immediate termination of employment.

9407.7.1 AG: University Social Media Sites

With the widespread use of [Facebook](#), [Twitter](#), [LinkedIn](#) and other social media, several OCU departments have created pages related to official activities. The Webmaster, along with the Office of Admissions, creates and manages the official OCU Facebook page at <http://www.facebook.com/pages/Oakland-City-University/34712978694>.

Prior to creating a social media account, a departmental supervisor must submit a request to the Webmaster. Once the request is approved by the Executive Office, the account may be initiated, and a link provided on the University's website and/or main social media page.

Because social media sites are widely available to the public, the university has established the following guidelines for participation in university sanctioned social media/blogging in whichever format a student chooses to use.

- Content posted on Oakland City University's Facebook and other social media Page Walls, Discussion boards and other areas open to public comment are the responsibility of individual Facebook and other social media users, including OCU students, faculty and staff, and does not necessarily reflect the opinions or policies of Oakland City University.
- All content is bound by the computer information systems, e-mail and internet/intranet policy. Further, users are expected to abide by applicable laws, regulations, rules and policies including the University Student and Employee Code of Conduct, the university's Sexual Harassment Policy, and other regulations and policies concerning public communications.
- Users posting to any official OCU social media presence represent and warrant the user owns or otherwise controls all rights to that content prior to posting. Further, by action of posting to any of the official OCU social media, users acknowledge relinquishment of any rights to the content provided to OCU.
- Oakland City University reserves the right to remove any content that violates campus policies, including but not limited to the use of abusive language or hate speech that creates an intimidating environment or disrupts the educational process.
- Oakland City University reserves the right to ban, block, or report any individual who violates these policies, without prior warning.
- Oakland City University reserves the right to remove the content from OCU's Facebook and other social media pages at any time and without prior notice for any reason deemed to be in the school's best interest.
- Oakland City University staff has the right to ask group and page administrators to remove profile pictures that contain Oakland City University branding and photos that are covered under copyright laws. All content and posts are bound by the following: Facebook and other social media's Terms of Use and Code of Conduct.
 - We encourage users to report content that violates Facebook and other Social Media's Code of Conducts by using the official Facebook and other social media procedures.
 - If you have witnessed abuse on a site that you are unable to report using Facebook or other social media links, please contact the OCU Webmaster.
- Posts and other content specifically added by administrators of the Oakland City University Facebook and other social media pages are official Oakland City University content.

- If you have a concern about content posted by the administrators of Oakland City University's Facebook or other social media pages, please e-mail compliance@oak.edu.
- The Webmaster creates and manages the official OCU Facebook page at <http://www.facebook.com/pages/Oakland-City-University/34712978694>.
 - With the widespread use of [Facebook and other social media](#), several OCU departments/approved groups have created pages related to official activities. Official department pages are accessed from a link on the official OCU Facebook page and/or the official OCU website at www.oak.edu.
- Facebook and other social media are not used as the official means to communicate emergency notifications. The university will keep these sites updated as time permits. Official emergency notifications are posted on the official website at www.oak.edu or are sent via a text notification system such as Nixle.

9407.8 AG: Software/File Sharing/Copyright

No unauthorized software downloads may be installed on the University's information system for any reason. Additionally, only the University Director of Information Technology or the President or his/her designee may authorize any software to be loaded on to any university computer.

Noncompliance with copyright (such as peer to peer file sharing) or failure to abide by the conditions of the TEACH Act (such as streaming a complete work) may subject individuals to civil and criminal penalties. Willful copyright infringement can result in criminal penalties. Please be advised that any employee caught illegally downloading any copyrighted materials or in noncompliance with the TEACH Act will be subject to disciplinary action from the university up to and including dismissal. If legal action is taken against the employee for illegal pirating of software and/or music, the university is not responsible for the employee's legal fees and/or fines.

9407.9 AG: Third Party Access

Requests to OCU-IT for third party access may arise for a variety of reasons. Such requests may include but are not limited to:

- Supervisor requesting access to an employee's e-mail account, calendar, or voicemail while the employee is on vacation.
- University officials requesting access to e-mail or other information while conducting an investigation.
- Supervisor requesting access to a former or soon to be former employee's email account, calendar or voicemail for business continuity purposes.
- Requests for access to a deceased person's electronic data.

Electronic data, communications, and records will be managed as other physical property and are subject to internal control procedures. Third party access will not be provided by OCU-IT unless advance written authorization is received from the Executive Office.

- Individual requesting access must contact the President or his/her designee.

- President or his/her designee will collaborate with University Legal Counsel if applicable.
- Executive Office will provide written authorization to OCU-IT
- OCU-IT may coordinate requests with legal counsel if requested by the Executive Office.

9407.10 AG: Research

In an effort to allow the public to appreciate the research culture and diversity of research conducted at OCU the following guidelines have been established to determine which faculty and staff research or other scholarly work is eligible to be posted on the university website. To be included on the research pages of the Website, the research or other scholarly work must qualify as one of the following:

- Articles must appear in peer-reviewed, editorial board-reviewed, or editor reviewed professional (academic) journals. The article would typically contain at least one of the following: 1. a research component, 2. examine teaching methodology and pedagogy, 3. investigate an aspect of theory or conflict in a particular field, 4. Analyze multiple points of view regarding an issue in a particular field of study.
- A monograph, book, or chapter in a book published by an academic press.
- Visual arts projects from a juried show at an academic or professional gallery.
- A story published in an academic literary journal/magazine.
- A chapbook of poetry published by an academic press.

In addition, publication of individual works of faculty research on the OCU website will be limited to current and emeritus faculty.

9407.11 AG: Security

The Director of Information Technology will review the policies and procedures related to IT security on an annual basis. Recommendations for updates based upon best practices regarding new or emerging technologies will be forwarded to the President or his or her designee. When updates to current practices are approved, the Director of Information Technology or IT designee will initiate the new protocols. If updates will affect the end user, the Director of Information Technology will notify end users prior to implementation.

9407.12 AG: Closed Circuit Television and Camera Systems

The procurement, installation, monitoring, and use of closed-circuit television and camera systems (CCTV) on the premises of Oakland City University (OCU) must be approved by the University President or his/her designee.

CCTV is used to assist in providing a safe and secure environment for all members of the university community. CCTV may be used to monitor general retail and public areas in order to deter crime and promote safety. Video monitoring of university premises is limited to use in public areas where someone does not have a reasonable expectation of privacy, such as hallways and university events. Areas which typically are not monitored by video include classrooms, offices, restrooms and locker rooms. For the purpose of this policy, the university premises include all university property, structures and buildings,

including those areas occupied by businesses or other services. Use of security technologies for any other purpose is prohibited.

9407.13 AG: Audio/Video Streaming for Instructional Purposes

Although classrooms typically are not monitored for security purposes, audio and video streaming may be used to promote instruction. Appropriate use of streaming media may include but is not limited to aiding access to instruction; university and athletic events; and training. Classes may use technologies such as voice, video, telepresence, and network conferencing to allow the university to offer the course in more than one location. Instructors utilizing equipped classrooms may opt to use recorded video from their classes as a resource to be placed within their digital classroom, currently on Moodle.

To comply with the T.E.A.C.H. Act any form of streaming to be used must be analogous to in-class use. Storage and dissemination are for a limited time period. In order for copyrighted materials to be posted a warning and notice that the materials being used are subject to copyright must be included in the posting. At OCU the following guidelines must be followed for audio and video streaming for instructional purposes: posting of a copyright protected clip may only be for a limited period of time; access to the clip must be limited to the students enrolled in the class; complete works may not be posted – only a “limited and reasonable portion” of a video may be streamed.

9407.14 AG: Accountability

Any employee or individual authorized to access the university’s computer systems including the electronic mail system and/or Internet/Intranet, who discovers a violation of this policy shall promptly notify the President or the Compliance Officer.

Any employee or individual authorized to access the university’s computer systems including the electronic mail system and/or Internet/Intranet, who violates this policy in any manner shall be subject to disciplinary action, up to and including immediate termination of employment and, if applicable, legal prosecution.

9407.15 AG: Emerging Technology

The use of university or personally owned technology in the classroom is at the discretion of the instructor unless otherwise prohibited by university policy or required as a reasonable accommodation verified by the University 504 Coordinator.

The use of emerging technology (i.e., Google Glass, Apple Watch, smartphones, etc.) to capture audio, still or video images of persons on Oakland City University property is strictly prohibited in any location where there is a reasonable expectation of privacy. Areas where there is a reasonable expectation of privacy include but are not limited to: individual residential rooms, individual employee offices, locker rooms, restrooms, and athletic-trainer treatment rooms. Technology shall not be used to monitor or record employee lounges, residential lounges, or residential hallways.

9407.15.1 AG: Unmanned Aerial Systems (Drones, Model Aircraft, etc.)

The use of unmanned aerial systems (i.e., drones, model aircraft, etc.) is regulated by the Federal Aviation Administration (FAA) and relevant state law. The use of unmanned

aerial systems pose security, privacy and safety risks. All members of the university community are personally responsible for complying with FAA regulations, state and federal laws, and university policy. Operators of personally owned unmanned aerial systems assume the risk and liability associated with such devices.

Purchase or operation of these systems as part of university operations or programs must be pre-approved by the University President or his/her designee and all appropriate state and federal paperwork must be completed prior to the first operation of the unmanned aerial system. Inherent risks in the operation of this type of equipment requires additional insurance and policy considerations. *End of Information Technology (IT) Resources*

Non-Discrimination

It is the policy of Oakland City University to provide equal opportunity for all qualified persons in the educational programs, services and activities operated by the university. In full and affirmative compliance with the laws of the United States and of the State of Indiana and all applicable regulations thereto, the college does not discriminate on the basis of race, creed, color, national origin, veteran's status, age, disability, or sex in the educational programs, services or activities that it operates.

Safe Environment & Sexual Violence Prevention Policies

INTRODUCTION

As a recipient of federal funding, the University is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex — including pregnancy discrimination and Sexual Harassment — in educational programs and activities. The University does not discriminate on the basis of sex and is committed to providing an educational environment free from sex discrimination. Members of the University Community have the right to be free from Sexual Harassment, and members of the University Community are expected to conduct themselves in a manner that maintains an environment free from Sexual Harassment. Sexual Harassment is defined broadly under this Sexual Harassment Policy (Policy). Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor, Child Molesting, and sex discrimination, as defined below. Sexual Harassment is a violation of university policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of Sexual Harassment is brought to an appropriate individual's attention, and a Respondent is found to have violated this policy, the University will issue appropriate sanctions to prevent future misconduct.

As an educational institution which is controlled by a religious organization, the university reserves the right to utilize an exemption to the extent such an exemption is necessary to ensure the foregoing rules and all other applicable laws and regulations are

applied in a manner that is consistent with the religious tenets of such organization. The University further reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment in order to protect the rights and personal safety of students, employees, and other members of the university community. Such measures may include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Harassment will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the Complainant and the Respondent.

Sexual Harassment is defined broadly under this Sexual Harassment Policy (Policy). Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor, Child Molesting, and sex discrimination, as defined below. Sexual Harassment is a violation of university policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of Sexual Harassment is brought to an appropriate individual's attention, and a Respondent is found to have violated this policy, the university will issue appropriate sanctions to prevent future misconduct.

The university reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment in order to protect the rights and personal safety of students, employees, and other members of the university Community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Harassment will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the Complainant and the Respondent.

DEFINITIONS

The following terms and definitions apply to this Policy.

TERM	DEFINITION
Actual Knowledge	Notice of Sexual Harassment or allegations of Sexual Harassment to a University's Title IX Coordinator or any official of the university who has authority to institute corrective measures on behalf of the university. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the university with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX

	Coordinator. Examples of an Employee with authority to institute corrective measures on behalf of the University include members of the Executive Council and other employees as outlined Section III: Employee Duty to Report.
Appointee	An individual deemed to have an affiliation with the university in a non-compensatory capacity as designated in the applicable Human Resources Information System.
Complainant	Any person who is reported to have experienced conduct prohibited by this policy, regardless of whether that individual makes a report or participates in the review of that report by the university, and regardless of whether that person is a member of the university community.
Consent	<p>Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.</p> <ul style="list-style-type: none"> A. Consent to any one form of sexual activity cannot automatically imply Consent to any other forms of sexual activity. B. Consent may be withdrawn at any time. C. Previous relationships or prior consent cannot imply consent to future sexual acts; this includes "blanket" consent (i.e., permission in advance for any/all actions at a later time/place). D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness, etc.). <ul style="list-style-type: none"> i. Substantial impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). ii. This also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs. iii. Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy.

	<p>E. It is the obligation of the person initiating the sexual activity to obtain consent.</p> <p>F. An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary authority.</p> <ol style="list-style-type: none"> i. Force: violence, compulsion, or constraint; physically exerted by any means upon or against a person. ii. Coercion: the application of pressure by the Respondent that unreasonably interferes with the Complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct. <p>G. A person who does not want to consent to sex is not required to resist or verbally object.</p> <p>H. Withdrawal of consent can be manifested through conduct and need not be a verbal withdrawal of Consent (i.e., crying, pulling away, pushing away, not actively participating, laying there, uncomfortable or upset facial expression).</p> <p>I. Consent may not be given by an individual who has not reached the legal age of consent under applicable law.</p>
Decision Maker	The administrator(s) who oversee(s) any hearing or appeal which takes place as part of the formal resolution process. The decision maker(s) will be assigned on a case-by-case basis. The decision maker(s) may be internal or external parties.
Formal Complaint	A complaint filed by the complainant or the university that triggers the University's full investigation and hearing process under Title IX.
Investigator	An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.
Respondent	Any member of the university community who is reported to have engaged in conduct prohibited by this policy.
Retaliation	<ol style="list-style-type: none"> i. Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or Sexual Harassment.
Sexual Harassment	<p>A. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;</p>

	<p>B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or</p> <p>C. "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).</p> <p>All such acts constitute of Sexual Harassment under this policy.</p>
Student	<p>An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for classes, or otherwise entered into another agreement with the university to take instruction. Student status lasts until an individual graduates, is permanently dismissed, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the university; "Student" also includes registered Student organizations. A student organization remains a "Student" for purposes of this policy for one calendar year following the expiration of the organization's most recent registration.</p> <p>The university reserves the right to administer this policy and proceed with any process provided by this policy even if the Student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a Student while a disciplinary matter is pending.</p>
Title IX Coordinator	<p>The designated university official with primary responsibility for coordinating the university's compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the university responds appropriately, effectively, and equitably to all Title IX issues.</p>
University Community	<p>Faculty, staff, students, student employees, graduate associates, appointees, volunteers, suppliers/contractors, and visitors.</p>

POLICY DETAILS

I. SCOPE

A. Medium

- i. This policy applies to alleged Sexual Harassment in any medium. Sexual Harassment may manifest in many evolving forms including, but not limited to physical, verbal, and visual, whether in person or online in any format.

B. Jurisdiction

- i. The University has a compelling obligation to address allegations and suspected instances of Sexual Harassment when it has Actual Knowledge that this policy has been violated. The University must inform the Respondent of the allegations and may take any further action it deems appropriate, including pursuing an investigation even in cases when the Complainant is reluctant to proceed. The Complainant will be notified in advance when such action is necessary.
- ii. The University's disciplinary response may be limited if the Respondent is a visitor or other third-party or is not subject to the University's jurisdiction.

C. Location

- i. This policy applies to alleged Sexual Harassment that takes place in a university's educational program or activity, against a person in the United States. This includes locations, events, or circumstances over which the University exercised significant control over both the Respondent and the context in which the Sexual Harassment occurred.
- ii. This policy also applies to alleged Sexual Harassment that occurs off-campus, including virtual spaces, in any building owned or controlled by a student organization that is officially recognized by the University.
- iii. In situations not covered above, but where the Sexual Harassment undermines the security of the University Community or the integrity of the educational process or poses a serious threat to self or others, other applicable University procedures for general misconduct may be applied.

D. This policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish members of the University Community who exercise their legitimate First Amendment rights.

E. Policy Maintenance

- i. This policy is managed by the Title IX Coordinator
- ii. This policy and the associated procedures will be revised by the Title IX Coordinator.

II. RECEIVING SUPPORTIVE MEASURES

- A. Members of the University Community impacted by Sexual Harassment are encouraged to use counseling and support services, listed in the Resources section.

III. EMPLOYEES WITH AUTHORITY TO INSTITUTE CORRECTIVE MEASURES

- A. The University designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of Sexual Harassment conveys Actual Knowledge to the University.
- B. The following employees have been designated by the University as having the authority to initiate corrective measure on its behalf:
 - i. Title IX Coordinator(s)
 - ii. President of the University
 - iii. Vice President(s)
 - iv. CFO
 - v. Associate Vice President(s)
- C. When one of the above employees learns of alleged sexual harassment, that employee should contact the Title IX Coordinator in the Office of Compliance as soon as possible.
- D. Employees may have additional reporting obligations provided by law and/or other University policies.
- E. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures

IV. EMPLOYEE DUTY TO REPORT

All University employees have reporting responsibilities to ensure the University can take appropriate action.

- A. All University employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of Sexual Assault. Any employee who receives a disclosure of Sexual Assault or becomes aware of information that would lead a reasonable person to believe that a Sexual Assault may have occurred involving anyone covered under this policy, must report all known information immediately.
- B. In addition to the requirement of reporting incidents of Sexual Assault, the following members of the University Community have an additional obligation to report all other incidents of Sexual Harassment, when they receive a disclosure of Sexual Harassment or become aware of

information that would lead a reasonable person to believe that Sexual Harassment may have occurred involving anyone covered under this policy. These individuals must report the incident within five workdays of becoming aware of such information:

- i. Executive officers;
 - ii. Deans, directors, department heads/chairs (including those serving in assistant or associate roles);
 - iii. Faculty and staff who serve as advisors to or coaches of University-recognized student groups;
 - iv. Campus Security Authorities designed by the University under the Clery Act not otherwise specified in this provision, including any individual, whether an employee or not, who serves as a coach of a club sports team; and
 - v. Individuals serving in any of the positions described above on an acting or interim basis.
- C. Employees are not required to report disclosures of information regarding Sexual Harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the University:
- i. At public survivor support events including, but not limited to: "Take Back the Night," candlelight vigils, protests, and survivor speak-outs;
 - ii. To student-employees when they are operating outside of their official work capacity; or
 - iii. During an individuals' participation as a subject in an Institutional Review Board (IRB)-approved human subjects research protocol.
- D. Employees with a duty to report should refer to the chart in Reporting Allegations of Sexual Harassment. Contacting the Title IX Coordinator in the Office of Compliance to share all known information will satisfy the employee duty to report.
- E. Employees may have additional reporting obligations provided by law and/or other University policies.
- F. The following categories of employees are exempt from the duty to report Sexual Assault and other Sexual Harassment, due to their legal or professional privilege of confidentiality or their designation by the University as a confidential reporter:
- i. Professional and pastoral counselors

- a. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the University Community and who is functioning within the scope of that license or certification and their university employment.
 - 1. This definition applies even to professional counselors who are not employees of the university but are under contract to provide counseling at the university.
 - 2. This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual who is licensed or certified (e.g., a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the university).
- b. A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at the university.
 - 1. In this context, a pastor or priest who is functioning as an athletic director or as a student advocate would not be exempt from the reporting obligations.
- ii. Other employees with a professional license requiring confidentiality who are functioning within the scope of that license or certification and their university employment.
 - a. For example, an athletic trainer (AT) with a dual appointment as AT and professor would be required to report instances of Sexual Harassment of which they become aware in the scope of their employment as a professor, but must keep such information confidential and privileged if learned in the scope of their duties

as AT unless there is a mandatory reporting requirement under state law.

- G. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

V. REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

- A. Any person may report sexual harassment. By way of example, this includes::
- i. Students
 - ii. Employees
 - iii. Parents
 - iv. Any University Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.
- B. Reports can be made to the Title IX Coordinator in the following ways:

i. In-Person:	Dr. JC Campbell, Assistant Vice President of Diversity & Inclusion/Compliance Officer, Murray Center, 3 rd Floor, West Wing
ii. Mail:	138 N Lucretia St., Oakland City, IN.47660
iii. Phone:	812-749-1435
iv. Email:	T9Coordinator@oak.edu or jccampbell@oak.edu

- C. Making a report to the University and to law enforcement are mutually exclusive events. Making a report to the University does not preclude the individual from filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes. Filing a report with law enforcement is not a prerequisite of making a report with the University. However, individuals may request assistance from the Title IX Coordinator or designee to notify law enforcement.

Agency	Contact Information
University Police	812-749-1498
Local Law Enforcement	812-385-3496

VI. CONFIDENTIALITY AND PRIVACY

- A. The University recognizes the importance of confidentiality and privacy. See the Resources section for a list of confidential support, non-confidential support, and medical resources. Information received in connection with the reporting, investigation, and resolution of allegations will be treated as private and will only involve individuals whom the University determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate University functions, or when the University is required to provide information under the law.
- B. If an incident is disclosed or reported to the University and the individual requests that no investigation be conducted or disciplinary action be taken, the Title IX Coordinator or designee will explain that the University prohibits Retaliation and explain the steps the University will take to prevent and respond to Retaliation if the individual participates in a resolution process. The Title IX Coordinator or designee will evaluate the request to determine whether the University can honor the request while still providing a safe and nondiscriminatory environment.
- C. A decision to proceed despite an individual's request will be made on a case-by-case basis after an individualized review, and the Complainant will be notified if such a decision is made. If the University proceeds with an investigation, the Complainant is under no obligation to proceed as a part of the investigation.
- D. All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.

VII. RETALIATION

- A. Retaliation is prohibited by university policy and law. The University will not tolerate retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a Complainant, or participates in an investigation of discrimination or harassment.
- B. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or suspension or dismissal of a student, independent of the merits of the underlying allegation.
- C. Allegations of retaliation should be reported to the Title IX Coordinator.

VIII. INVESTIGATION AND RESOLUTION OPTIONS

- A. Initial Assessment
 - i. The Office of Compliance reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the

reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution.

- ii. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate the options to the parties.

B. Informal Resolution

- i. Informal resolution may be utilized in some circumstances if the University deems appropriate and both parties agree to it.

C. Investigative Resolution

The Office of Compliance will determine the appropriate office that may resolve a report of Sexual Harassment through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when the party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

IX. REMEDIES

- A. When the University makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.

B. Corrective Actions/Sanctions

- i. When the Respondent is a student, potential sanctions include formal reprimand, disciplinary probation, suspension, dismissal, and other appropriate educational sanctions.
- ii. When the Respondent is an employee, corrective actions may be taken pursuant to applicable law and the applicable policies and procedures as outlined in the university handbooks. Disciplinary corrective actions include coaching, development plans, reduction in supervisory

duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.

- iii. Student employees may be subject to corrective action and sanctions under Student and/or employee policies depending on the nature of the case. For instance, a student employee who is dismissed from the university may also be subject to termination or other corrective actions.
- C. Any corrective actions or sanctions will not take effect until any appeals have been completed.
- D. Interim Supportive Measures
 - i. Supportive measures will be made available to both the Complainant and Respondent whether or not a Formal Complaint is filed to ensure equal access to the University's education and employment programs and activities. The Title IX Coordinator or designee will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:
 - a. No contact directives;
 - b. Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
 - c. Academic support including extensions of time and other course-related adjustments;
 - d. Modification of work or class schedules;
 - e. Change in work or housing locations;
 - f. Change in reporting relationship;
 - g. Consideration of leave requests; and
 - h. Assistance with academic petitions.
 - ii. During the period of any investigation a Respondent can be put on administrative leave if they are an employee of the University. If the Respondent is a Student of the University, they may be removed from educational activities following an individualized safety and risk analysis determines that the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. If a student

is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.

- iii. The Title IX Coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other University employees with a need to know.
- iv. The University will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

E. Other Remedial Measures

- i. When the university is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the university may take other remedial measures as appropriate to remedy the effects of the alleged Sexual Harassment and/or prevent its recurrence. Remedial measures may also be implemented when it is determined that inappropriate behavior occurred, but that the behavior did not rise to the level of a policy violation.
- ii. Remedial measures may include and are not limited to:
 - a. Providing training on Sexual Harassment;
 - b. Increasing security in a designated space;
 - c. Changing policy or procedure; and
 - d. Conducting climate checks.

X. FALSE ALLEGATIONS

- A. It is a violation of this policy for anyone to make a false allegation of Sexual Harassment in bad faith. Corrective actions or sanctions may be imposed on individuals who in bad faith make false allegations of Sexual Harassment.
- B. The absence of a finding of a policy violation is not equivalent to finding that the Complainant acted in bad faith.

XI. PROCESS ABUSE

- A. No member of the University Community may:
 - i. Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;
 - ii. Make, in bad faith, materially false statements in or related to a process covered by this policy;
 - iii. Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
 - iv. Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

XII. TRAINING

- A. All faculty, staff, Student employees, graduate associates, and Students are required to take annual Sexual Harassment training as directed by the university.

PROCEDURE

I. INITIAL ASSESSMENT

- A. Upon receiving a report, the Title IX Coordinator will provide information to the Complainant on the availability of supportive measures, the right to file a Formal Complaint, and how to file a Formal Complaint.
- B. The Office of Compliance reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. Available resolution options will be guided by the availability of information and evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the Complainant to participate in an investigation or other resolution.
- C. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate these options to the parties.
- D. If the Complainant or the University elects to file a Formal Complaint, the Title IX Coordinator will provide written notice to the Respondent within ten days including:
 - i. The actual allegations of facts that constitute Sexual Harassment and any evidence that supports this;

- ii. That there is a presumption of innocence in their favor;
- iii. That all parties are entitled to an advisor of their choice;
- iv. That all parties can inspect and review evidence; and,
- v. Information regarding any code of conduct provisions that prohibit false statements made in bad faith.

II. DISMISSAL OF A COMPLAINT

- A. In the event that prior to, or in the course of, an investigation, the University determines that the allegations fail to meet the definition of Sexual Harassment or did not occur while in the United States and under the University's educational program or activity, the investigation and Formal Complaint will be dismissed. Formal Complaints may still be resolved through an informal resolution process as outlined above or according to procedures set forth in the Student Code of Conduct.
- B. The University reserves the right to dismiss the Formal Complaint and stop the investigation if:
 - i. The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their Formal Complaint;
 - ii. The Respondent is no longer enrolled in or employed by the University; or
 - iii. Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g., lack of participation in the investigative process by parties or witnesses).
- C. If the University dismisses the Formal Complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

III. INFORMAL RESOLUTION

- A. Informal resolution may be utilized in some circumstances if a Formal Complaint is filed.
- B. The usage of an informal resolution process is limited in a number of ways:
 - i. Informal resolution is unavailable if the Respondent is an employee of the school.
 - ii. Informal resolution may only be used if any and all parties to an investigation agree to it.
- C. In all cases, the University will inform the parties of the right to end the informal resolution process at any time. If a party chooses to end the informal resolution process, the University will inform the Complainant

of options, including the option to begin the investigative resolution process.

- D. The University will provide a facilitator, mediator, or decision-maker that is free from conflicts of interest and has received special training as outlined at www.oak.edu/consumer-information in order to facilitate resolution of the Formal Complaint.
- E. Informal resolution can take any form that the parties agree upon. The Title IX Coordinator or designee will work with the parties to develop a form of resolution that adequately resolves the needs of the parties. This may include:
 - i. *Facilitated Dialogue*: A structured and facilitated conversation between two or more individuals, including, but not limited to the Complainant and the Respondent, which allows for voices to be heard and perspectives to be shared. Depending on stated interests, participants may work towards the development of a shared agreement.
 - ii. *Shuttle Mediation*: An indirect version of the facilitated dialogue.
 - iii. *Circle of Accountability*: A facilitated interaction between the Respondent and University faculty and/or staff designed to provide accountability, structured support, and the creation of an educational plan.
- F. Depending on the form chosen, it may be possible for a Complainant to maintain anonymity throughout the informal resolution process.
- G. As part of the resolution process, additional measures (including, but not limited to educational programming, training, regular meetings with an appropriate university individual or resource, extensions of no contact orders, or counseling sessions) may be agreed upon.

IV. FORMAL RESOLUTION & HEARINGS

- A. The Office of Compliance may resolve a report of Sexual Harassment through its formal resolution process when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when any party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.
- B. Investigation

- i. Following the filing of a Formal Complaint, an Investigator will be assigned to the case by the Title IX Coordinator. During the investigation, the Investigator will seek to meet separately with the Complainant, Respondent, and any relevant witnesses who may have information relevant to the incident. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case.
- ii. Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the Complainant nor the Respondent are required to participate in the investigation process.
- iii. Formal Complaints of sexual harassment may be consolidated where the allegations arise out of the same facts or circumstances.
- iv. During the investigation process, parties have an equitable right to:
 - a. Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;
 - b. A process with reasonably prompt timeframes, with extensions for good cause, as described in the Procedure section below;
 - c. Present relevant information to the Investigator, including evidence and witnesses;
 - d. Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;
 - e. Have an advisor of their choosing, or through appointment by the University, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and

- f. Investigators who are adequately trained to resolve cases of alleged Sexual Harassment, are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.
- v. The University must provide a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.
- vi. The University will not restrict the ability of a Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.
- vii. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- viii. Following the completion of the investigation, the Investigator will complete an investigative report on the allegations contained in the Formal Complaint. Before the report is finalized, the Investigator will send to each party and their advisors an electronic or hard copy of all evidence that is directly related to the allegations. The University must include all evidence directly related to the allegations, even if the investigator does not intend to rely on that evidence in making a determination of responsibility. The parties then have at least ten days to provide a written response, which the Investigator will consider before finalizing the investigative report. The finalized report is then circulated for no less than ten days before a hearing is held.

C. Hearings

- i. All hearings are overseen by a Decision Maker(s). All Decision Maker(s) have received special training on how to be impartial and are assigned to cases by the Title IX Coordinator to avoid any bias and present an objective analysis of the evidence. In no case is the Investigator for a given case also the Decision Maker(s).
- ii. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the investigation and hearings.
- iii. The Decision Maker(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek

disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.

- iv. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- v. Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to ask questions to the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice or, if they do not have an advisor, the University will provide an advisor for them.
- vi. Questioning & Cross-Examinations
 - a. The Decision Maker(s) may question individual parties and witnesses.
 - b. Parties will have the opportunity to cross-examine the party or witness. Parties may never ask questions directly, and questions must be asked to the other party through the use of a party's advisor. All questions asked must be relevant. Any questions determined not to be relevant by the Decision Maker(s) are not required to be answered.
 - c. If a party or witness is absent from the live hearing or refuses to answer cross-examination or other questions, the Decision Maker(s) may not rely on any statement of that person in reaching a determination of responsibility. The Decision Maker(s) may not draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions.
- vii. If, at any point during the hearing, the Decision Maker(s) determines that unresolved issues exist that could be clarified through additional investigation time, the Decision Maker(s) may suspend the hearing and reconvene it in a timely manner that accommodates further investigation.
- viii. Hearings may be conducted virtually through the use of technology at the University's discretion. However, if either the Complainant or Respondent asks to be in separate

rooms, the University must grant this request and provide appropriate technology to allow for simultaneous participation.

- ix. All hearings will be memorialized through an audio or audiovisual record or transcript of the live hearing. The recording or transcript will be made available for parties to inspect and review following their completion.

D. Resolution

- i. The Decision Maker(s) will communicate his or her decision to both parties, concurrently. The Decision Maker(s) will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the Decision Maker(s) will send the parties a final outcome letter within ten days of the conclusion of the hearing.
- ii. The Decision Maker(s) bases all conclusions by examining all evidence from the investigation and the hearing. Their conclusion is based on the clear and convincing standard: If it is highly and substantially more likely to be true than untrue that Respondent committed the alleged acts(s)], then Respondent will be found responsible for violating this policy.
- iii. The Decision Maker(s)'s written decision must include the following information:
 - a. Identification of the allegations potentially constituting Sexual Harassment;
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the University's code of conduct to the fact;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctioned imposed upon the Respondent, and whether remedies designed to restore or preserve equal access to the University's

education program or activity will be provided;
and

- f. The procedures and permissible bases for either party to appeal.
- iv. If the Respondent is found responsible for violating this policy, the Decision Maker will consult with a member(s) of the OCU President's Executive Council in order to determine the corrective actions and/or sanctions to resolve the case. Any such corrective actions and/or sanctions will be outlined in the Decision Maker(s)'s written decision.

V. APPEALS PROCESS

- A. If either party disagrees with the outcome of the Decision Maker(s)'s determination, they may file a written appeal with the Title IX Coordinator within ten days of receiving the Decision Maker(s)'s written decision.
- B. Appeals may be filed due to:
 - i. A procedural irregularity that affected the outcome.
 - ii. New evidence being discovered that was not reasonably available at the time of the determination or dismissal.
 - iii. A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter of the Investigator or investigator(s), or decision-maker(s).
- C. An Appeal Decision Maker will be assigned by the Title IX Coordinator as needed. The University maintains a pool of internal and external trained Decision Makers to call upon as the need arises. The Title IX Coordinator and investigators who handled the investigation for the complaint, and the Hearing Decision Maker cannot be assigned as the Appeal Decision Maker(s). The assigned Appeal Decision Maker will examine all evidence in order to determine if the appeal has merit. The Appeal Decision Maker will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result; and will provide the written decision simultaneously to both parties.

VI. RECORDKEEPING

- A. The University shall maintain all records relating to Formal Complaints of Sexual Harassment, as well as all training materials used under this Policy, for seven years.

RESPONSIBILITIES

Position of Office	Responsibilities
Associate VP for Diversity & Inclusion/University Compliance	Title IX Coordinator
Vice President for Administration	Deputy Title IX Coordinator
Associate VP for Student Life	Deputy Title IX Coordinator
Director of Human Resources	Deputy Title IX Coordinator
Athletic Director	Deputy Title IX Coordinator

RESOURCES

SUPPORT RESOURCES

Community Served	Scope/Purpose	Office/Agency	Contact Information	Confidentiality
Employees	Provides life assistance for an array of personal, work-related, and daily living challenges for benefits-eligible employees and family members	Employee Assistance Program	Call HR for Eligibility and Access Information 812-749-1416	Confidential
All members of the University Community	Coordinates Title IX compliance; leads Title IX activities; provides education and training	Title IX Coordinator	812-749-1441 T9Coordinator@oak.edu	Non-Confidential
Anyone	Responds to criminal conduct on campus	University Campus Police	812-749-1498	Non-Confidential

MEDICAL RESOURCES

Community Served	Scope/Purpose	Office/Agency	Contact Information	Confidentiality
Students	Outpatient facility; provides a variety of health care services	TBD		Confidential
Anyone	24/7 medical services	Emergency Room		Confidential

CONTACTS

Subject	Office	Telephone	Email/URL
Policy Questions	Office of Student Life	812-749-1215	T9Coordinator@oak.edu
To Make a Report	Office of the Associate VP for Diversity & Inclusion/University Compliance or https://www.oak.edu/about/leadership/strategic-plan/reporting-concerns-and-ideas-for-future-success-to-ocu/ or Call (800) 576-5262 and listen to the first message. Enter Code 30084 when prompted to do so	Compliance Office: 812-749-1435	T9Coordinator@oak.edu
Title IX Questions	Title IX Coordinator	812-749-1435	T9Coordinator@oak.edu

This concludes the *Safe Environment – Sexual Violence Prevention Policies* section.

The Student Right-to-Know and Campus Security Act

Public law 101-542, also known as the Student Right-to-Know and Campus Security Act, was signed into law on November 8, 1990. This act requires Oakland City University to supply each prospective and new student with information concerning completion of graduation rates of certificate or degree seeking full-time students and certain information concerning athletically related student aid. Statistics concerning graduation completion rates are available on the University website at <https://www.oak.edu/about/consumer-information/data-and-reports/> Printed copies can be requested in the Office for Student Life.

Title II of this law is known as the *Crime Awareness and Campus Security Act of 1990*. Oakland City University is required to provide each new student and prospective student with information and data concerning security policies, law enforcement authority, certain crime statistics and educational programs that deal with crime prevention and protection.

The safety of the students and staff at Oakland City University is monitored jointly by the Offices of Student Life, Residence Life, and Campus Police. The Associate VP for Student Life oversees the safety of all Oakland City University students, particularly while students are on the university campus and ensures that security policies are enforced. The Associate VP for Student Life, Residence Hall Directors (RHDs), and Resident Assistants (RAs) are responsible for maintaining a secure living environment for residents and reporting any criminal activity to the appropriate authorities. Campus Security, working closely with Campus Police and local law enforcement personnel, places security guards on duty every day from 5:30 p.m. - 1:30 a.m.

NOTE: Security hours during the summer months and during university holidays may vary.

The Chief of Campus Police, Michael McGregor, is on-call 24 hours a day. Crime statistics for the previous year may be picked up in the Office of Student Life.

Use of Social Security Numbers

Social Security Numbers (SSN) are not required for admission to Oakland City University. Oakland City University collects and uses your SSN only to perform university duties and responsibilities. Use of a student's Social Security Number by OCU is limited to fulfillment of federal requirements; verification of identity for recordkeeping purposes; assistance in matching academic information and other materials with a student record; and to fulfill employment requirements, if applicable.

Social security numbers are required and used at OCU to meet the following federal requirements:

- to be considered for and the processing of Financial Aid; and
- to provide IRS Form 1098T to each student who pays education related tuition and fees. (IRS Form 1098T is required to claim an education credit on taxes for those who

are eligible for such credit. The IRS requires each institution of Higher Education to provide this information.)

*End of Safe Environment & Sexual Violence Prevention Section
(This concludes the Student Consumer Information.)*

OTHER POLICIES, REGULATIONS & EXPECTATIONS

Alcohol

As a Christian university founded by the General Baptists, Oakland City University students are required to abstain from the consumption, possession, sale or transport of alcoholic beverages while under the jurisdiction of the university (OCU properties, locations, or at university-sponsored events that are either on or off campus). In addition, students who are under the age of 21 are required to refrain from consumption of alcoholic beverages at all times in accordance with Indiana state law. Lack of prohibition of alcohol consumption by students over age 21, except for while under the jurisdiction of the university, should not be construed as encouragement to consume alcohol.

The university reserves the right to dismiss a student whose conduct is detrimental to the general welfare of the school or community. The university also reserves the right to involve local law enforcement at any time.

(Additional information regarding alcohol can be found in the section entitled, “Alcohol and Drug-Free Act” on page 18 of this handbook.)

Campus Reports

Graduation Rates, Athletic Graduation Rates, Equity in Athletics, Campus Profile, Clery Act and many other consumer or research reports are available on the university website at <https://www.oak.edu/about/consumer-information/data-and-reports/> Printed copies can be requested in the Office of Institutional Assessment.

Children* and Minors in the Classroom and On-Campus

* Minors are persons under the age of 18. Children are defined as persons under the age of 18 who are dependents of employees or student-workers.

Children in the classroom

Children of students are not permitted in the classroom. When alternative arrangements are impractical or impossible, such as illness of a day care provider, the student should contact the instructor and seek alternative options.

Children On-campus

Students' children are encouraged to attend events sponsored by the university specified for their age. In addition, periodic visits with a parent during non-class time may be appropriate, i.e., lunch in the cafeteria or other eating establishment on OCU properties, locations, or at other sponsored events.

Parents or guardians are responsible and liable for any and all injuries or damages sustained to or by their child while on the OCU property unless caused by the sole willful misconduct of the university, its officers, agents or employees.

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

A parent, guardian or other responsible adult must accompany pre-teen children on campus at all times. Unaccompanied pre-teen children will be escorted back to their parent or to the Office for Student Life.

Teenagers are welcome to visit and tour the campus so long as such visits are compatible with the College's mission.

Minors as enrolled students

Students under the age of 18 may enroll full or part-time at the College. When they do, FERPA rights shift from their parents to them, and privacy protections attach to their education records. For additional information, refer to the Student Rights section of the Student Handbook.

Abuse Involving Minors

In addition to having students who are minors enrolled, Oakland City University hosts minors as guests, event participants, and campers. Indiana law narrowly imposes duties to report on mental health professionals, counselors, clergy and law enforcement to report certain crimes involving minors, and abuse, to appropriate officials. OCU's protocol is that all employees will report all suspected child abuse, sexual abuse of minors, and criminal acts by minors to the Office of Student Life without delay. Clergy Act reporting of offenses for statistical purposes occurs whether victims are minors or adults.

OCU's protocol is that employees and students are to report suspected abuse immediately according to:

- Indiana state law requires any person who has reason to believe that a child is a victim of child abuse or neglect has an affirmative duty to make an oral report to the Department of Child Services (DCS) 1-800-800-5556 or local law enforcement. Failure to report may result in criminal charges.
- After notifying DCS and/or local law enforcement, Oakland City University policy also requires that faculty, staff, students, volunteers, and other university constituents report any suspected abuse or neglect of minors on Oakland City University property or as part of an Oakland City University program, to the OCU Office of Security or the Office of Student Life.

All current university employees, students, and volunteers working with children are required to notify the university promptly of any criminal convictions, felony charges or substantiated reports of child abuse or neglect.

Criminal acts by minors are to be reported to the Office of Student Life without delay. Clergy Act reporting of offenses for statistical purposes occurs whether victims are minors or adults.

Dancing

Because of the General Baptist denomination's stance on dancing, university-sanctioned dances are not held on OCU properties or locations and are not sponsored off-campus by any official division, department, or administrative office of the university.

The university is not responsible for any unlawful act or destruction of property that may occur off-campus at a dance sponsored by any group of students.

Demonstrations

On February 21, 1969, the Oakland City University Board of Trustees issued a statement concerning disruptive demonstrations. Any student engaging in a violent demonstration on OCU properties or locations, or at university sponsored events, which obstructs or disrupts university activity, will be expelled.

Destruction of University Property

Intentional destruction of university property will not be tolerated in any form. Any destruction of university property, whether intentional or accidental, must be repaired/restored at the complete expense of those involved.

Dress/Appropriate Attire

Appropriate dress attire, as determined by the University's Board of Trustees and Administrative personnel, should be worn at all times.

Oakland City University affirms that the appearance of members of the campus community should be consistent with its mission and values of General Baptist concept of morality. The university recognizes that individuals have a freedom of personal choice; however, members of the OCU community are expected to reflect modesty and appropriateness – that is, dress in a manner that does not draw inappropriate attention to oneself. Individual faculty members may specify appropriate attire for their classes.

General Attire

Regardless of the intent, display of the following is inappropriate on OCU properties, locations, and sponsored events:

- Cleavage
- Midriff (mid- and lower torso)
- Mid-thighs
- Undergarments
- Clothing that is excessively tight and/or form fitting
- Clothing that is lewd, derogatory, and/or suggestive
- Clothing that displays drugs, alcohol, tobacco products, satanic symbols, inappropriate language and/or symbols
- Shoes must be worn at all times in academic areas, offices, and dining facilities.

- With the exception of non-public areas of the residence halls, no shirts that are torn down the side or are baggy down the side may be worn without another shirt being worn underneath that shirt.

The dress code may be adjusted during participation in athletic events at the discretion of the staff member in charge of the event.

Drugs (illicit)

Oakland City University students are expected to refrain from the possession, distribution, use, bodily presence of, and sale of illegal drugs and the inappropriate use, sale or distribution of prescription drugs at all times. The university maintains the right to involve local law enforcement when deemed appropriate.

(Additional information regarding illegal drugs can be found in the section entitled, “Alcohol and Drug-Free Act” on page 18 of this handbook.)

Fighting

Fighting, or any physical altercation toward another person, on Oakland City University properties, locations, or at sponsored events, is prohibited.

Gambling

Gambling is prohibited at all OCU properties, locations, and sponsored events.

Hoverboards

For safety reasons, hoverboards, including segways or any other personal electronic transportation devices, are not permitted on OCU properties and locations.

Language Use

As a denomination-affiliated institution of higher education, Oakland City University will not tolerate the use of swearing or other vulgar language.

Medical Marijuana

In accordance with Indiana and federal law, marijuana use, for any reason, is prohibited at all OCU properties, locations, and sponsored events. Federal law considers marijuana as Schedule I Controlled Substance not widely accepted for medical use. As a university, OCU is required to follow federal laws regarding marijuana.

Pornography

All forms of pornography (magazines, videos, computer games, etc.) are prohibited on the Oakland City University properties, locations, or at any sponsored events. Pornography degrades individuals and undermines the Biblical view of sexual expression. Anyone who is in possession of or distributing any pornographic materials will have all materials confiscated and may be subject to other forms of disciplinary action. Repeated offenses could result in suspension from school.

Sexual Expression

Sexual expression should correspond to the General Baptist concept of morality. In addition, Residence Hall policy dictates that a resident's door must be open when guests are in the room. Appropriate disciplinary action will be taken when a violation of this policy occurs.

All students, while on OCU properties, locations, or at sponsored events, are required to abstain from premarital, extramarital, or homosexual activity.

Stealing

Stealing is not tolerated on any OCU properties, locations, or at any sponsored events. Proof of theft can result in immediate dismissal from the institution.

Tobacco/Vaping Use

Smoking, tobacco chewing, and all forms of vaping are prohibited in **ALL** Oakland City University properties, locations, Oakland City University transportation vehicles, or at any sponsored events. Oakland City University food service facilities, and residence halls are included. In addition, Indiana law states that no smoking is allowed within eight (8) feet of the entrance to any buildings.

Weapons

For safety reasons, possession of any kind of firearm or lethal weapon (including hunting equipment) is prohibited on Oakland City University properties or locations, including vehicles parked on campus property.

More specifically, possession, use, or distribution of any of the following are strictly prohibited on OCU properties, locations, or at sponsored events:

- explosives (including fireworks and ammunition),
- rifles, handguns or shotguns (including, but not limited to air, BB, paintball, pellet, water, or facsimile weapons),
- or other dangerous or deadly weapons or dangerous objects such as arrows, batons, axes, machetes, nun chucks, blow-darts, blow-dart guns or tubes, bows, brass knuckles, martial arts weapons, electronic stun devices, sling shots, swords, throwing stars, or knives with a blade of longer than three inches.
- This includes the storage of any item that falls within the category of a weapon in a vehicle parked on university property.

Note: The Law Enforcement Officers Safety Act (LEOSA) allows qualified active and retired law enforcement officers to carry a concealed firearm in any jurisdiction in the United States.

DISCIPLINARY ACTIONS

Violation of any university regulation will subject a student to immediate disciplinary action up to dismissal from the university. In cases where behaviors are violations of civil law, the local police may be called to deal with the situation in the proper manner.

University personnel (the Associate VP for Student Life, the Director of University Housing, and the Residence Hall Directors) are responsible for the disciplinary action to be taken on behalf of the institution concerning all students attending the main campus.

In consultation with the Associate VP for Student Life, the Director of APS or Director of the Graduate Program in which a student is enrolled is responsible for the disciplinary action to be taken regarding students within the respective program, on behalf of the university

Disciplinary sanctions can range from verbal or written reprimand, community service, disciplinary probation, interim suspension, suspension, or expulsion.

Interim Suspension

Interim Suspension may be imposed for the following reasons:

- to ensure the safety and well-being of members of the university community or preservation of university property;
- To ensure the student's own physical or emotional safety and well-being; or
- If the student poses a definite threat of disruption of or interference with the normal operations of the university.

NOTE: Depending on the seriousness of the violation, an officer of an OCU Club or Organization or a Student Ambassador with the Admissions Department may be dismissed from their leadership position(s). In addition, since members of intercollegiate athletic teams are also leaders representing Oakland City, they can be suspended from games/matches for violating university policies. When incidents occur involving student leaders, the Associate VP for Student Life will work with the appropriate office (SGA, Admissions, Athletic Director/Coaches) to determine appropriate sanctions.

A resident student who continuously shows disrespect towards an RA or Residence Hall Director, or any other university official or to other community members, by repeatedly breaking rules of the Residence Hall may be expelled from the Residence Hall for the remainder of the semester. There will be no refund of room and board fees if a student is expelled from a Residence Hall.

STUDENT RIGHTS

Upon enrollment at the university, each student receives access to a copy of the most recent version of the Student Handbook which contains the university's student policies and procedures.

Due Process - Definition

The ***Bill of Rights of the Constitution of the Student Government Association*** of Oakland City University lists as one basic right of students, “*The right of all students regardless of offense, neither to be dismissed nor otherwise disciplined without procedural due process.*”

The last section of Article VI, of the Constitution, states:

“Final appeal rests in the hands of the President of the University.”

Oakland City University uses preponderance of evidence when determining if a student should be held accountable for code of conduct violations.

Judicial Authority

The Associate VP for Student Life is the person designated by the University President to be responsible for the administration of the Student Code.

The Associate VP for Student Life, in conjunction with the University President or his/her designee, shall determine the composition of judicial boards and determine which chairperson shall be authorized to hear each case. Persons authorized as chairpersons may include university officials, the university attorney, hearing officers trained and employed at other universities, or students trained in the hearing protocol.

Important Terms used in the Conduct Process

The term “hearing officer” is any person or persons authorized by the Associate VP for Student Life or his/her designee to determine whether a student has violated the student code and to impose sanctions. Most code of conduct violations will be administratively adjudicated by a hearing officer.

The term “judicial board” is a group of trained members of the university (students, faculty, and staff members) authorized by the Associate VP for Student Life or his/her designee to decide whether a student has violated the student code and to recommend sanctions. A judicial board may preside over any hearing necessary to determine whether a student has violated the student code. Judicial boards will be composed of no more than two student voting members, no more than three faculty or staff voting members, a chairperson, and nonvoting advisors as appropriate. A judicial board may be convened to hear/adjudicate more serious code of conduct violations, or in the case of when a student may be facing possible sanctions of suspension and/or expulsion from the university if found responsible.

The term “chairperson” is a university official, or persons authorized by the Associate VP for Student Life, including third parties not directly involved in any related investigations, who facilitates a judicial board hearing to insure it runs smoothly and that all participants receive the fairness and due process rights they are granted. Third parties may include individuals from outside the university community or students trained in the hearing protocol when deemed appropriate.

The Conduct Process & How it Works

When a student’s name appears on an Incident Report (IR) for alleging to have violated university policy/policies, the student will be asked to attend two meetings with a university official, often times referred to as a hearing officer.

The first meeting is to review the incident report with the student and to discuss their involvement, if any, in the incident. The primary focus of this meeting is to 1) inform the student that they have been named as allegedly violating the student code of conduct; and 2) gather additional information. During this meeting, the student will have an opportunity to present his/her side of the incident.

The second meeting is often referred to as the actual “hearing.” During this meeting, the student has the opportunity to either take responsibility for, or not to take responsibility for the code violation(s). If the student takes responsibility for violating university code, the hearing officer will discuss possible sanctions, along with the importance of making wise choices in the future. If, however, the student chooses not to take responsibility for their alleged involvement in the incident, the hearing officer will need to make a determination if the student should be held accountable.

Note: When the alleged violations are more serious in nature or if a student may be facing possible sanctions of suspension and/or expulsion from the university if found responsible, the Associate VP for Student Life may request that a judicial board be convened to hear the actual case.

Once the conduct meeting has concluded, if a student believes he/she is “not responsible” for a code violation(s), the hearing officer (or judicial board members) must weigh the facts and evidence surrounding the incident and render a decision.

Once a decision has been determined, by using preponderance of evidence as a measure, the hearing officer will prepare a follow-up letter to the student informing them of their decision. The letter will include the specific codes that were alleged to be violated, if the student is being held “responsible” or “not responsible” for the violation(s), sanctions to be completed (with deadlines if the student was found responsible), and the student’s right to appeal.

It is always important to remember that even if a hearing officer determines they have enough evidence to find the student responsible for the alleged code violation(s), the student will always have an opportunity to appeal.

Judicial Procedures – Charges and Hearings

Alleged violations of behavior and related policies reported to the Office of Student Life, Associate VP for Student Life, or Residence Life staff shall be prepared in writing and submitted as soon as practicable after the event takes place.

Determination of the need for an investigation regarding the merits of the charges and/or if the charges can be disposed of administratively will be based on the nature of the alleged violations. Any Title IX allegations will be immediately reported to the Title IX Coordinator.

All charges shall be presented to the accused student in written form.

Title IX notification procedures will take precedence when applicable.

In most cases, code of conduct violations will be administratively adjudicated by a hearing officer. When this occurs, the conduct hearing shall be conducted according to the following guidelines:

- Conduct hearings normally shall be adjudicated in private;
- The hearing officer will read each code of conduct violation individually and the accused will have an opportunity to either “take responsibility” or “not take responsibility” for the violation.
- After the conduct hearing, the hearing officer shall determine whether the student has violated each section of the student code that the student is charged with violating.
- If the student does not take responsibility for the alleged violation, the hearing officer must determine if the student should be held responsible. Determination shall be based whether it is more likely than not, or preponderance of the evidence, that the accused student violated the student code.

If it is determined a judicial board hearing is more appropriate, the hearing shall be conducted according to the following guidelines:

- Judicial Board Hearings normally shall be conducted in private;
- Admission of any person to the hearing shall be at the discretion of the judicial board and/or its chairperson.
- In hearings involving more than one accused student, the chairperson of the judicial board, at his or her discretion, may permit the hearing concerning each student to be conducted separately.
- The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The complainant and/or the accused are responsible for presenting his/her own case (unless a disability or other factor is involved).
- Advisors are not allowed to speak or to participate directly in any hearing before a judicial board.
- The complainant and the accused shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial board.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial board at the discretion of the chairperson.
- After the hearing, the judicial board shall determine (by majority vote) whether the student has violated each section of the student code that the student is charged with violating.
- The judicial board’s determination shall be based whether it is more likely than not, or preponderance of the evidence, that the accused student violated the student code.

For Title IX violations, hearings shall be conducted according to the following:

- Judicial Board Hearings shall be conducted in private;
- Judicial Board Hearings shall be recorded via video camera and/or by dictation;
- Admission of any person to the hearing shall be at the discretion of the judicial board and/or its chairperson.
- The complainant and the accused will be assisted by an advisor, either by their own choosing at their own expense, or be provided an advisor by the university.

- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial board at the discretion of the chairperson.
- After any Title IX hearing, the judicial board shall determine (by vote) whether the student has violated the Title IX student code.
- The judicial board's determination shall be based on Clear and Convincing evidence, that the accused student violated the student code.

Due Process Policy

Each student at Oakland City University has the right to appeal any action taken against him/her that he/she feels is unfair, unjust, or discriminatory in nature. Any retaliation against a person who files a complaint, participates in an investigation, or opposes a discriminatory education practice is strictly prohibited by university policy, state, and federal law. University policy does not inhibit the complainant's right to file an unresolved complaint with any appropriate state or federal agency.

Due Process – Procedures

Academic Disputes – See Academic Affairs section of Student Handbook page 11.

Business Office Disputes – See “Business Office” section on page 14.

Code of Conduct Disputes – See “All Students” section on page 18.

Residence Hall Disputes – See “Residence Life” section on page 89.

Sexual Harassment and/or Violence Disputes – See “Safe Environment” section on page 41.

For Code of Conduct & Residence Hall violations:

1. The student appears before the Associate VP for Student Life, or his/her designee, who after careful review of a case, renders a decision, using preponderance of evidence as the measure.
2. Students who wish to appeal the decision of the Associate VP for Student Life may make an appeal to the Vice President for Administration, who will review the issue and make a decision to accept or deny the appeal.
3. If a student is not satisfied with the outcome of the initial appeal, he/she may wish to have their appeal reviewed by the President of the University, who will review the issue and render a final decision.



Shaping Our Future

The Core Values of OCU are

- **Faith & Spiritual Formation**
- **Trustworthiness**
- **Community**
- **Transformative & Transformational Leadership**
- **Passion for Christ &**
- **Active Humility**



UNDERGRADUATE ACTIVITIES

HONOR SOCIETIES

Oakland City University recognizes four fraternal organizations/societies:

Alpha Psi Omega

This is a national co-educational honorary dramatic fraternity.

Kappa Delta Psi

This is a national teacher educational honorary fraternity.

Order of the Sword and Shield National Honor Society

This is a national honor society for students majoring in criminal justice.

Sigma Kappa Sigma

This is a local honor society for outstanding students.

UNIVERSITY APPROVED CLUBS, ORGANIZATIONS, and OTHER ACTIVITIES

Life at Oakland City University is more than just books, seminars, and lectures. It also involves students in activities outside the classroom, from their participation in student organizations to their life in the residence hall. OCU students have opportunities to participate in a variety of cultural, recreation, entertainment, service, and spiritual development activities. The Oakland City University program is designed not only to embrace a wide diversity of interests, but also to use that diversity to challenge and strengthen the entire student body.

While a number of clubs and organizations are currently active on campus, current students can form new clubs on campus by completing the New Club/Organization Application form in the Student Life Office. The Student Government Association approves new club and organization applications.

Requirements for Club Officers

Each club recognized by Oakland City University will be able to elect their own officers provided they meet the following requirements:

1. Must have a cumulative GPA of at least 2.5
2. Be in good academic standing, including no failed courses in the previous academic year, and
3. Be in good disciplinary standing, including not being on social or disciplinary probation.

NOTE: No student can serve as an officer for more than one (1) club/organization at a time.

Requirements for Club Members

All enrolled students are eligible to participate in university clubs provided candidates meet the following requirements:

1. Be in good academic standing, including not being on academic probation for two (2) consecutive semesters,
2. Be in good disciplinary standing, including not being on social or disciplinary probation, and
3. Possess cumulative GPA requirements of the organization they wish to join.

All Oakland City University sponsored student clubs and organizations that choose to open a bank account must have two signatures on the account with one of the signatures being that of the sponsor. In addition, the Associate VP for Student Life must have access to the account in the case of an emergency.

All Oakland City University sponsored student clubs and organizations are allowed to fund raise for specific activities related to their club/organization upon approval from the Office of Student Life and the Executive Offices. The solicitation of gifts must be pre-approved by the Office for Advancement.

OCU Clubs/Organizations

The following list includes clubs and organizations (current and recent) as well as other ways to get involved outside the classroom.

Athletics/Intercollegiate Sports

Oakland City University is a member of the National Association of Intercollegiate Athletics (NAIA) and National Christian College Athletic Association (NCCAA). Men may participate in intercollegiate basketball, cross country, baseball, golf, soccer, and tennis. Women may participate in intercollegiate golf, volleyball, softball, cross country, soccer, tennis, and basketball. All student athletes must meet eligibility requirements.

Biology Club

Biology club is a group of students interested in the sciences and the environment, but it is open to anyone interested regardless of major. They organize recycling activities on campus, take field trips to zoos and natural areas, and do community service projects.

Black Student Union (BSU)

The Black Student Union aims to serve as a voice for black students and to establish a sense of identity, community, and pride. They focus on bringing the diverse culture to the campus, and the club is open to all OCU students.

Business Club

The mission of the Business Club is to engage students in a social environment that will also enrich their minds in the art of business. The club will help students become passive leaders and enrich their intellectual sides.

Cheerleading

Cheerleaders participate at athletic/intercollegiate sports. Tryouts are held at the beginning of every school year. Anyone who meets the following requirements is eligible for the tryout audition:

1. Must meet the GPA standards set for NAIA intercollegiate athletes;
2. Must be in good academic standing;
3. Must be in good disciplinary standing, including not being on social or disciplinary probation.

Criminal Justice Student Association

The purpose of the CJSA is to promote the gaining of knowledge and general understanding of the criminal justice field, to provide students with an exciting, challenging, and rewarding experience, to provide students with specific information concerning the numerous and varied fields within the criminal justice system, to provide connections of communication between the OCU community and the Criminal justice community of the Tri-Student region, to provide members with skills, training and advice that will help in their future.

Esports Club

To promote esports, board games, and videogames as a hobby through competitive and enjoyable casual games. It exists for students to come together and play a variety of video games at different skill levels.

International Club

The international club at OCU has a mission to include each and every student on campus. The goal is to bring together people from different backgrounds and cultures and to enlighten cultural differences on campus.

Intramural Sports

The Oakland City University intramural program provides a broad range of activities and competition for all students. Individual and team competition is available seasonally throughout the year. Included in the intramural program are such sports as basketball, softball, volleyball, euchre, pocket billiards, spades, horseshoes, flag football, and badminton. Other sports may also be included and will be announced before competition begins.

Investment Club

The Investment Club is a club intended to help students learn about what it means to invest responsibly, while still maintaining profit. Its mission is to learn about what it means to invest in companies with their societal impacts in mind, along with how to do it while still maintaining equal if not better profits than regular investments.

OCU Education Club

OCU Education club is a club of students dedicated to fostering the growth and development of students of all ages by providing members with numerous opportunities to develop their professional and leadership skills, participate in service learning, and expanding their community involvement.

Pep Band

The OCU Pep Band is a group of musicians who perform at athletic events, primarily men's and women's basketball games. The Pep Band works closely with the cheerleaders to promote school spirit and excitement. Students may audition for Pep Band during organization days in the early part of the Fall semester.

Psychology Club

The organization is composed of Psychology majors & OCU students who express interest in the field. The goal of the club is to increase understanding in the field, facilitate interaction among students and enrich the student's social experience as well as learning more about how the field of psychology can be used in service to others.

Star Wars and Marvel Club

The Purpose of the Star Wars and the Marvel Club is to promote student unity over the common interests of Star Wars and Marvel.

Student Ambassadors for the Office of Admissions

Student Ambassadors is a group of students who serve as hosts for the Office of Admissions. These students coordinate campus tours throughout the year and assist with other Admissions activities. The Office of Admissions chooses 10 to 15 Student Ambassadors each year from a pool of applicants. Students interested in becoming a Student Ambassador may obtain an application from the Office of Admissions.

Student Ambassadors must meet the following requirements:

1. Must have a cumulative GPA of at least 3.0;
2. Must not have failed to receive credit for any classes during the previous academic year;
3. Must be in good academic standing; and
4. Must be in good disciplinary standing, including not being on social or disciplinary probation.

Student Government Association (SGA)

SGA is composed of elected representatives of the student body. It is organized to integrate and coordinate student activities and life on campus, to cooperate with the faculty and administration in the daily functioning of the university, to advance the welfare of the university, and to promote an awareness of an interest in the vital issues affecting the university community.

The O.C. Collegian.

The Collegian is the Oakland City University student newspaper. It seeks to present to its readers an accurate and comprehensive image of the university and an ongoing reflection of the individuals, activities, and history of Oakland City University.

The Well

The Purpose of OCU's The Well is to share the message of Jesus with the student body. It exists to glorify God through serving the OCU community by cultivating unity and engaging with students and staff.

Theater and Arts Club

Theater and Arts Club is an organization for OCU students to expand knowledge, skills, and appreciation of the theatrical arts. This club will also give students the opportunity to participate in plays, trips, and activities as a way to enhance educational goals of theatrical discipline and give back to the community.

Theologs

This organization is for students interested in the ministry or in any other Christian vocation. It promotes a common standard of Christian conduct and provides fellowship and Christian service on campus.

University Choir

The University Choir provides choral experience for interested students. It also provides musical performances and appreciation of musical events for the university family and the surrounding community.



Additional On Campus Activities

New Student Orientation

All new (first-year and transfer) students are strongly encouraged to attend the New Student Orientation held each August, a few days prior to the beginning of the Fall semester. During these days, new students will have opportunities to meet other new students, faculty, and staff, and become familiar with the campus as well as the many resources available for to support students' academic and personal success. During orientation, every effort is made to accommodate our students and to ensure a smooth transition to university life.

Religious Activities

Oakland City University actively maintains its historic connection with the General Baptist denomination. It provides an environment for learning that takes seriously the dimension of faith. The religious program of the university is in the Protestant evangelical tradition and seeks to respect the religious integrity of every student. Chapel services, which are held weekly, provide worship opportunities and help make students aware of moral and spiritual issues. The office of the Campus Pastor is located in the chapel, and the Campus Pastor is available for counseling, visitation, and other ministry functions.

Social Activities

The academic year at Oakland City University is enhanced by a variety of social functions, including Fall Festival, Homecoming, Formal Tea, Spring Fling, SoulFest, and numerous banquets. Also, throughout the year, the Residence Life Staff develop special programs and activities for students.

Cultural Activities

Each year, various informative and entertaining cultural programs are presented in regularly scheduled convocations, lectures, concerts, recitals, dramatic productions, and exhibits. Also, the Residence Life Staff periodically offer programs covering a wide range of important and timely issues.



SITE SPECIFIC INFORMATION

Main Campus/Wilder Center Information

OCU University Police

The University Police Department is committed to providing a safe and secure environment for every member of our campus community.

The safety of our community at Oakland City University is monitored jointly by the Office of Student Life, Residence Life, and our University Police. The Associate VP for Student Life oversees the general safety and well-being of all Oakland City University students, particularly while students are on the university main campus and ensures that security policies are enforced.

The Associate VP for Student Life, Residence Hall Directors, and Resident Assistants are responsible for maintaining secure living environments for all resident students living in the residence halls and reporting any criminal activity to the University Police. Our University Police works closely with the Oakland City Police Department, and other local law enforcement personnel/agencies, to ensure students, faculty, staff, and guests have a safe and happy experience.

Students are expected to show respect to all members of the campus security staff, University Police, and other local and area law enforcement agencies and officers.

Annual Security Report

The annual security report is available online at <http://www.oak.edu/student-life/campus-safety> or at the Office of Student Life.

Missing Student Policy and Procedure

Oakland City University takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating any Oakland City University student living in university-owned, on-campus housing, who, based on the facts and circumstances known to the university, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the university environment result from students changing their routine without informing their roommates and/or friends of the change. To assist the process of verifying a student is missing, at the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Oakland City University. This emergency information will be kept in the Office of Student Life and will be updated annually.

Anyone who believes a student to be missing should report their concern to Campus Safety & Security or the Office of Student Life or Residence Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to university officials, the missing students'

emergency contacts may be notified. In this event, the Associate VP for Student Life will place the calls.

The investigation procedures include the following:

1. The Oakland City University official receiving the report will collect and document the following information at the time of the report.
 - a) The name and relationship of the person making the report.
 - b) The date, time and location the missing student was last seen.
 - c) The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d) The missing student's cell phone number (if known by the reporter).
2. The Oakland City University official receiving the report will contact the Director of University Housing and the Associate VP for Student Life in order to update them on the situation and to receive additional consultation. The Associate VP for Student Life will ascertain if/when other members of the University Administration need to be contacted.
3. Upon notification from any entity that a student may be missing, Oakland City University may use any or all of the following resources to assist in locating the student.
 - a) Go to the student's residence hall room.
 - b) Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen.
 - c) Secure a current student ID or other photo of the student from a friend.
 - d) Call and text the student's cell phone and call any other numbers on record.
 - e) Send the student an email.
 - f) Review Academic Attendance Reports, Beacon Alerts, and ascertain from the missing student's instructors if they have seen any recent changes in behavior or demeanor of the student.
 - g) Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student lounges, fitness center, etc. The Office of Campus Safety & Security and the Office of Residence Life may be asked to assist in order to expedite the search process.
 - h) Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social media sites.
 - i) Ascertain the student's car make, model and license plate number. A member of the Office of Campus Safety & Security will also check university parking lots for the presence of the student's vehicle.
 - j) The Oakland City University Informational Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the Oakland City University network.

4. Once all information is collected and documented and the Associate VP for Student Life (or designee) is consulted; Oakland City University staff may contact the local police to report the information.
5. If the student is under the age of 18 and is not emancipated, the Associate VP for Student Life (or designee) will notify the custodial parent(s) or guardian(s) within 24 hours of the determination that the student is missing.

(Note: If in the course of gathering information as described above, if foul play is evident or strongly indicated; the police should be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the university.

Chapel Services

Chapel services are conducted each week in Provance Memorial Chapel on Wednesday at 11:00 a.m. Chapel services are designed to contribute to the spiritual growth of those who attend. A variety of speakers and programs are scheduled to help and encourage spirituality. While attendance is not required, students, faculty, and staff are strongly encouraged to attend. All offices and labs are closed during weekly chapel services. On occasion, revivals or other events are held to refresh the spiritual commitment of the campus.

Counseling – Personal

A certified counselor is available on campus as well as the Campus Pastor and the Associate VP for Student Life. In addition, a list of referrals for more extensive services is maintained by the Office for Student Life.

Campus Counselors

- Melinda Sams, 812.749.1396 or msams@oak.edu
- FahKara Malone, 812.749.1278 or fmalone@oak.edu

Campus Pastor

- Jeff Bralley, 812.749.1455 or jbralley@oak.edu

Associate VP for Student Life

- Brad Knotts, 812.749.1215 or bknotts@oak.edu

Food Services

The food service on campus is operated by Pioneer College Caterers. This service includes the cafeteria, the Oaks Café, and Holy Grounds Coffee Shop, where we proudly serve Starbucks.

Our newly renovated cafeteria offers an all you can eat smorgasbord Monday – Friday, from 7:00 a.m. – 7:00 p.m., and a brunch and dinner buffet on Saturdays and Sundays throughout the academic year.

Each student must present their student identification card at the time of each meal. Resident students who are ill may have a tray delivered to their room by a member of the Residence Life Department, as approved by Student Life.

Health Services

In the event of a medical emergency, a Residence Hall Director, a Resident Assistant, or the Associate VP for Student Life, along with appropriate medical assistance should be contacted immediately (911). Any student who suffers a serious health emergency will be taken to the hospital in an ambulance.

While the university has a working relationship with several local physicians, dentists, and chiropractors in the area, Dr. Stephen Etherton is the university's medical director. His office is a part of the Oakland City Deaconess Clinic, located across from the Tichenor Center on our main campus. OCU students are given appointment priority and are often able to be seen by a physician the same day. Students will assume responsibility for the cost of medical treatment.

Question or for more information, please stop in the Office of Student Life.

Health/Medical Form

Each main campus undergraduate student must have on file in the Office of Student Life, a current health form, including a current local address, telephone number, and pertinent insurance information to be used in the event of an emergency. Any change of address or telephone number should be updated by completing the following form:

<https://www.oak.edu/forms/change-of-personal-information/>

International Students

Support services are available to international students who are transitioning to a new country or for any other issues specific to being an international student at OCU. Contact the Office of Student Life, 812.749.1421, for more information.

Lost and Found

Items found on campus should be taken to the Office of Student Life located in the Student Life Center. Articles/Items that have been found can be claimed at the Office for Student Life. Items found in the residence halls should be turned into the Resident Director or a Resident Assistant.

Local Address & Telephone Numbers (Current)

Each student must have on file a current local address and telephone number to be used in the event of an emergency. Any change of address or telephone number should be updated by completing the following form: <https://www.oak.edu/forms/change-of-personal-information/>

Parking

Vehicles parking on campus property must be properly licensed, insured, and able to be driven. The responsibility for finding a legal parking space rests with the motor vehicle operator. Inability to locate a legal parking space is not an acceptable excuse for violation of university parking regulations.

The university assumes no liability for loss or damage to vehicles or their contents while parked on university property.

Parking rules are in effect 24 hours a day, 7 days a week. To avoid a ticket, remember to:

- Obey all traffic laws.
- Observe signs indicating traffic flow and speed limits.
- If you have a Handicap Permit, hang it from the rearview mirror with the colored side facing out.
- Park between lines.
- Always lock your vehicle.

Parking Violations and Enforcement

- Vehicles parked inappropriately will be ticketed and may be subject to towing at owner's expense. This includes parking the wrong way on a street, on grass, on sidewalks, in front of dumpsters, at any loading dock, building entrance, crosswalk, or fire lane/hydrant.
- Students and employees may be subject to disciplinary procedures, as defined in the respective handbooks, if assessed multiple violations.

Parking for those with Disabilities

Parking is available for students, staff and visitors with disabilities in specially designated spaces. If your vehicle has a state-issued disability license plate or temporary placard, you may park in these areas.

It is a violation to leave standing in a Disabled parking space any vehicle not displaying a current Disabled License Plate or Disability Parking Placard.

It is a violation for any person not qualifying for the rights and privileges extended to disabled persons to exercise or attempt to exercise such rights or privileges by the unauthorized use of a distinguishing license plate, removable hang tag or temporary removable hang tag; and to park or leave standing any vehicle so as to obstruct a curb ramp or curb cut for disabled persons.

Visitors

Visitors are welcome to park in any unrestricted parking area.

Bus Parking

Buses will be directed to park in an uncongested area. Check with the Office for Student Life, Bower-Suhrheinrich Building or the Department of Athletics if you have not been advised as to where to park.

Towing

Any vehicle in violation of the parking regulations may be towed away without prior notice and stored at the owner's expense. Vehicles apparently abandoned on university property will be towed and disposed of according to Indiana State law.

Student Identification Cards

Each Oakland City University student (and staff) is issued an identification card (University ID) upon completion of the registration process. The identification card must be kept on the student's person at all times. The identification card is non-transferable. A student who loses a card should stop by the Campus Store, located in the Student Life Center to have it replaced.

Replacement cost is \$10. This card is used as a student activity card, library card, as a means of identification (especially in emergency situations) and as a means of identification in the university cafeteria, the Oaks Café, and Holy Grounds Coffee Shop. The validated student identification card must be presented at the cafeteria entrance, or if using it to purchase food and drink items.

RESIDENCE LIFE

There are four residence halls for Oakland City University students: Brokaw Hall, Cox Hall, Dearing Hall, and Williams Hall. It is the responsibility of the Residence Hall Directors to work with the Associate VP for Student Life to ensure a quality, secure environment for students living on campus and to ensure that those students are adhering to the university's regulations.

Campus Housing Policy

Unless otherwise approved by Oakland City University in writing, a student who meets all the following criteria is required to live in university residence facilities as long as space permits in such facilities:

- Full time; and
- Traditional undergraduate student; and
- Attending the Oakland City main campus; and
- Receiving any university funding; and
- Does not qualify for the housing policy exemption.

A housing policy exemption is granted by the Office of Student Life to those living with their parent(s) or court-appointed guardian, those who are married or single with a child, or those who are over the age of 23 by a specified date each year. Students wishing to live off-campus must complete a Commuter Application form. Commuter Application forms are available in the Office of Student Life and housing exemptions must be granted prior to a student living off-campus. Students who are granted an exemption to live off campus are responsible for securing their own living accommodations.

The university has the authority to charge a student room and board rates during a given academic year if 1) the student chooses to live outside of university housing and does not meet the specified criteria of being a commuter student; or 2) the student fails to apply to be a commuter student.

Residence halls will open one-two days prior to the first day of fall/spring semester classes beginning. The first meal served in the cafeteria is usually dinner on the evening prior to the first day of classes. The residence halls are closed during the various holidays and breaks. During such breaks, food service does not usually provide meals.

In order to receive institutional aid (as distinguished from federal or state aid), a student must comply with the university's housing policy.

Oakland City University will not knowingly admit to its residence halls or other resident housing any persons who have been convicted of a felony, or convicted of a sex offense, theft, or other crimes against persons or property.

Refund policies on residence hall rooms are subject to Business Office regulations.

Residence Hall Contract

A student applying to live in a residence hall must sign a contract each academic year. Once the student has signed the contract and paid the deposit, he/she is expected to honor the contract for the remainder of the contract period (Fall & Spring semesters).

By signing the housing contract, the student agrees to comply with the rules and regulations of the university and of university housing during the contract period. When moving into the hall, the student automatically assumes the responsibilities and obligations of the contract.

The university reserves the right to assign students to the residence halls. Rooms are assigned without regard for creed, color, national origin, age, or handicap.

Entry of University Housing - Students' Right of Privacy

The administrative staff of Oakland City University recognizes and respects the right to privacy in student housing. However, the entry into university housing may take place by the following people for the purposes listed below:

By law enforcement officials in the performance of statutory duties and in accordance with legally defined procedures for search and seizure.

By university maintenance or custodial personnel to make repairs and to provide routine service.

By authorized university personnel in emergency situations to provide the health and welfare of students or to prevent damage of property of the student and the University.

By a Residence Hall Director or other appropriate university official for the purpose of a room inspection, only when deemed necessary by the Director of Residential Life and/or the Associate VP for Student Life.

By a Resident Assistant, Residence Hall Director or other appropriate university official when there is reasonable suspicion to believe a violation of university or civil regulations is being committed.

Resident Assistants (RAs)

Resident Assistants are students who participate in bona fide educational and training programs to enable them to serve students in their changing lifestyles and receive remuneration for their services. In all residence halls, Resident Assistants (RAs) reside on each floor. Resident Assistants will be named at the end of the previous semester and will assist the Residence Hall Directors by fostering mutual cooperation and community living among residents.

Residence Hall Directors (RHDs)

Residence Hall Directors are students who reside in Residence Halls and participate in bona fide educational and training programs whereby they provide services in return for tuition credits and other program benefits. Residence Hall Directors' responsibilities

include programming, supervising resident assistants, and maintaining the overall integrity of the hall. Beginning Fall 2022, OCU will have two, full-time RHDs living and working in the residence halls.

Residence Hall Rooms – Policies & Expectations

Appliances

Open cooking **is not allowed** in a residence hall room. Any appliances that could pose a fire hazard, such as a hot plate with a skillet, a deep fat fryer, a wok, an electric skillet, etc., are **not** allowed. No open flames are permitted (i.e. burning of candles) in any residence hall. Hair dryers, irons, radios, stereos, televisions, etc., are acceptable appliances. Refrigerators that are five (5) cubic feet or less are allowed in residence hall rooms. Any acceptable appliances could be deemed not acceptable if their use is determined to be a fire risk as stated by the university's insurance carrier. If there is any question concerning any appliance, the Residence Hall Director must be consulted.

Assignments

The Office of Residential Life/Student Life, along with the Residence Hall Directors, will make residence hall room assignments. Room assignments are made on a first come, first serve, basis, and requests will be honored whenever possible. After the beginning of the semester, the Residence Hall Director will make all necessary adjustments in room assignments.

Damage

Students damaging their residence hall room will be assessed the repair charges to their student account in the Business Office. Charges for damage in public areas are divided equally among those responsible. If those responsible cannot be identified, the entire residence hall will be assessed an equal portion of the damage charges.

Furnishings

Every residence hall room is furnished with beds, dressers, desks, desk chairs, and closets. Additional furniture may be permitted after approval is secured from the Director of Residential Life. Waterbeds are not permitted in residence halls. The window curtains or drapes are furnished by the university and must remain as installed. Window screens must remain intact at all times. No objects should ever be thrown from a residence hall window.

All provided furnishings must remain in the rooms. Bed frames may be removed by residents who have lofts, only if there is storage space available for the frames. All lofts must be approved prior to moving in by the Residence Hall Director of your specific residence hall. *(See your Residence Hall Director or the Director of Residential Life for guidelines and waiver form for loft construction.)* In addition, removal of the bed frames is the responsibility of the resident. Each resident must label their bed frames and will be responsible for returning the bed frames to their room prior to check out.

Cox Hall and Williams Hall residents must keep the university provided furnishings in each bedroom with the exception of moving one piece of furniture (desk or portable closet) into the living room area of the suite. A typical suite in Cox Hall/Williams Hall will house between four-six residents. If five students live in a suite, the bedroom that

houses three residents may have one bed raised in a loft style or bunk bed style. (The bed must be left in the lowest position upon checking out of the suite). All other beds must remain in the lowest position on the bed frame.

Keys & Key Fobs

Students are responsible for their room key and key fobs. Upon moving out of the residence hall, students must return their room key and building key fob. A replacement charge will be assessed for any lost keys. The charge for losing a keyless entry key fob is \$50. The charge for losing a room key is \$75-\$125 (recore). Other charges may be assessed if additional hardware needs to be replaced on a particular room (i.e. cores, handles, etc.).

Lofts

Students are permitted to have free-standing lofts in their residence hall rooms; however, Oakland City University has established guidelines that resident students must adhere to at all times. See your Residence Hall Director or the Director of Residential Life for a copy of guidelines and waiver form for loft construction. All lofts must be approved prior to moving in by the Residence Hall Director of your specific residence hall.

Mandatory Hall Meetings

Hall staff will conduct 2-3 hall meetings each semester. While these are few, attendance is expected. Whenever possible, a notice of 48-72 hours will be provided. Failure to attend meetings could result in a monetary fine placed on your student bill.

Property Loss

The university is not responsible for personal property that is lost, damaged, or stolen. Students should guard against theft by keeping their rooms locked at all times. Large sums of money and other valuables should not be kept in the residence hall rooms. Each student should keep a list of appliance serial numbers. **Students are also encouraged to either take out an insurance policy (renters insurance) or add an addendum to their parent's homeowners insurance.**

Wireless Internet

Wireless Internet is provided throughout each residence hall and throughout most campus buildings.



Residence Halls Visitation Policy & Hours

Residence Hall Lobby Hours

Daily 9:00am – 12:00am

Visitation Hours (In Residence Hall Rooms)

All guests are required to sign in at the front entrance of each residence hall. A guest is defined as anyone that is not a resident of the hall they are visiting.

The visitation hours for all residence halls are as follows:

Monday – Thursday:

9:00 a.m. – 6:00 p.m.	(same gender guests only)
6:00 p.m. - 11:00 p.m.	(regular visitation hours)

Friday:

9:00 a.m. – 6:00 p.m.	(same gender guests only)
6:00 p.m. – Midnight	(regular visitation hours)

Saturday:

9:00 a.m. – Noon	(same gender guests only)
Noon – Midnight	(regular visitation hours)

Sunday:

9:00 a.m. – Noon	(same gender guests only)
Noon – 11:00 p.m.	(regular visitation hours)

****Guests of a resident that are both the same sex and are a student at the university may sign in to the residence hall room of that resident beginning at 9:00am daily. All visitation policies are still in effect during this time.**

When guests are in the room, the door to each room must be totally open. A clear view of the room must be had at all times and a normal light must be on. Residents are not allowed to lay in their beds with other people. Any student found with the door closed and a guest in the room is subject to immediate disciplinary action. Residents must accept the responsibility for their own behavior during visiting hours and must give consideration to their roommates. Residents are also responsible for the behavior of their guests. In order to allow visitation, there must be a fundamental consideration of and sensitivity for the rights of others. For more specific information regarding visitation policies, see RA or RHD in your hall.

Additional Important Housing Items

Cleanliness

A student is expected to display standard cleanliness of person and room. Students who habitually exemplify a sub-standard mode of living environment may be fined and/or expelled from the residence hall without a refund of their room and board fees.

Entertainment Equipment

Students are permitted to have entertainment equipment (i.e. television, stereo, etc.) in their room. However, consideration must be given to other residents when operating the

equipment. If residents are disrespectful to others or disrupts their community by the volume levels of their entertainment equipment, they can lose their right to have such equipment in their residence hall room.

Fire Drills and Fire Equipment (Fire Extinguishers, etc.)

The purpose of fire drills is to prepare housing occupants for an organized evacuation in case of fire or another emergency. There will be periodic fire drills in the university residence halls, in accordance with fire regulations, to educate and train occupants on fire safety issues specific to their building.

Anyone who misuses fire or fire equipment will be subject to immediate disciplinary action and a fine. Also, pulling a fire alarm when there is no fire is a federal offense and carries a stiff penalty.

Fireworks

The possession, use, or sale of fireworks or other explosive devices in any form is strictly forbidden on the OCU campus. (See weapon policy for additional information)

Overnight Guests

Resident students desiring overnight guests in their rooms must secure permission from the Director of Residential Life, along with the Residence Hall Director. A maximum of five nights may be visited, with the first two nights being free. The additional three nights will cost \$20.00 per night per guest. A student wishing to have a guest for more than five nights must secure approval from the Associate VP for Student Life. Resident students are responsible for the conduct and behavior of these guests. Visitors are invited to eat at the university cafeteria by paying the line prices.

After obtaining approval for overnight visitation, the guests will not be allowed to enter the room of the resident student until visitation starts for that day. The guest must leave the resident student's room by 12 P.M. the next day, unless the following day is Saturday or Sunday.

Pets

To ensure a safe and healthy living environment for all resident students, **pets** are generally not allowed in the Oakland City University residence halls.

Requests for the accommodation of a Service or Support Animal must be directed to the University's Disability Coordinator and will be evaluated on a case-by-case basis considering the needs of the individual and the concerns of the university community.

Room Decoration

Pictures, pennants, calendars, etc., are permitted, but should be hung so as not to damage walls or woodwork. Visual materials that would offend the General Baptist concept of morality are not permitted in the residence halls (i.e. posters advertising sex, alcohol, drugs, etc.). Any questions concerning decorations should be referred to any member of the Residence Life staff.

Storm Drills

There will be periodic storm drills involving those students living in the residence halls. The Residence Life staff will instruct the residents concerning where they are to go in the case of severe weather.

Mail

Mail is delivered Monday through Friday (except on national and school holidays), in the residence halls during the regular school year. A student residing in the residence hall should give his/her university address as follows:

STUDENT'S NAME
RESIDENCE HALL AND ROOM NUMBER
OAKLAND CITY UNIVERSITY
720 W. SHERMAN STREET
OAKLAND CITY IN 47660-1099

Students graduating or planning to return home during the summer months should complete a Temporary Change of Address form by following this link:

<https://changemyaddress.org/coa/mail-forwarding.php?nid=bmg&aid=mailforwarding&sid=temporary>

Vacations and Breaks

The residence halls will remain open for resident students to stay during the Thanksgiving and Spring breaks; however, it is important to know that food service operations will not be available. The residence halls will be closed during Christmas break and the period of time between the Summer and Fall Semesters. Please consult with your Residence Hall Director concerning closing and opening times for these particular breaks. Exceptions for special circumstances will be considered on a case-by-case basis. In these cases the student **must** seek approval from the Associate VP for Student Life and should make their request known no less than two weeks prior to the break.

Checking Out of the Residence Hall

Students leaving the residence hall must go through a residence hall check-out procedure. Students are responsible for cleaning their room prior to check-out. No clothing, food or other personal items should be left in the room at the time of check-out. To begin the check-out procedure, the student should contact the Residence Hall Director or Resident Assistant at least 24 hours prior to check-out. The rooms will be inspected by the Residence Hall Director and/or Resident Assistant and again by the Director of Residential Life.

The check-out procedure includes inspection of the room, return of the room key and building key fob, and receipt of final clearance to move off campus or leave school. Failure to properly check-out of the residence hall carries an automatic improper check-out fine of \$100. If any room is found to be unsatisfactory, charges will be assessed and placed on the student's account. Charges may include damages, cleaning or removal of items. If no resident takes responsibility for unsatisfactory room condition, all residents

of that room may be charged. Any items left in the residence hall 48 hours after checking out will be subject to disposal by university staff. Any exceptions must be approved by Office for Student Life.

Student Government Association

Policy of the Board of Trustees

The Board of Trustees has adopted a policy concerning student government:

Although students have limited powers of self-government, the Board of Trustees is ultimately responsible for the university. Student government must be in conformity with the expressed purposes and regulations of the university as defined by the General Baptist Denomination and required by the Board of Trustees.

Student Government Association

The Student Government Association is composed of elected representatives of the student body. Its purpose is to integrate and help coordinate the student activities and life on campus, to cooperate with the faculty and administration in the daily functioning of the university, to advance the welfare of the university, and to promote an awareness of an interest in the vital issues affecting the university community.

Student Constitution

A student constitution, available at the Student Government Association Office (Student Life Center, room 114), outlines the procedures for campus government.

Legislative Branch

The legislative branch of government, the Senate, considers matters relating to student welfare, passes legislation and resolutions regarding student life, approves, the Student Government budget submitted by the executive branch and performs other tasks relative to student government.

Judicial Branch

The Student Government constitution allows for a Judicial Court which may be used as a part of due process.

Executive Branch

The executive branch is composed of the President, Vice President, Executive Secretary, and Executive Treasurer.

The **President** acts as the official representative of the student body and presents student opinion to the university administration. Other duties of the President include appointing the executive cabinet members, presiding at all meetings of the Student Government Association, and appointing students to serve on various administrative and academic committees of the university.

The ***Vice President*** performs the above-described duties in the absence of the President. The Vice President also acts as President of the Senate.

The ***Executive Secretary*** keeps an updated file of the Student Government Association Office and provides students with a monthly activity calendar.

The ***Executive Treasurer*** maintains accurate records of income and expenditures and is responsible for compiling and distributing the budget as well as working closely with the Business Office in completing financial transactions.

TRADITIONAL EVENTS

New Student Orientation

Orientation for first-year and transfer students is held prior to the beginning of each term so those students can become acquainted with one another and with life at Oakland City University. Every effort is made to assure that students make a smooth transition to the challenge of life at Oakland City University.

Organization Day

Organization Day is typically held near the start of the Fall semester and brings together many social, religious, and departmental organizations on campus, as well as local community churches, restaurants, and businesses. This event offers new students the opportunity to meet and talk with organization representatives, open student accounts, sign up for membership, and ultimately gain information regarding what the campus and local area have to offer.

Fall Festival or “OAKtober Fest” Week

Fall Festival is a weeklong celebration of Autumn. Many activities are planned and organized for students. The crowning of ***Miss OCU*** and ***Bachelor of the Year*** culminate this weeklong event.

Founders’ Day

Founders’ Day is the annual celebration commemorating the heritage and founding of the university. This day brings many alumni and friends to observe a formal academic convocation ceremony and to pay special tribute to those who founded the university. All students, faculty, and staff should attend this Convocation.

Homecoming Week

Homecoming is a weeklong flurry of activities and events celebrating Oakland City University’s tradition. The Homecoming Queen & King, elected by the student body, are introduced at a special half-time ceremonies during one of the home athletic games.

**Requirements for the pageant participants are as follows:*

1. *Must have at least a 2.5 grade point average*
2. *Must be in good standing regarding conduct*
3. *May be either single or married*

Spring Fling Week

The third of three weeklong activities, Spring Fling is a celebration marking the Spring season and the nearing of the end of the school year. The week of activities is culminated with a Formal Tea, a formal affair for OCU students and their guests, usually held off-campus.

Honors Convocation

A special convocation honoring various individuals who have achieved scholastic recognition is held toward the close of the school year. Awards for achievement are presented from various departments and organizations in all areas of the university community. All students, faculty, and staff are urged to attend.

Oakland City University Adult and Professional Studies Program (APS)

Oakland City University provides career-oriented programs and coursework at centers located throughout Indiana. Faculty at these centers teach high-quality coursework designed to combine actual work experiences of the student with course content and objectives. This process accelerates the in-class time investment and reduces that investment by 1/3 to 1/2 of the traditional time. Out-of-class assignments in team projects, focused individual study, and individual projects serve to achieve the needed learning objectives in each course.

Students can save more time and money by securing program credits through work experience and/or specialized training in their career area. The university also offers many fully online classes and academic programs. This unique blend of curricula allows for degree completion in about 18 months, at a reasonable cost that is competitive with other colleges and universities in Indiana. The aspect of accelerated programming allows the student to complete the degree more quickly and move forward in their career.

Admissions counselors for the APS program continue to assist students throughout the program! Give us a call, or e-mail, to talk with an admissions counselor.

APS Sites:

Bedford – 931 15th Street; contact Megan Vance – mvance@oak.edu or 812-749-1325

Evansville – 401 SE 6th Street; contact Megan Jennings – mjennings@oak.edu or 812-749-1324

Jasper – 402 E. 13th Street; contact Cheryl Riester – criester@oak.edu or 812-486-7022

Rockport – 2827 West State Road 66 Suite B; contact Megan Vance – mvance@oak.edu or 812-749-1325

Associate Director of NTE Enrollment

Jordyn Volmerding – 138 N. Lucretia Street Oakland City – jvolmerd@oak.edu 812-240-4169

Senior Director of Enrollment Management

Brent Magruder – 138 N. Lucretia Street Oakland City – bmagruder@oak.edu 812-749-1544

Appendix A

DIRECTORY

EMERGENCY PHONE NUMBERS

Oakland City Fire Department
.....911

Oakland City Police
Department.....911

Non-Emergency812.385.3496

Oakland City University Police812.749.1498

Oakland City University Security 812.664.7286 or 812.664.7287

Gibson County Ambulance Service.....911

Deaconess General Hospital (Princeton)812.385.3401

Oakland City Deaconess Clinic (located on campus).....812.749.6187



MAIN CAMPUS OFFICES

Academic Affairs812.749.1238

Academic Support (Center for Calling & Career) 812.749.1260 or 812.749.459

Academic/Career Counseling (Center for Calling & Career).....812.749.1271

Admissions.....812.749.1222

Athletics812.749.1264

Business Office812.749.1243

Cafeteria (Kitchen).....812.749.1402

Cafeteria (Office)812.749.1400

Campus Counselors

Melinda Sams.....msams@oak.edu (quickest response) or 812.749.1396

FahKara Malonefmalone@oak.edu or 317.698.8591

Campus Pastor812.749.1455

Campus Store812.749.1403

Career Services812.749.1271

Community Engagement812.749.1259

Executive Offices.....812.749.1213

Financial Aid.....812.749.1224

Library.....812.749.1269

Oaks Café/Snack Bar812.749.1302

Student Life.....812.749.1421

LOCAL COMMUNITY

Automobile Repair and Service

B & M Auto, 231 Main, Oakland City812.749.4951

Gray's Garage, Corner of Columbia & Broadway812.749.4181

Mac's Garage, 344 Roosevelt Ave., Oakland City.....812.749.4151

Churches

Blessed Sacrament Catholic Church.....	812.749.4474
Hwy 57 and Lincoln Heights Road, Oakland City	
Church of the Nazarene	812.749.4206
314 South Jackson, Oakland City	
Crossroads Southern Baptist Church	812.749.3377
Hwy 57, Oakland City	
First General Baptist Church	812.749.3724
224 West Harrison, Oakland City	
First Pentecostal Church	812.749.6461
Hwy 64 E, Oakland City	
Forsythe United Methodist Church.....	812.749.3546
Rt. 1, Oakland City	
Friendship General Baptist Church.....	812.749.4909
Rt. 1, Oakland City	
Good Shepherd United Methodist Church.....	812.749.3525
210 Harrison, Oakland City	
Greater Grace Apostolic Church.....	812.749.1105
11432 E 50 S, Oakland City	
Living By Grace Church	
115 Franklin Street, Oakland City	
McCullough Grove Baptist Church	812.228.0917
2476 S 1250 E, Oakland City	
Oak Grove General Baptist Church	812.749.3770
Hwy 64 W, Oakland City	
Oakland City Church of Christ	812.749.4075
Jackson Street, Oakland City	

Convenience Stores (Gas Stations)

Chuckles, 611 West Morton Street, Oakland City.....	812.749.3687
Marathon, Hwy 57 and Hwy 64, Oakland City	812.749.9709
Sonoco, 526 West Morton Street, Oakland City.....	812.999.2119

Dentists

David R. Kolb, DDS, 137 East Morton, Oakland City812.749.3049

Doctors

Steven Etherton, DO, 1204 Williams Street, Oakland City812.749.6187

Celena McCandless, PA-C, 1204 Williams Street, Oakland City812.749.6187

Optometrist

Oakland City Eyecare812.749.3700

Florist

Sue's Flowers, 310 W. Morton Street, Oakland City812.749.4500

Grocers

Dollar General Store, Hwy 57 North, Oakland City812.316.1730

IGA, Morton Street, 122 W. Morton Street, Oakland City812.749.3072

Stores

Dollar General, Hwy 57 North, Oakland City812.749.4149

Family Dollar, 1310 W. Morton Street, Oakland City812.214.7026

Jackson Automotive, 133 East Morton, Oakland City812.749.6278

NAPA Auto Parts, Gibson and Hwy 64 East, Oakland City812.749.4035

Hospitals

Ascension St. Vincent, 3700 Washington Ave., Evansville812.485.4000

Deaconess Gateway, 4011 Gateway Blvd., Newburgh812.842.2000

Deaconess Midtown, 600 Mary, Evansville812.450.5000

Deaconess Gibson, 1808 Sherman Dr., Princeton812.385.3401

Pharmacies

CVS Pharmacy, Princeton812.385.3747

Walmart Pharmacy, Princeton812.385.0757

William Brothers Heath Care Pharmacy, Princeton812.506.4548

Restaurants

Denny's, Hwy 57 and 64, Oakland City812.749.4555

Double D Diner, Hwy 64 East, Oakland City812.749.4747

John's Smokin BBQ, 410 Morton Street, Oakland City812.749.9227

Junee B's, 531 South Franklin, Oakland City812.749.1068

Mom's Diner, 331 South Main Street, Oakland City812.749.3114

Monroe's Pizza, 250 North Main Street, Oakland City812.749.3292

Noble Roman's Pizza Express, 611 W. Norton, Oakland City812.749.3687

Piper's Pizza House, Hwy 57 North, Oakland City812.749.4205

Subway, 611 W. Morton, Oakland City812.749.3687

Taylor's II Steak House, 518 East Morton Street, Oakland City812.749.6345

Appendix B – Area Hotels

DRIVING DIRECTIONS

Oakland City University's Main Campus is located in Southwestern Indiana. It is within driving distance of several metropolitan areas including: Evansville (30 minutes), St. Louis (182 miles), Louisville (100 miles), Nashville (162 miles), Cape Girardeau (177 miles), Cincinnati (213 miles), and Jonesboro (269 miles). The campus is ideally situated in the rural community of Oakland City, with a population of 3,000, just 14 miles North of 164 on Indiana Highway 57.

From the East

Take I-64 west towards St. Louis. Exit at 29B, I-69 north and follow for approximately 15 miles. Take exit #33 (Princeton/Oakland City/Huntingburg) and turn right onto Hwy 64 east. Go approximately 2 miles to the junction of Hwy 57 & Hwy 64. Turn left (north) onto Hwy 57 for approximately 1 mile, turn right (east) at the Oakland City University entrance onto Williams Street. The Murray Administration Building is located 4 blocks up Williams Street on the right.

From the West

Take I-64 East towards Louisville. Exit at 29B, I-69 north and follow for approximately 15 miles. Take exit #33 (Princeton/Oakland City/Huntingburg) and turn right onto Hwy 64 east. Go approximately 2 miles to the junction of Hwy 57 & Hwy 64. Turn left (north) onto Hwy 57 for approximately 1 mile, turn right (east) at the Oakland City University entrance onto Williams Street. The Murray Administration Building is located 4 blocks up Williams Street on the right.

From the North

Take US-41 South. Take IN-64 east towards Princeton. Continue through Princeton and into Oakland City (15 miles). Turn left onto IN-57 North. Drive approximately one mile and turn right onto Williams Street. The Murray Administration Building is located 4 blocks up Williams Street on the right.

From the South

Take US-41 (Pennyrile Parkway) north. Take I-164 east and continue for approximately 15 miles, it will become I-69, continue north and take exit #33 (Princeton/Oakland City/Huntingburg). Turn right (east) on Hwy 64. Go approximately 2 miles to the junction of Hwy 57 & 64. Turn left (north) onto Hwy 57 for approximately 1 mile, turn right (east) at the Oakland City University entrance onto Williams Street. The Murray Administration building is located 4 blocks up Williams Street on the right.

From Indianapolis

Take I-70 west. Continue on I-70 west. Take exit 7 for US-41 S towards Evansville. Continue to follow US-41 S. Exit onto IN-64 E towards Princeton. Continue to follow IN-64 East. Turn left (north) onto Hwy 57 for approximately 1 mile, turn right (east) at the Oakland City University entrance onto Williams Street. The Murray Administration building is located 4 blocks up Williams Street on the right.

EVANSVILLE HOTELS – Ask for the Oakland City University discount rate!

BOOK NOW! Call 812-471-3414



LAQUINTA
INNS & SUITES

La Quinta Inn & Suites
8015 E. Division St., Evansville, IN. 47715

BOOK NOW! Call 812-477-2677



BAYMONT
INN & SUITES

Baymont Inn & Suites
8005 E. Division St., Evansville, IN. 47715

BOOK NOW! Call 812-867-2200



Holiday Inn Express
& Suites

Holiday Inn Express & Suites, North
324 Rusher Creek, Evansville, IN. 47725

BOOK NOW! Call 812-473-2500



COUNTRY
INN & SUITES
BY RADISSON

Country Inn & Suites
301 Circle Front Dr., Evansville, IN. 47715