



2025-2026 Student Handbook

Tiffin University

Revised August 2025

Table of Contents

Part I – Opening	8
Letter from Student Development and Transformation	8
Tiffin University Purpose, Mission, and Vision	10
Strategic Priorities	10
Values (How We Behave-ICARE)	10
Nondiscrimination Policy	10
Student Right to Know	10
Student Records and Right to Privacy	12
Directory Information	13
Photo Release Public Areas	13
Part II – Equal Opportunity, Harassment and Nondiscrimination	14
How to File a Report	15
Mandated Reporting	15
On-Campus Confidential Resources	15
PART III – CODE OF STUDENT CONDUCT	16
SECTION I – MISSION	16
SECTION II – JURISDICTION	16
SECTION III – PHILOSOPHY	16
SECTION IV – DISTINGUISHING CODE OF STUDENT CONDUCT FROM THE LAW	16
SECTION V – STUDENT RIGHTS AND RESPONSIBILITIES	17
SECTION VI – DEFINITIONS	18
SECTION VII – CONDUCT POLICIES: CODE OF STUDENT CONDUCT	19
University Policies	19
Academic Policies	
Please refer to http://www.tiffin.edu/academics/calcat/ for the most updated version of the Academic Bulletin.	19
Alcohol Policy	19
Drug Policy	19

Amnesty Policy	20
Emotional Support Animal (ESA) Policy	21
Anti-Hazing Policy	23
Bullying and Harassment Policy- (outside of protected classes considered under Title IX)	24
Complicity Policy	24
Computer Network/Internet/Email Policies and Procedures	24
Conduct System Abuse	24
Conduct Unbecoming	25
Damage/Destruction of Property	25
Disorderly Conduct	25
Disruption/Obstruction	25
Drone Policy	25
Emergency Equipment Policy	25
Electric Scooters	25
Failure to Comply	26
False Information	26
False Reporting	26
Gambling Policy	27
Fire Safety Policy	27
Harm to Others	27
Honesty	27
Retaliation	28
Smoking/Tobacco Policy	28
Theft	28
Unauthorized Recording Policy (Under Review)	28
Vandalism/Property Misuse Policy	29
Weapons Policy	29
Title IX Gender-Based Discrimination & Sexual Harassment/Misconduct Grievance Policies & Procedures	30

Residence Life Student Conduct Policies -	30
Air Conditioners	30
Bicycle Policy	30
Check-In/Out Policy (General Comments)	30
Entertainment Units Policy	31
Fireworks Policy	31
Furniture Movement Policy	31
Games/Sports In the Hallway	31
Guest/Escort Policy	31
Health/Safety Hazard	32
Laundry Policy	32
Ledges/Roof/Fire Escape Policy	32
Loft/Bunk Policy	32
Lounges - Furniture/Television/Microwave Use Policy	33
Maximum Occupancy Policy	33
Noise/Quiet Hour Policy	33
Pet Policy	34
Posting Policy	35
Prohibited Appliance/Items Policy	36
Refrigerator Policy	36
Room Access Policy	36
Room Damage/Cleaning Policy	37
Room Decoration Policy	37
Room Search Policy	37
Room Use Policy	37
Room Windows/Screen Policy	37
Solicitation	38
Subletting Policy	38
SECTION VIII – STUDENT ORGANIZATION CODE OF CONDUCT	38

Purpose	38
Conduct Regulations for Student Organizations	38
Student Organizations and Individual Student Conduct	38
Auctions	40
Procedures	41
Filing a Complaint	41
Student Organization Conduct Process	41
Sanctions	41
Interim Suspension of Activities	41
Records	40
Appeals Procedures	42
Implementation and Revisions	40
SECTION IX – STUDENT CONDUCT PROCESS - (FOR TITLE IX PROCESS, PLEASE SEE PART II)	42
SECTION X –SANCTIONS & OUTCOMES DEFINED	46
SECTION XI – SANCTIONS, OFFENSES, AND OUTCOMES	48
Alcohol Sanctioning Guidelines	48
Drug Sanctioning Guidelines	49
Other Policy Violations Sanctioning Guidelines	50
SECTION XII – STUDENT CONDUCT RECORDS	54
SECTION XIII – IMPLEMENTATION AND REVISIONS	54
PART IV – CAMPUS SERVICES OVERVIEW	55
Campus Safety and Security	55
Career Services	56
Club and Recreation Sports	57
Dining Services	57
Disability Services	59
Health, Wellness, and Counseling Services	60
Identification Cards	61
Information Technology Services	61

Murphy Center - University Academic Support Office	62
Pfeiffer Library	62
Residence Life	63
Student Accounts	70
Student Development and Transformation	70
Student Engagement	71
Student Success Advising and First-Year Experience	73
The Exchange 1888 Apparel & Post	74
TiffinArts Programs (PAL-Performing Arts Laboratory)	75
Transportation	76
Part V – Community Resources	77
Medical Emergency	77
Drivers Licenses and Passports	77
Part VI – Tiffin University Safety Plan	77
Emergency Procedures	77
Missing Student Notification Plan of Action	78
Campus Security Act Provisions	78
Procedures for Reporting Criminal Actions and Emergencies	78
Crime Prevention	79
Winter Weather Policy	79
Civil Disturbance/Demonstrations	79
Traffic Policy and Procedure	84
Dragon Shield Early Alert System	88
Procedure for Response to Immigration Office Inquiries (Students)	88
Peaceful Demonstration Policy	89
Part VII – Campus Safety Statistics	93
Availability of Crime Statistics	93
Definitions of Offenses	94
Tiffin University- Clery Reportable Crimes	95

Part VIII – Important Contacts	96
Emergency Numbers	96
Part IX – Conclusion	96

Part I – Opening

Letter from Student Development and Transformation

Greetings, Dragons!

First, let me express my profound admiration for the exceptional talent, dedication, and ambition that each of you brings to this University. You are the heartbeat of this vibrant academic community, and I am genuinely thrilled to be a part of your educational journey.

As the Dean of Student Development and Transformation, my primary focus is to facilitate your holistic development, ensuring that you receive not only a world-class education but also the tools and support necessary for your personal growth and transformation.

My vision for our time together is to foster an inclusive and nurturing environment where you can thrive academically, emotionally, and socially. It is my firm belief that a holistic education encompasses not just academic and athletic excellence but also the cultivation of character, critical thinking skills, leadership abilities, and a strong sense of social responsibility.

The Student Development and Transformation team and I will work tirelessly to provide you with comprehensive support services, resources, and programs that promote your personal, academic, and professional development. Moreover, I am committed to fostering a culture of open communication and collaboration. I encourage you to share your ideas, concerns, and aspirations with me and my team. We are here to listen, guide, and advocate for your needs. Together, we will create an environment where your voices are heard and where diversity, inclusivity, and equity are not just buzzwords but lived realities.

I am genuinely excited about the incredible potential that lies within each of you, and I am confident that, by working together, we can shape an exceptional academic experience that will empower you to reach your full potential and transform into the leaders and change-makers of tomorrow.

In conclusion, I am truly honored to serve as your Dean of Student Development and Transformation. My door is always open, and I eagerly anticipate engaging with each one of you throughout your time here at Tiffin University. Let us embark on this remarkable journey of growth, exploration, and transformation together.

Thank you, and I look forward to getting to know each and every one of you.

Dakel K. Patterson

Dean of Student Development and Transformation



GUIDING PRINCIPLES

PURPOSE

What we are about:

Transforming lives through education.

MISSION

What we do:

Educate students by linking knowledge to professional practice.

VISION

What we want to be:

A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.

STRATEGIC PRIORITIES

Where we will focus:

- Create an environment focused on *student success*. (Students)
- Grow innovative *academic programs*. (Academics)
- Optimize our *organizational capacity*. (People)
- Strengthen and increase *institutional financial sustainability*. (Finances)
- Enhance our *critical infrastructure*. (Facilities and Technology)

VALUES

How we behave – ICARE

Interdependence

We are an inclusive and caring community that emphasizes service as a foundation of success.

Communication

We engage in authentic dialogue, timely exchanges of information, and fact-driven discussion, civil debate, and decision-making.

Accountability

We make ethical, responsible decisions that have a high degree of integrity, are data-informed, and are results-oriented.

Respect

As a portal of equal access to education and information, we model civility and compassion; we embrace diversity as an essential component of creating a rich university experience for everyone.

Entrepreneurship

We prize innovation and creative thinking as hallmarks of successful participation in the global marketplace.

TIFFIN UNIVERSITY

Tiffin University Purpose, Mission, and Vision

The Purpose of Tiffin University as an institution of higher education is to transform the lives of students through education. Our Mission is to educate our students by linking knowledge to professional practice. Finally, our Vision is to be a premier University for challenging students to enhance their global competencies and 21st century skills for success in a diverse world.

Strategic Priorities

- Create an environment focused on student success
- Grow innovative academic programs
- Optimize our organizational capacity
- Strengthen and increase institutional financial sustainability
- Enhance our critical infrastructure

Values (How We Behave-ICARE)

1. *Interdependence*-we are an inclusive and caring community that emphasizes service as a foundation of success
2. *Communication*-we engage in authentic dialogue, timely exchanges of information, and fact-driven discussion, civil debate, and decision-making
3. *Accountability*-we make ethical, responsible decisions that have a high degree of integrity, are data-informed, and are results-oriented.
4. *Respect*-as a portal of equal access to education and information, we model civility and compassion, we embrace diversity as an essential component of creating a rich University experience for everyone.
5. *Entrepreneurship*-we prize innovation and creative thinking as hallmarks of successful participation in the global marketplace.

Nondiscrimination Policy

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, socioeconomic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Student Right to Know

Effective October 1, 1998, Post-Secondary Institutions are required to notify currently enrolled and prospective students of the availability of certain information. The following is available to current and prospective students from the following sources and locations:

- Rights under the Family Education Rights and Privacy Act
 - Right to inspect and review student's education records
 - Registrar's Office
 - 419-448-3270
 - Seitz Hall
- Direct Loan Deferment for Peace Corps or Volunteer Service
 - Information regarding deferment of loan payments while performing volunteer service
 - Financial Aid Office
 - 419.448.3279
 - Seitz Hall
- Available Financial Assistance
 - Various Sources of financial aid and how to apply
 - Financial Aid Office
 - 419.448.3279
 - Seitz Hall
 - <http://www.tiffin.edu/finaid/>
- Institutional Information
 - Information regarding the College
 - Academic Bulletin
 - Registrar's Office
 - 419-448-3270
 - Seitz Hall
- Athletics
 - Information regarding athletic programs, schedules, etc.
 - Athletics Office
 - 567.268.6016
 - Gillmor Student Center
- Title IX & Civil Rights
 - Gender equity, discrimination, harassment, retaliation, and sexual assault
 - Office for Equity, Access and Opportunity
 - 419.448.3421
 - Friedley Hall
- Completion and Graduation Rates
 - Annual graduation rates for full-time Undergraduates
 - Registrar's Office
 - 419.448.3270
 - Seitz Hall
- Campus Security Report-Clery Statistics
 - Statistics of criminal offenses for the three most recent calendar years concerning the occurrence of crime involving students
 - Campus Safety and Security
 - 419.448.5136
 - Gillmor Student Center

- Voter Registration and Constitution Day
 - Voter registration forms must be made available to all students for any state
 - Voter Registration Forms
 - Web site <http://www.sos.state.oh.us/sos/voter/>
- Reporting alleged fraud, theft of University assets, misstated financial statements, or misuse of University equipment and buildings
 - www.RedFlagReporting.com
 - 1-877-647-3335
 - Tiffin University Client Code- 88009686446

Student Records and Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 30 days of the day University receives a request for access. Students should submit to the registrar, vice president, or dean, a written request identifying the record(s) to be inspected. The University official will arrange 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 amendment of education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should notify the University official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of their right to have a statement by the student entered into the record.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, billing agency, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the University discloses education records without consent to officials of another school at which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tiffin 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,

600 Independence Avenue, SW, Washington, DC 20202-4605. Complaints may also be directed to Tiffin University's Office of Human Resources or the Office of Registration and Records.

Directory Information

The University designates the following items as directory information, which may be disclosed without the student's written consent.

The student's

- | | | |
|------------------------|------------------------|------------------------|
| • name | • class standing | • enrollment status |
| • local address | • participation in | • degrees and awards |
| • telephone listing | officially recognized | received |
| • home address | activities and sports | • most recent previous |
| • email address | • weight and height of | educational |
| • date and place of | members of athletic | institution attended |
| birth | teams | by the student |
| • major field of study | • dates of attendance | • photograph |

The student's parents' or legal guardians'

- name
- address
- telephone listing

A student may inform the institution that all of the categories of information should not be designated as directory information with respect to that student, but must do so in writing. (The University cannot accommodate requests for partial non-disclosure.) Written requests for non-disclosure must be made, each year, through the Office of Registration and Records.

Photo Release Public Areas

Photographs or recordings of students may be taken by the college or its designees in public areas of the Tiffin University campus and at college events. The college may use such photographs or recordings for non-commercial activities of the college and its programs without prior consent by students depicted or recorded in them. Public areas include but are not limited to outdoor areas, classrooms, laboratories, library, athletic facilities, residence hall common areas, dining and gathering facilities, meeting rooms, and performance spaces.

Part II – Equal Opportunity, Harassment and Nondiscrimination

POLICY STATEMENT: TITLE IX & CIVIL RIGHTS

Tiffin University affirms its commitment to promote the goals of fairness and equity in every aspect of the educational enterprise. The brief descriptions of the policies below are subject to resolution using Tiffin University's Title IX & Civil Rights Policy. Each description in its entirety may be found in the Title IX & Civil Rights Policy by visiting <https://www.tiffin.edu/about/title-ix/>.

Title IX & Civil Rights - Policy Overview

Tiffin University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise. Tiffin University has developed internal policies and procedures that will provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status. Tiffin University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a challenging time for all those involved.

Title IX & Civil Rights - University Statement on Nondiscrimination

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicants for employment, students or applicants for admission, and access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive, or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the University policy on nondiscrimination.

Title IX & Civil Rights - Prohibited Conduct

Tiffin University reserves the right to address offensive conduct and/or harassment that does not rise to the level of creating a hostile environment, or that is of a generic nature and not based on sex and/or perceived or actual membership to a protected class. Such incidents may be referred to the Office of Student Affairs for students and the Office for Human Resources for employees, if it is not addressed under this Policy.

Federal regulations provide for certain procedures that must be used in the case of conduct that meets the definition of sexual harassment under Title IX. However, where conduct does not meet certain

threshold requirements under Title IX, the same or similar conduct is still prohibited by the University. Prohibited conduct under the Title IX & Civil Rights Policy includes conduct falling within the scope of sexual harassment, discriminatory harassment, and other civil rights offenses. For a full list of prohibited conduct, see the Title IX & Civil Rights Policy at <https://www.tiffin.edu/about/title-ix/>.

Title IX & Civil Rights - Reporting Discrimination, Harassment, and/or Retaliation Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

Javier Solorzano Parada- Title IX Coordinator
419-448-3421, solorzanoparadaj@tiffin.edu
Office for Equity, Access & Opportunity – Friedley Hall

Kelsey Kuzma- Deputy Title IX Coordinator
419-448-3332, kuzmak@tiffin.edu
Office for Equity, Access & Opportunity – Friedley Hall

Nadia Lewis- Deputy Title IX Coordinator
419-448-3433, lewisna@tiffin.edu
Office for Human Resources – Seitz Hall

Online Report Form:
https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=40

All incidents of crime must be reported to Campus Safety and Security by calling 419-934-0721 or visiting the Campus Safety and Security office located in the Gillmor Student Center.

Title IX & Civil Rights - Mandated Reporting

All employees of Tiffin University (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Title IX & Civil Rights - Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

Mercy Health- Tiffin University Health Clinic
419-448-3429, healthcenter@tiffin.edu
Friedley Hall

Counseling and Wellness
419-448-3578, counseling@tiffin.edu
Friedley Hall

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

PART III – CODE OF STUDENT CONDUCT

SECTION I – MISSION

The mission of the Tiffin University Code of Student Conduct is to develop, disseminate, and uphold campus policies and procedures. The Code and Student Conduct Process educates Students of their civic and social responsibility as Tiffin University community members, as well as future global citizens through proactive educational outreach and formal conduct processes. The Code also supports the Mission of Tiffin University by providing Students educational opportunities that can positively impact their future goals. Student rights are an integral part of the Code and Student Conduct Process. All elements of the Student conduct process and Code of Student Conduct are designed to foster the ethical development and personal integrity of Students.

SECTION II – JURISDICTION

The Tiffin University Code of Student Conduct informs the rights and responsibilities of students and student organizations. This Code and the corresponding student conduct process addresses misconduct that occurs on Tiffin University property, as well as off-campus incidents (including study-abroad experiences and/or student sponsored trips), and online interactions when the possibility or reality of a negative impact on the campus community exists.

The University, at its discretion, reserves the right to pursue action through the established student conduct process against a student's behavior while the student is also subject to criminal proceedings. The University reserves this right even if criminal charges or proceedings are pending, reduced, or dismissed.

The University reserves the right to enter and/or conduct searches of any of its facilities, whether it be academic, administrative, or campus housing. This is intended to ensure the safety and security of the campus community.

Negative actions by students—whether occurring within the local community or elsewhere—may result in disciplinary action by the University. Such behavior, even when off University grounds, can lead to consequences ranging from warnings to expulsion, depending on the severity and impact of the conduct.

SECTION III – PHILOSOPHY

The core philosophy of Student Conduct at Tiffin University is one of education. While the use of punitive sanctions is a possibility in any given situation, the goal of the Student conduct process is to foster student development and uphold community standards.

SECTION IV – DISTINGUISHING CODE OF STUDENT CONDUCT FROM THE LAW

The Student Conduct Process is an educational and administrative process of Tiffin University. Its purpose is not to mirror a court of law, but rather to further the educational mission of Tiffin University

and foster student development. Consequently, the behavioral expectations found in the policies and procedures in the Code of Student Conduct may be higher than those found in criminal law.

Members of the Tiffin University community and visitors are subject to all University policies, procedures, rules and regulations. Additionally, students are simultaneously subject to any local, state, and federal laws. Consequently, some conduct may result in a violation of law as well as the Tiffin University Code of Student Conduct. In these cases, the University reserves the right to uphold the established Code of Student Conduct and investigate alleged student conduct, etc. without awaiting outcomes of any criminal trial, police investigations, etc.

Additionally, the University reserves the right to exercise its authority to invoke interim measures such as an interim suspension upon notification that a student is facing criminal investigation of serious criminal activity and/or a student's or student organization's continued presence on campus presents a threat to the safety and wellbeing of the Tiffin University community and property, as well as the physical and/or emotional well-being of any Student(s) or Student Organization(s).

SECTION V – STUDENT RIGHTS AND RESPONSIBILITIES

Students documented for alleged violations of Tiffin University Policies within the Tiffin University Code of Student Conduct have the following rights:

- To have a hearing.
- To be notified through written communication (e-mail) of specific alleged policy violations, as well as the date, time, and location of any conference or hearing on the alleged violation.
- To introduce new documents, to call witnesses/submit witness statements, and present other evidence that are relevant to the incident in question. The right to request a witness must be made three business days in advance of a student's hearing (requests up to the discretion of the hearing body).
- To have an advisor accompany them for their Student Conduct appointment. An advisor is not permitted to actively participate in the proceedings or to represent a student.
- To review a copy of documents relevant to their alleged incident and/or case.
- To receive timely written notification of any decision made.
- To appeal the decision or sanction(s) of a hearing in accordance with Tiffin University procedures.
- To review the record that exists of any hearing in accordance with all state laws and the Family Educational Rights and Privacy Act (FERPA).

**The University reserves the right to accelerate this process in order to ensure the safety of the University community.*

Upon enrolling at Tiffin University, an individual is indicating they acknowledge and accept this statement of Student Rights and Responsibilities as well as all other University policies, rules, and regulations. Further, upon enrolling, an individual is indicating they acknowledge and accept that all other University policies, rules, and regulations are to be interpreted by the University.

These policies, rules, and regulations may be affected by the obligations of individual programs, which

may have additional requirements pertaining to licensing or participation, and related laws and regulations specific to their disciplines. Tiffin University reserves the right to make changes to the Code as necessary. Changes made to the Code are made accessible to Tiffin University Students through the Tiffin University website.

SECTION VI – DEFINITIONS

In order to make the Student conduct process at Tiffin University accessible to Students, the following terms have been defined below.

- A. **Advisor** - A person that can accompany a Student accused of a violation of the Code of Student Conduct to a Student Conduct Hearing. An Advisor/Support Person is not permitted to speak on behalf of the Student in a hearing.
- B. **Complicity** - Complicity is condoning, supporting, and/or inaction toward any violation of the Tiffin University Code of Student Conduct.
- C. **In Violation** – A finding determined by a Student Conduct Hearing Officer that a Student is in violation of the Code of Student Conduct.
- D. **Preponderance of Evidence Standard** – The standard with which all student conduct cases are determined. The preponderance of the evidence standard means that it is more likely than not that a particular behavior or incident took place.
- E. **Reporting Party** - A student that files a report alleging a violation of the Code of Student Conduct involving other student(s) or student organizations.
- F. **Respondent** - A student who is alleged of violating the Code of Student Conduct and provided with the opportunity to respond to the complaint.
- G. **Not in Violation** - A finding determined by a Student Conduct Hearing Officer that a Student is not in violation of the Code of Student Conduct.
- H. **Sanction** - An outcome of the Student Conduct Process for Students found responsible for violating the Tiffin University Code of Student Conduct. Sanctions are determined by Student Conduct Hearing Officers. (For more information and/or specific examples of Sanctions, see Section IX).
- I. **Student** - A Student is any person enrolled or scheduled to be enrolled for credit at Tiffin University. This includes on- campus, residential, commuter, online, post-secondary option, and all other students who are admitted to Tiffin University.
- J. **Student Conduct Hearing** - A formal meeting between a Student Conduct Hearing Officer/or Hearing Body and a Tiffin University Student.
- K. **Tiffin University Student Conduct Hearing Officer** - A full-time employee or graduate student responsible for conducting student conduct hearings, interpreting the Tiffin University Code of Student Conduct, and adjudicating sanctions in accordance with the Tiffin University Code of Student Conduct. In the event of overwhelming strain on the student conduct process, additional conduct officers may be trained by the Assistant Dean of Student Development and Transformation/Conduct Administrator and implemented to adjudicate special incidents or to alleviate stress on the process.
- L. **(The) University** - Tiffin University.

SECTION VII – CONDUCT POLICIES: CODE OF STUDENT CONDUCT

University Policies

Any student found to have committed or to have attempted to commit the following prohibited conduct is subject to the conduct sanction(s) outlined in the Sanction Section of the Code of Conduct

Academic Policies

Please refer to the Academics website for the most updated version of the [Academic Calendar & Academic Bulletin \(Catalog\)](#).

Alcohol Policy

1. Any of the following: possession, purchase, unlawful manufacture, distribution, dispensing, being under the influence, the unlawful use, or being in the proximity of alcohol or **any alcohol containers** (decorations, paraphernalia) by anyone under the age of 21.
2. Alcohol stored in common spaces (living rooms, common area fridges, etc.) if all residents in the apartment/house are not over the age of 21.
3. Abuse/Misuse: Consumption of alcohol that impairs a Student's personal health and/or safety, regardless of age.
4. Common Source/Keg: Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punch bowls, punch cans, beer balls, etc.) and/or keg.
5. Devices: Use and/or possession of mass consumption devices (ie. beer bongs, funnels, etc.).
6. Mass Consumption: Participation in activities and/or drinking games (i.e. beer pong, water pong, flip-cup, card games) that promote mass consumption of alcoholic beverages. This includes possession/use of furniture/tables used primarily for mass consumption games (i.e., beer pong, water pong, flip-cup tables, kegerators).
7. Public Intoxication: Public intoxication and/or drinking in public.
8. Underage Guests: Students that are of legal drinking age are prohibited from having underage guests (including Students) in the presence of alcohol containers of any kind (whether empty or full).
9. Students may not possess or consume alcoholic beverages in any academic building, athletic event, including intercollegiate, club, or intramural practices or contests. Any conduct occurring when a student is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior.

Drug Policy

Any of the following: the possession, use, being under the influence of, furnishing, distribution, sale, or sharing of illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia.

The distribution, use, or possession of prescription medication contrary to a valid prescription.

All medication, prescription or otherwise (including vitamins, etc.) must be kept in its original container

or packaging. Prescription medication must have its original prescription label intact with the student listed as the prescribed patient.

Marijuana, including medical marijuana, is prohibited on campus regardless of age. Students with prescriptions for medical marijuana should contact the Office of Disability Services to register and develop a reasonable accommodation plan involving responsible off-campus use. Federal law, including the Drug Free Schools & Communities Act of 1989 continues to prohibit the unlawful possession, use, or distribution of marijuana and other drugs on college campuses, regardless of state law.

Despite the legalization of recreational marijuana in the state of Ohio, marijuana remains a Schedule 1 drug at the federal level. Federal laws always trump state laws. Therefore, it is prohibited on campus since Tiffin University is a higher education institution that receives federal funding. All aspects of the drug policy remain in effect. Marijuana is subject to confiscation if discovered by University personnel and those in possession will be referred to the student conduct process.

Drug Testing Policy - Tiffin University maintains a drug free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances. We encourage the physical and mental well-being of all our students, faculty, staff, and visitors to campus. Thus, Tiffin University has established the following policies:

Reasonable Suspicion Testing - A Student may be subject to drug testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing, at the expense of the student, billed as a student-conduct related fee, if related to a student conduct case, may be required whenever the Office of Student Conduct has reason to believe that a student might be engaging in the unlawful and /or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus.

Testing and Disciplinary Action - Drug testing will be conducted at a lab selected by Tiffin University and certified to conduct drug testing. A Student, who refuses to submit to a request for drug testing from an authorized University official, refuses to authorize the release of test results to the University, or tampers with a drug test sample may be disciplined up to and including dismissal from Tiffin University. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus, may result in disciplinary action. This action could include, but is not limited to, suspension or dismissal from the University. The University also reserves the right to mandate professional counseling and treatment programs for a student which may be at the expense of the student.

Amnesty Policy - Student health and safety are among Tiffin University's top priorities. In recognition of the potential dangers associated with the use of alcohol and other substances and to encourage reporting, this policy aims to remove barriers from students seeking medical attention for themselves or others when experiencing intoxication or injury. Acknowledging that individuals might be hesitant to report these situations to the proper officials for fear of being accused of violating the Student Code of

Conduct or other University policies, involved parties may be offered amnesty for minor policy violations related to incidents under certain conditions. Acting in good faith requires that an individual proactively contact 911, Campus Safety and Security, or a Resident Assistant to assess the condition of the situation. The Amnesty Policy would not cover waiting until emergency services or University staff arrive before seeking assistance, action taken by law enforcement personnel, violations of policies other than the alcohol or drug policies, or possession with the intent to distribute alcohol or drugs. Only after participating in the student conduct process and meeting with a hearing officer will there be a determination regarding whether a student is eligible for amnesty. If involved parties are found to have been knowing and/or reckless during the conduct investigation, having called for assistance will be considered a mitigating factor in determining a sanction. In situations where amnesty is applied, the conduct officer may issue educational sanctions, including but not limited to alcohol/drug education, counseling, or substance abuse assessment. When an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization may be held responsible for violations of the Student Code of Conduct or other University policies. However, the organization's willingness to seek medical assistance for a member or guest will be considered a mitigating factor in determining a sanction for violations. Whether the conditions of this policy have been satisfied is at the sole discretion of the Office of Student Conduct. A student's disciplinary record and if this policy has been applied to a previous alcohol or drug incident may preclude their eligibility. If amnesty is denied, a student can appeal the decision as part of the conduct appeals process. The Amnesty Policy does not prevent parental notification, particularly regarding hospitalization, legal investigations and/or prosecution for violations of local, state, and/or federal law, or disciplinary action regarding violation of other Student Code of Conduct or University policies (e.g., harm to others, property damage, theft, hazing, relationship violence, sexual misconduct).

Emotional Support Animal (ESA) Policy

If Disability Services grants an individual's request to live with an ESA, the Owner is solely responsible for the custody and care of the animal and must meet all of the following requirements:

1. The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to animal licensing, vaccinations, and other animal requirements. It is the Owner's responsibility to know and understand these ordinances, laws, and/or regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate and license (as applicable).
2. Every Housing Contract period, before any species of ESA resides in University housing, the Owner must submit verification of a completed wellness examination of the animal by a licensed veterinarian conducted within the month prior to it moving into University housing. The documentation must include a review of the animal's age, weight, and overall health. It must include verification of spaying/neutering (if applicable), that all legally required and veterinarian-recommended vaccinations are up-to-date, and that it is receiving regular flea and tick prevention treatments. The documentation must also verify that the animal is free from all internal and external parasites and all communicable and zoonotic diseases to live in University housing. The Owner must also submit certification that their dog (if applicable) is currently licensed in Seneca County, Ohio, or the Owner's home county/state.
3. The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and must use the animal relief areas designated by TU.

4. The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the ESA and/or discipline for the responsible individual.
5. The University will not ask for or require an individual with a disability to pay a fee or surcharge for an approved ESA. However, the Owner is liable for injuries inflicted on other individuals on campus.
6. An Owner may be charged for any damage caused by their ESA beyond reasonable wear and tear to the same extent it charges other individuals for damages beyond reasonable wear and tear. The Owner's living space may also be inspected for fleas, ticks, or other pests if necessary as part of the University's standard or routine inspections. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University shall have the right to bill the Owner's account for unmet obligations under this provision.
7. The Owner must fully cooperate with University personnel about meeting the terms of this Policy and developing procedures for care of the ESA (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.). The Owner is not permitted to use University facilities to clean the animal.
8. An ESA may not be left overnight in University housing to be cared for by any individual other than the Owner. If the Owner is absent from the residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the ESA is contained, as appropriate when the Owner is not present during the day while attending classes or other activities.
9. The Owner agrees to abide by all equally applicable residential policies unrelated to the Owner's disability to assure the ESA does not unduly interfere with the routine activities of the residence or cause difficulties for other individuals who reside there.
10. The ESA is allowed in University housing only as long as it is necessary because of the Owner's disability. The Owner must notify Disability Services in writing if the ESA is no longer needed as an accommodation or is no longer in residence. To replace an ESA, the new animal must be necessary because of the individual's disability, and the individual must follow the procedures in this Policy and the Housing Accommodation Policy when requesting a different animal.
11. University personnel shall not be required to provide care or food for any ESA, including, but not limited to, removing the ESA during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the ESA and may not be held responsible for the care, damage to, or loss of the ESA. The Owner must provide the University with the name and contact information of someone who does not reside in University housing who can take responsibility for the ESA within 4 hours should the Owner be unable or unavailable to care for it.
12. The Owner must provide written consent for Disability Services to disclose information regarding the request for and presence of the ESA to individuals whom the presence of the ESA may impact, including, but not limited to, Residence Life personnel, Facilities workers, and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to the ESA and shall not include information related to the Owner's disability.
13. Should the ESA be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract.

Removal of an ESA from University Housing and Appeal Process

The University may require the owner to remove the ESA from University housing if:

1. It poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. Its presence results in a fundamental alteration of a University program or activity;
3. The owner does not comply with the responsibilities outlined in this policy; or
4. It creates an unmanageable disturbance or interference in the University community.

The University will base such determinations upon considering the behavior of the particular ESA at issue and not on speculation or fear about the harm or damages the animal may cause.

Any ESA removal will be done in consultation with Residence Life, Student Conduct, and the Office for Disability Services and must be completed within 48 hours of notification. If the ESA must be removed from University housing and the owner fails to comply with the stated time frame, the University may have the animal removed to the nearest, appropriate animal shelter at the owner's expense. Failure to comply with the removal order may also result in disciplinary action for the owner by Student Conduct. Should the ESA be removed from the premises for any reason, the owner is expected to fulfill their housing obligations for the remainder of the housing contract.

An ESA removal may be appealed to the Section 504 Coordinator following the procedures outlined in Disability Services "[Appeal Policy](#)." The owner will be afforded all rights of due process and appeal as outlined in that process.

Anti-Hazing Policy

As an educational institution, Tiffin University has a special set of interests and purposes essential to its effective functioning. These include:

- the opportunity for students to attain their educational objectives;
- the creation and maintenance of an intellectual and educational atmosphere throughout the University;
- the protection of the health, safety, welfare, property, and human rights of all members of the University and the safety and property of the University itself

The University has a clear responsibility in the area of student conduct to protect and promote the pursuit of its goals.

Furthermore, Tiffin University maintains autonomy over campus organizations. Initiation into campus organizations, athletic teams, and other activities undertaken by such organizations or individuals must be consistent with the stated purposes of the organizations and the educational mission of Tiffin University. Any activities that may be construed as hazing are specifically and unequivocally prohibited. This policy applies to any campus, academic, athletic, music, extracurricular, and student groups or organizations.

Examples of hazing include, but are not limited to the following:

- Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. ***Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.*** [Note: this incorporates some of the language in Ohio Rev. Code § 2903.31 (the criminal definition of hazing). The failure to intervene sentence is also helpful because Ohio statutes create civil liability for recklessly condoning the conduct or failing to report under certain circumstances. See R.C. § 2307.44 (civil hazing liability); see also R.C. § 2921.22 (criminal liability for failing to report a felony).

Any individual or organization suspected of authorizing or being complicit to hazing will be subject to investigation through the established Tiffin University Code of Student Conduct. Any individual or organization suspected of hazing may face legal ramifications as well. Any active member, pledging or new member, advisor, faculty, staff, coach, or director is expected to report possible incidents of hazing. Failure to report incidents of hazing after being made aware of the possible hazing, is a violation of this policy and Ohio law.

*Retaliation for Reporting Hazing: Retaliating against individuals or groups that report hazing is prohibited under the University Retaliation Policy.

More information regarding compliance and Colin's Law can be found by viewing Tiffin University's [Anti-Hazing Policy](#).

Bullying and Harassment Policy- (outside of protected classes considered under Title IX)

Intimidation/Harassment, Bullying, or Cyber-Bullying

- Any intentional written, verbal, electronic, or physical act toward another on more than one occasion, that causes mental or physical harm and is sufficiently severe, persistent, or pervasive that causes an intimidating, threatening, or abusive environment for the harassed.
- It fosters a climate of fear and disrespect that may seriously impair the physical and/or psychological health of its victims by the creation of conditions that negatively affect learning, thereby undermining the ability of another to achieve their full potential.

Harassment is repeated, persistent, severe, or pervasive actions directed toward specific individual(s) with the intent or effect to harass, harm, or alarm, including attempted or threatened physical contact, or acts that create the reasonable apprehension of unwanted contact.

Complicity Policy

Tiffin University encourages an environment of self and peer accountability. As a result, complicity in a potential violation of the Code of Student Conduct is also a violation of the code. Complicity is condoning, supporting, and/or inaction toward any violation of the Tiffin University Code of Student Conduct.

Computer Network/Internet/Email Policies and Procedures

Please refer to the [ITS Policies](#) webpage for the most up to date information.

Conduct System Abuse

Any act(s) by a person(s) that attempts to inhibit or disrupt the Tiffin University Student Conduct

process. This includes but is not limited to: Attempting to influence the impartiality of a representative of a student conduct body or intimidation or harassment of witnesses.

Conduct Unbecoming

Tiffin University students, approved student organizations, athletic teams, Tiffin Arts, and their members are expected to conduct themselves **both on and off campus** according to the Tiffin University Code of Conduct and in a manner that reflects positively upon themselves as well as the University. The University reserves the right to enact appropriate disciplinary measures upon any student, organization or athletic team member(s) whose actions result in a negative public image of the student, organization or team member(s) of the institution.

Damage/Destruction of Property

Aiding, abetting, inciting, organizing, approving, or otherwise participating in any behavior that causes damage to the property of another individual, organization and/or the University is strictly prohibited. This includes both intentional damage, such as vandalism or misuse of property, and unintentional damage that may occur due to negligent behavior from the organization, team or its members.

Disorderly Conduct

Behavior that impairs or interferes with the orderly functions or processes of the University and/or the reasonable safety, security, or use of members of the University community. Any conduct occurring when a student is under the influence that violates the rights of others or leads to disorderly and/or dangerous behavior.

Disruption/Obstruction

Disruption or obstruction of teaching, administration, research, or other University activities and/or the unauthorized performance of duties/tasks of University personnel or contractors.

Drone Policy

Any faculty, staff, student, affiliated organization, contractor or member of the general public wanting to fly a UAS for commercial, hobby or recreational purposes on any University owned or managed property must be approved through the Tiffin University Drone Academy.

Emergency Equipment Policy

Tampering, damaging, or inhibiting the use of emergency equipment in any residence spaces is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, sprinkler systems, fire hoses, fire doors, exit doors, exit lights or panels, door alarms, electronic emergency alert systems (including RAVE) or any other emergency equipment.

Electric Scooters

Those who utilize electric scooters must operate them according to campus rules and regulations. The term “electric scooter” includes, but is not limited to: Self-balancing scooters, battery operated scooters, hands-free segways, hoverboards, electric powered skateboards, and any other personal vehicle.

- Scooters may only be operated in areas where bicycle traffic is allowed.
- Scooters should be operated at a low speed in the presence of pedestrians and pedestrians always have the right of way.
- Scooters must be operated in a safe manner and may be subject to citations if operated in a manner determined to be reckless.
- Scooters should be parked at bike racks or in designated scooter parking spaces/areas only.
- There is a \$150 impound fee for scooters parked in the following ways:
 - Violation of scooter parking regulations related to a University event
 - Parking in a manner that obstructs ADA access or parking
 - Parking in doorways
 - Blocking ramps and stairways
- There is no charging of commercial scooters on campus.
- Scooter access may be limited during University events.
- Commercial scooters (Bird Scooters) are not permitted inside any campus building including student rooms, common areas, academic buildings, or the Gillmor Student Center.
- Personal scooters are not permitted to be used inside any campus building.

Failure to Comply

Students are advised that the University expects full cooperation, respect, and honesty with University officials, Tiffin University Security, Tiffin Police, Seneca County Sheriff's Deputies, civil officers, or Residence Life at all times. The failure to act in such a manner results in formal disciplinary action. This includes, but is not limited to when a student:

- Is being contacted by a Student Conduct Hearing Officer in regard to a conduct meeting and does not report.
- Is assigned a sanction as a result of a conduct meeting and does not complete it within the given deadline.
- Is asked to identify themselves to Residence Life, Campus Security, and/or other University officials.
- Is uncooperative, disrespectful, or evasive toward University Officials (including RAs and Campus Student Security).

False Information

Providing false information to a University official, Residence Life staff member, Campus Safety and Security, law enforcement officer, or to the University is prohibited. Additionally, the falsification of any University documentation is also prohibited.

False Reporting

Tiffin University's student conduct policy requires students to behave in an honest manner. Knowingly providing false information to University officials or to law enforcement officials regarding any incident, but especially incidents involving hazing, sexual misconduct, or criminal actions is damaging to the reputation of the reporting individual, as well as those who are falsely accused of these violations.

Therefore, the University reserves the right to discipline any student who knowingly misrepresents the facts by creating a complaint in bad faith, creating a false report in order to damage, discipline, or retaliate against another.

Gambling Policy

Ohio law defines a "game of chance", i.e., gambling, to be "poker . . . or other games in which a player gives anything of value in hope of gain, the outcome of which is determined largely by chance." Under Ohio law, when a person pays to play a game of chance (including poker) in hopes of winning a prize, the game qualifies as illegal gambling. To avoid having your event qualify as illegal gambling one of the following conditions must be met:

- Participants do not pay anything or give anything of value to participate in a game of chance.
- All those in attendance at your event pay to enter, and the game of chance is part of a larger event (but not the focus of the event), prizes can be offered to the winners. No currency or items of value may be exchanged inside of the event. Organizations may use play money as long as each participant starts with the same denomination of play money.
- Participants pay to participate in a tournament but no prizes are provided. In this situation, however, all proceeds must either benefit a charity and/or your student organization.

Fire Safety Policy

Violation of local, state, federal laws, or campus fire policies including, but not limited to:

- Intentionally or recklessly causing a fire which damages University property and/or causes injury.
- Failure to comply with established evacuation procedures in the event of a fire alarm, including remaining in campus buildings during drills or alarms,
- Improper or reckless use of fire safety equipment; or
- Tampering with, or intentionally engaging fire alarms under false pretenses. Any of these actions can result in action from local action, as well as action from the University.
- Disruption or distracting others during the evacuation process.
- Smoke detectors are installed in each room, and as fire safety equipment, are not to be obstructed or tampered with in any way. A smoke detector that beeps about once per minute indicates that the battery needs to be replaced. Residents should notify Residence Life or Maintenance of the need for replacement or other problems and should not attempt to change the battery themselves.

Harm to Others

Intentionally, knowingly, or recklessly endangering the safety or threatening the safety or well-being of any person, including others, or their property.

Honesty

Students at Tiffin University are expected to conduct themselves in a manner congruent with the student conduct policy. To this purpose, students are prohibited from knowingly acting in a dishonest manner, including furnishing false information to the University, University official, faculty member or office, or law enforcement official; committing any form of fraud; forgery, theft, or failure to honor any

other integrity-based Tiffin University agreement(s).

Retaliation

Retaliation is defined as taking an adverse action against an individual or subject an individual to conduct that has the purpose or effect of unreasonably interfering with educational experiences, work, or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further this policy, including but not limited to filing a complaint or being a witness in, or supporter of, or against a complaint.

Smoking/Tobacco Policy

Smoking and the use of tobacco or tobacco/nicotine delivery related products is prohibited in all campus buildings (including University Housing), University or University contracted vehicles, as well as outside spaces used by the University for University related events (i.e. athletic events). Smoking (electronic cigarette or tobacco products) or vaping is prohibited within a distance of 25 feet of entrances, exits, windows that open, and ventilation intakes that serve an enclosed area. Devices that are prohibited from use inside of campus facilities include but are not limited to cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other device that uses tobacco, such as hookahs, or simulate the use of tobacco such as electronic cigarettes or vaping devices. This includes stick, pen, pod, and any other types of nicotine delivery system (including JUUL devices). Under Ohio law, persons under the age of 21 are not permitted to use or be in possession of cigarettes, other tobacco products, or alternative nicotine products like e-cigarette/vaping products. Because of the fire hazard they present, hookahs are prohibited from being stored in residence facilities under the Prohibited Items Policy.

Theft

The theft of any property is prohibited. Additionally, the possession of any stolen property, or property obtained and/or used without permission of the owner is also prohibited. The University will take reasonable steps to investigate theft that occurs on campus using camera footage and witness statements, where applicable. Students found responsible for theft on campus may face disciplinary action and/or be referred to the Tiffin Police Department. For theft that occurs off campus, students should contact local law enforcement.

Unauthorized Recording Policy

Vandalism/Property Misuse Policy

Intentional or reckless damage, destruction, or defacement to Tiffin University property (including signage and/or bulletin boards), or to property of any Student/faculty/staff and/or guest's property is strictly prohibited.

Weapons Policy

Tiffin University is committed to providing a safe and secure environment for all members of the campus community. As such, the possession, use, or storage of weapons on University premises or at University-sponsored events is strictly prohibited, except as expressly authorized by law or University policy.

Definition of Weapons:

Weapons, for the purpose of this policy, include but are not limited to firearms, explosives, knives with blades exceeding four inches, tasers, stun guns, martial arts weapons, and any other item or device that is designed to cause harm or injury to a person or property.

Policy Statement:

1. **Prohibition of Weapons:** Possession, use, or storage of weapons on University-owned or controlled property, including buildings, facilities, residence halls, parking areas, and University-sponsored events, is strictly prohibited, except for authorized personnel such as law enforcement officers or individuals explicitly permitted by law.
2. **Exceptions:** Exceptions to this policy may be granted to authorized law enforcement personnel actively engaged in their official duties or to individuals who have received specific written approval from the University administration for educational or research purposes.
3. **Violations:** Any individual found in possession of, using, or storing a weapon in violation of this policy will face disciplinary action, which may include but is not limited to suspension, expulsion, termination of employment, and legal consequences as per applicable laws.
4. **Reporting:** Members of the University community are encouraged to report any suspected violations of this policy to Campus Safety and Security or local law enforcement.

5. **Educational Awareness:** The University is committed to providing education and awareness programs to inform the campus community about the risks and consequences associated with the possession and use of weapons on University property.
6. **Policy Review:** This policy will be periodically reviewed and updated as necessary to ensure alignment with federal, state, and local laws and to maintain a safe environment for all members of the University community.

Implementation and Compliance:

The implementation and enforcement of this policy are the responsibility of the University's administration, Campus Safety and Security, and all members of the University community. All individuals are expected to comply with this policy and contribute to fostering a safe and secure campus environment.

Concealed Carry - Students, staff, and/or visitors that have a concealed carry permit are strictly prohibited from possessing and carrying weapons on Tiffin University campuses, or at Tiffin University events, in accordance with Ohio Law. A concealed handgun license does not authorize a person to carry a concealed handgun on premises owned or leased by a college, University or other institution of higher education, unless the handgun is in a locked motor vehicle; or the licensee is in the immediate process of placing the handgun in a locked motor vehicle. [Note: this is from the text of R.C. § 2923.126.]

Title IX Gender-Based Discrimination & Sexual Harassment/Misconduct Grievance Policies & Procedures

Please refer to the Tiffin University [Title IX](#) webpage for information on gender-based discrimination and sexual harassment/misconduct grievance policies and procedures.

Residence Life Student Conduct Policies -

Air Conditioners

Air Conditioning Units for University-owned apartments and houses will be turned off for maintenance purposes between the months of December 1st through March 30th each academic year. Units will be turned on by April 1st.

Bicycle Policy

Students may bring bicycles to campus. It is recommended that bicycles be secured in Students' rooms, or with high security shackle locks in bicycle racks located outside most residence facilities. Bicycles may not be stored in public areas, including stairwells, near exit doors, in living rooms of houses, etc.

Check-In/Out Policy

All residential Students are responsible for the condition of rooms and room furnishings. The University recognizes that there are differences in the conditions of the rooms in the various facilities. Similarly, the condition of the contents of each room varies. At check-in, it is important to review the general condition of the room and its contents including the quantity of furnishings in the room. Any concerns at the time of check in must be noted and communicated to the resident assistant assigned to that space

so that appropriate maintenance requests can be submitted.

Entertainment Units Policy

Students may have radios, sound systems, televisions and other musical equipment, but should use them with concern for those living in the immediate area. The amplification should be controlled so that neighbors both inside and outside the hall are not disturbed.

Residents should not place speakers or subwoofers in/facing windows or turn the volume/bass to an excessive level. Outside antennas (including satellite dishes, etc.) are not permitted and will be removed at the cost of the student. Running an antenna wire to a metal window screen or architectural metal on a building is interpreted as an outside antenna.

Fireworks Policy

The possession and/or use of firecrackers or fireworks (including stink bombs and smoke bombs) are strictly prohibited in University buildings and on University property and are sufficient cause for disciplinary action.

Furniture Movement Policy

Furniture may not be removed from rooms without prior written authorization from the Residence Life Coordinator. Students will be charged full replacement value for furnishings missing from their rooms at checkout. The addition of furniture made to the room should be with good judgment. Always consider the safety and availability of room exits. Metal hangers should never be placed over doors. They ruin the door, hinges, frame, and walls behind the door. Permanent furniture may not be altered or removed from its permanent location. Students may not move their room furniture to hallways or lounge areas. Furniture purchased by Students must be removed when they move from residence facilities. Students are charged for any personal furniture that must be removed by University personnel. Students are not to place beds together or utilize furniture that is reserved for a roommate or other occupant. Furniture designated for another occupant must be able to be used at a moment's notice. This creates an atmosphere that is not inviting for someone who may arrive later to find all of the furniture has been inappropriately utilized.

Games/Sports in the Hallway

For reasons of safety and sanitation, games and sports in hallways (water fights, corn hole, Frisbee, practical jokes, etc.) are prohibited within the residence facilities. Such actions may result in disciplinary sanctions and restitution.

Guest/Escort Policy

A guest is defined as a non-resident of a room or building who is present at the invitation of a Tiffin University Student or is received by a Tiffin University Student. Residents are responsible for the behavior of their guests at all times and are required to escort them when inside the residence facilities. Guests who are Students of Tiffin University share responsibility for their behavior with their hosts. Hosts are required to inform guests of all pertinent University regulations. The host assumes financial responsibility for any damage that may occur. Residence life staff, Campus Security, and University officials reserve the right to remove guests from the building if their behavior is inappropriate or

constitutes a violation of University policy or regulations. Students are permitted to have overnight guests in their rooms though guests are not permitted to sleep in residence lounges/living rooms. Guests aged twelve and under may stay in rooms with their hosts, but Students must have the permission of the Office of Residence Life. A Student wishing to host a residential Student or other guest must acquire permission from roommate(s) prior to a guest's arrival. You may not pressure or force your roommate(s) to tolerate the presence of a guest against their will. The rights of the roommate(s) and floor/hall members must be respected at all times. An overnight guest may stay for no longer than three consecutive nights per visit within a seven-day period (this also applies to Students who reside in a single room) unless the Residence Life Coordinator grants special permission. An overnight guest may not circumvent the policy by leaving for a day and then returning for an additional stay. Overnight guests may stay a maximum of 3 days per week (consecutive or otherwise) unless given explicit and documented permission from a professional staff member within the Office of Residence Life and Housing. An extended pattern of visitation may lead to immediate removal of the guest/visitor.

If a staff member has reason to believe that a resident is cohabitating, the Residence Life Coordinator should be informed immediately.

Escorts - Visitors entering a residence facility must be escorted at all times. A guest may not occupy your room or common area when you are not also present. Visitors who are unescorted may be asked to leave the residence facility immediately.

Health/Safety Hazard

Students are responsible for maintaining a safe and healthy living environment in both their specific residence facility (in residence halls, houses, and apartments) as well as in the common areas, bathrooms, and hallways of their housing units and the Tiffin University campus in general. Should Students create an environment either intentionally, maliciously, or unintentionally that creates an unhealthy, unsanitary, or hazardous environment for themselves or others, they will be subject to action through the Student Conduct Process. This includes but is not limited to propping exterior and interior doors to residence halls, houses, and apartments.

Laundry Policy

The laundry facilities located within the residence halls are for the residents of those facilities only. The cost of the laundry is consumed in the room fee each residence hall Student pays. It is against policy for residents to wash/dry non-resident Student's clothes, or for non-residents to use the laundry facilities in any residence facility. Misuse of the laundry facilities could result in increased room charges as well as a fine for both the residents of the hall and the non-resident of the hall.

Ledges/Roof/Fire Escape Policy

Students are not allowed on ledges or roofs of any buildings at any time. Fire escapes are to be used only during drills and alarms. There is to be no furniture moved out onto a roof or ledge at any time.

Loft/Bunk Policy

No homemade or purchased lofts may be used in the residence facilities. Many of the beds on campus can be bunked with another bed in the room if the residents agree to bunk them. If a resident wishes to

bunk their bed, the RA must be notified and a maintenance request will be submitted. Residents should provide a time that they will be available and present in order for maintenance to know which furniture is to be utilized. Residents must be present for this process unless specifically instructed otherwise by Maintenance or Housing. Bed risers that are placed under the bed posts are permitted and can be added by the resident without assistance by Maintenance. Bed lofting is not available.

Lounges - Furniture/Television/Microwave Use Policy

Lounges are provided in floor sections and in a main area of the hall for residents of the respective halls. Although in most cases the lounges are used for studying, programming, or social activities, residents are encouraged to invite professors to visit the residence for informal discussions or classes. The priority for use of floor lounges continues to be for studying and for programming. Other uses for these areas must have the approval of the Residence Life Coordinator. Outside groups requesting use of a residence hall lounge must contact the respective Residence Life Coordinator. Consideration should go to Student groups with a majority of building residents. Problems should be reviewed so that outside groups are not infringing upon the rights of building residents.

Below are rules that should be followed in the common areas on campus. These are basic and can be supplemented at the discretion of residence life staff members in that area.

- TV must be kept on low volume
- Voices must be kept low
- No sleeping is permitted
- No rowdy or drunken behavior is permitted
- Staff members have the authority to ask people disregarding these rules to leave.

All furniture provided in the lounges must remain in the lounges. The furniture is placed there for the use of all Students living in the hall. Failure to abide by this regulation may result in disciplinary action and/or a fine. Each floor or section of a hall that has missing lounge furniture is billed for the replacement costs. Missing or damaged lounge furniture from the main lounge is billed to all Students of that location if the responsible party cannot be identified. It is the responsibility of all residents to keep the lounges clean and to remove their own trash from the area. Individual room furniture such as desks, beds, etc., may not be placed in any lounges.

Maximum Occupancy Policy

Each student is allowed no more than two guests in their living unit at a time. For example, a double residence hall room can accommodate the two residents who live there as well as four total, non-overnight guests.

Noise/Quiet Hour Policy

Residence facilities should maintain reasonable quiet hours at all times because they are primarily educational facilities. At all times certain obvious activities are to be avoided, such as playing musical instruments, radios, and stereos, at objectionable levels, and any other activity that distracts from studying and disturbs other residents. Courtesy hours exist 24 hours a day, which means that anyone may ask another person to decrease the noise level as a courtesy with a reasonable expectation for

compliance.

During designated quiet hours, audio/visual equipment (e.g. stereos, TVs, gaming systems) must be used at a low volume, with headphones, or with the room door closed, so they are not heard outside the room or living unit. During courtesy hours, this equipment should be used at moderate volumes so as to not disturb others from sleeping or studying. The University reserves the right to remove any items which are repeatedly used in a manner disturbing to other residents.

Quiet hours may be adjusted, with the approval of the Housing and Residence Life Office.

Specific quiet hours are maintained from 11:00 p.m. to 10:00 a.m., Sunday through Thursday and 12:00a.m. (Midnight) to 12:00p.m. (Noon), Friday and Saturday. Each living unit may establish quiet hours beyond this time. If a Student has a complaint about noise during quiet hours, the owner of the disturbance should be contacted first. If satisfaction is not obtained, then the Resident Assistant should be notified. Twenty-four-hour quiet hours are mandatory during the final week of each semester.

Pet Policy

Fish are the only pets allowed in residence facilities and are the only inhabitants permitted in an aquarium of no greater than 10 gallons. For reasons of health and risk of potential damage, no other pets of any kind are allowed in residence facilities at any time. When considering whether or not to have fish, students should be aware that residence facilities are closed and electrical items unplugged during break periods such that care and feeding would be disrupted. If a resident is found to have a pet other than a fish, the student may face conduct sanctions including but not limited to a daily fine for as long as the animal is in residence.

Although individuals are generally prohibited from having animals of any type in University housing, the Office of Disability Services will consider a request for reasonable accommodation for an emotional support animal (ESA) because of a mental health disability. However, no ESA may be kept in University housing at any time before the individual receives written approval for the accommodation according to the ESA Policy in the Student Manual found on the [Disability Services](#) website.

All requests for an ESA in residence for an individual with a disability must be directed to the Office for Disability Services only. Permission given to have a pet by any department outside of the Office for Disability Services is considered null and void. Any requests for animals in residence for individuals with disabilities that are not considered service animals or ESAs should also be directed to the Office for Disability Services.

Students who do not have a Service Animal or an approved ESA by the Office for Disability Services may be found in violation of the University Pet Policy. Animal negligence or abandonment by any student may be subject to disciplinary action. Students with approved ESAs must still provide emergency contact information for someone who does not reside in University Housing that can take responsibility for the removal and care of the animal if it is determined that the animal must be removed. If the emergency contact cannot remove the animal within this time frame, the University may have the animal removed to the nearest, appropriate animal shelter at the student's expense. The same approach would be taken

for unapproved or unauthorized animals.

Posting Policy

Posted or distributed materials do not necessarily reflect the opinions of Tiffin University.

The Director of Student Engagement, Director of Residential Experience, or a designee must approve materials distributed through campus mail. Any materials from off-campus businesses or organizations will not be distributed through the mail. They may however be posted on campus bulletin boards or distributed to central locations within the campus center and academic buildings with prior approval from the Director of Student Engagement, Director of Residential Experience, or a designee according to the guidelines listed below. Materials posted in residence halls, campus houses, or campus apartments must be approved by a professional staff member of the Office of Residence Life or designee.

Sponsors of printed materials must boldly display their name on all said literature. Posters regarding sales, rental properties, job listings, etc. must identify the name of the sponsoring person in addition to the phone number and an expiration date for the information. Must also include a contact person to whom questions should be directed.

Posted Materials and Distribution - Posting is limited to designated bulletin boards provided by Tiffin University in public areas of academic buildings, the campus center, residence hall lobbies, television lounges, vending areas, etc.

Floors, table tops, trees, interior walls, exterior walls, lampposts, doors, windows, cars, trash receptacles, signposts, and telephone poles are NOT designated posting areas. (Areas around individual offices and residence hall rooms may be excluded - check with the Director of Student Engagement, Director of Residential Experiences, or a designee if there is a question).

- Permission for any exception to this policy must be obtained from the Director of Student Engagement, Director of Residential Experiences, or a designee.
- Only registered campus organizations and college departments may post materials in classrooms.
- One piece of printed literature per event will be allowed in any one designated posting area.
- All posted literature is to be removed by the sponsor within 24 hours following the conclusion of the event.
- Posters and other printed literature other than banners will be limited to dimensions of 11" x 17" or smaller unless authorized by the Director of Student Engagement, Director of Residential Experiences, or a designee.
- Other equipment such as easels, tables, and chalkboards are available through the Gillmor Student Center for special displays or for use in rooms where bulletin boards are unavailable.
- Yard signs are not permitted on University property.
- Large signs, banners or displays of any kind may not be posted outside of campus buildings without prior approval of the Director of Student Engagement, Director of Residential Experiences, or a designee.

Prohibited Appliance/Items Policy

Possession of the following items in University residence facilities, including all residence halls, houses, and apartments is against policy. Some of these items constitute a serious fire hazard; others invite either rodents or potential damage to physical facilities.

Air conditioners	Electric fryers/frying pans	High wattage spot/flood lights	Oil lamps
Broiler/toaster/convection ovens	Electric heaters	Hoverboards	Portable Dishwashers/Garbage Disposals
Candles	Electric saucepans	Hot plates	Potpourri burners
Crock pots/Rice cooker/Air fryer*	Electric skillets	Lava lamps	Sun lamps
Dartboards	Grills	Live holiday trees	Toasters*
Tattoo gun/machine/utensils	Spray paint	Incense	Smoke Machines
Devices that interfere and/or extend wireless networks	Halogen lamps	Microwave ovens	Wax heaters (including "Scentsy" type or cosmetic wax)

**Toasters, Crock pots, Air fryers, and Rice cookers are permitted in units that are provided with a stove.*

This is not an exhaustive list of the prohibited items that are not suitable for use in residence facilities. The Residence Life Coordinator must approve any appliance not included in these lists before usage. All appliances used in the residence facilities must have the original Underwriter's Laboratory seal. If an unapproved appliance or item is found in a resident's space, the item is confiscated and the owner will be required to go through the Student Conduct Process.

Refrigerator Policy

Refrigerators are permitted in residence hall rooms, and must be 3.2 cubic feet in size or smaller. For ventilation and sanitation purposes, all refrigerators must be located in an open space, outside closets. During break periods, refrigerators must be emptied, defrosted, unplugged and left standing open. The University reserves the right to inspect refrigerators to ensure they meet proper specifications and are in good condition.

Room Access Policy

Students are prohibited from entering spaces in which they have not been given permission by the designated resident of that space.

Each resident is issued a key when moving into a residence space. Keys and access cards are the property of Tiffin University, and are non-transferable. Students may not lend or borrow keys/access cards. Possession of unauthorized keys/cards or the duplication of keys is a serious matter in which disciplinary action will result.

Room Damage/Cleaning Policy

Students are responsible for any damages that occur to their room or the University property within, including that which is caused by guests or other students. This also includes the removal or altering of fixtures or furniture. Additionally, students are responsible for the cleanliness and upkeep of their room, including trash removal. The cost of repair, replacement, and or cleaning is at the discretion of Maintenance and will be billed directly to students' accounts.

Room Decoration Policy

Excessive paper is considered a fire hazard. The placement of posters, signs, etc., outside Students' rooms is limited to the exterior side of the room door. Students are not permitted to attach items to the walls outside their rooms. Nails, thumbtacks, tape of any kind, and other items (decals on mirrors and doors, etc.) which damage any paint or wood surfaces are not permitted.

Students are not permitted to use any room furnishings, which, in the opinion of the University staff or the Tiffin Fire Department, violate city fire ordinances and/or would be considered unsafe. These include, but are not limited to, bookcases, platforms, overstuffed furniture, etc. Items such as flags, fishnets, large posters, lights, etc. are not to be hung from the ceiling, light fixtures, or other fixtures in the room. Any tampering with or rewiring of electrical fixtures is in violation of the total safety of the building. The University reserves the right to judge what is safe for its buildings and their occupants.

Room Search Policy

The University reserves the right to enter and/or conduct searches within campus housing as part of the health safety inspection process or when there is reasonable suspicion that policy has been violated. Room searches may be conducted with or without prior notice and the presence of the resident(s) in question. They are intended to ensure the safety and security of the campus community and may include the seizure of items that constitute a policy violation and/or imminent threat. Every reasonable effort will be made to minimize disruption and the overall impact.

Room Use Policy

All room changes must be made with the approval of the Office of Housing and Residence Life. Any room change that takes place without permission of Housing and Residence Life are against policy. This includes moving into an otherwise unoccupied room, moving into a room before the check in date, or staying in a room after the checkout date without permission. Those found to be non-compliant or occupying a space other than their own may be charged for all rooms affected by the unapproved room change. This includes taking over the entirety of a multiple occupancy space rendering it unassignable.

Room Windows/Screen Policy

Residents may not remove the screens from their room windows or other windows at any time, nor take any action that may damage the windows or screens. Residents should notify the Resident Assistant if their windows or screens need repair. If screens are missing from individual rooms at the end of the academic year, damage assessments are made to those Students who occupied the room. Failure to keep screens in place results in disciplinary action, including a fine. It is against policy to use a window as a point of entry or exit in any situation other than an emergency.

Windowsills and spaces between windows and screens may not be used for food or storage areas. Absolutely no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residence hall window. This is a serious safety hazard and will result in disciplinary action and a fine.

Solicitation

No students or other outside individuals or groups are allowed to go from door to door in the residence halls selling or soliciting information or goods. Outside vendors may leave information in Residence Life that can be made available to students or posted on a common residence hall bulletin board.

Subletting Policy

The parties that sign a Housing Contract (the Student and the University) do not intend that an estate, a tenancy, or any other interest in the property should pass from the University to the student, nor is it intended that a usufruct (a right to enjoy something that belongs to someone else) be granted to the student. Instead, it is the intention of the parties that the relationship between the University and the student be that of licensor and licensee and that the sole right of the student to use their assigned room as a living unit shall be based upon the license granted in this contract.

In the sole discretion of the University, upon any violation of this license agreement, University rules and regulations, on-campus housing policies, federal/state/local laws, or if, in the University's sole discretion, the health, safety or general well-being of the resident or others is threatened in any way, the resident may be provided with the opportunity to remedy the violation, may be immediately evicted and/or may be referred for action through the Student Conduct Process. In the event that a resident is provided with the opportunity to remedy the violation and fails to do so to the University's satisfaction and within a reasonable time period, the resident may be immediately evicted and/or referred for action through the Student Conduct Process.

SECTION VIII – STUDENT ORGANIZATION CODE OF CONDUCT

Purpose

To establish a Code of Conduct and a process through which Tiffin University will address alleged incidents of Student Organization misconduct by student organizations and/or their membership at Tiffin University.

Conduct Regulations for Student Organizations

Officers and members of student organizations are expected to know and adhere to all regulations for student organizations and for students in general.

Some recognized student organizations are affiliated with state, regional, national, or international organizations. Many of these governing groups have developed position statements on hazing and other forms of misconduct. The University may at its discretion, report alleged violations of University regulations by student organizations to the organization governing body or affiliated organizations.

Student Organizations and Individual Student Conduct

The University's established procedure for considering alleged violations of University regulations by

individual students is outlined in the Tiffin University Code of Student Conduct. The fact that alleged individual student misconduct grows out of participation in an activity sponsored or engaged in by a student organization does not eliminate the individual student's accountability under the provisions of the Code of Student Conduct. The fact that individual students are held accountable for actions taken while participating in an organization's activity, does not eliminate the accountability of the organization for its actions. The University holds student organizations accountable for acts or omissions taken by the organization that violate the provisions of the Code through the University Student Conduct Process. In addition to the policies in the Tiffin University Code of Student Conduct, student organizations must adhere to these additional policies pertaining specifically to student organizations.

Adherence to Individual Student Organization Local and National Policies – Student organizations are responsible for knowing and abiding by the bylaws of their respective constitutions. Additionally, student organizations may also be responsible for adhering to local, regional, and national policies which may impact their organization(s).

Alcohol Policy – In addition to the responsibilities outlined in the provisions of the individual Code of Student Conduct, what follows also applies to student organizations:

- Student Organizations are prohibited from registering or sponsoring events with alcohol in University residence facilities.
- Student Organizations that host or sponsor events with alcohol must acquire the services of a third party that has a valid liquor license and insurance for alcohol distribution. Organizations are prohibited from distributing alcohol at their events.
- No alcohol served at new-member or pledging events.
- Failure of a student organization to take all necessary steps to see that no person under the legal drinking age possesses alcoholic beverages at functions it sponsors or within any property or transportation it owns, operates, reserves, or rents.

Commercial Solicitation – Student organizations are prohibited from going door-to-door in the Tiffin University residence facilities to sell any goods or services or advertise/publicize any event or program.

Conduct System Abuse – Any act or pressure from membership of student organizations to attempt to inhibit or disrupt the Tiffin University Student Conduct process or the Tiffin University Student Organization Conduct Process. This includes but is not limited to: Attempting to influence the impartiality of a representative of a student conduct body or intimidation or harassment of witnesses, etc.

Disorderly Conduct – Behavior and/or planned events or social gatherings that impair or interfere with the orderly functions or processes of the University and/or the reasonable safety, security, or use of members of the University community.

Disruption/Obstruction – Behavior and/or planned events or social gatherings that disrupt or obstruct the teaching, administration, research, or other University activities and/or the performance of duties/tasks of University personnel or contractors.

Gambling Policy – Ohio law defines a "game of chance", i.e., gambling, to be "poker . . . or other games in which a player gives anything of value in hope of gain, the outcome of which is determined largely by chance."

Under Ohio law, when a person pays to play a game of chance (including poker) in hopes of winning a

prize, the game qualifies as illegal gambling. To avoid having your event qualify as illegal gambling one of the following conditions must be met:

- Participants do not pay anything or give anything of value to participate in a game of chance.
- All those in attendance at your event pay to enter, and the game of chance is part of a larger event (but not the focus of the event), prizes can be offered to the winners. No currency or items of value may be exchanged inside of the event. Organizations may use play money as long as each participant starts with the same denomination of play money.
- Participants pay to participate in a tournament but no prizes are provided. In this situation, however, all proceeds must either benefit a charity and/or your student organization.

Auctions

Groups and organizations may utilize an auction to raise money by auctioning items such as art, tickets to an event, dinner at a particular restaurant or prizes and services provided by a qualified and insured vendor.

No individual or group may be auctioned for “services” or a “date”. Because our campus values equality and diversity, auctioning individuals or groups places a “value” on a person or group.

Raffles for Prizes (No CASH PAYOUT)

Raffles and games of chance can be used to solicit funds from students, faculty, and community members. Specific raffle and games of chance guidelines are as follows:

- The prizes that may be redeemed with raffle tickets and/or play money shall not be extremely valuable (less than \$500); this is to ensure that a premium is not placed on winning.
- The raffle prize must be secured before raffle tickets are sold and cannot be purchased by the money raised by the raffle itself.
- No permission will be granted to any club or organization on campus to hold a raffle that is contrary to University Policy (for example: offering alcohol to a minor as a prize).

Raffles – 50/50 (CASH PAYOUT)

50/50 raffles, or those with direct cash payout, are permitted when the following conditions are met:

50/50 raffles must be conducted in the following manner:

- Ticket rolls with duplicate numbered stubs must be used for 50/50 Drawings.
- Publicity for a 50/50 Drawing must include the date, time and location of the drawing.
- The drawing must be conducted in plain view of players.
- All tickets shall be sold at the event only.
- The event shall not last longer than one day.
- The winner shall be given a reasonable amount of time to claim the prize.

For information regarding gambling and the NCAA policies, please refer to the Tiffin University Student Athlete Handbook, which can be found at: http://www.gotiffindragns.com/f/Athletic_Information.php.

Harm to Others – Intentionally, knowingly, or recklessly endangering the safety or threatening the safety or well-being of any person. Including others or their property.

Misuse of Mishandling of Funds – Intentional or unintentional misuse or mishandling of funds by any officer, member, or other individual.

Misuse of Property or Materials – Destruction, damage, misuse, or defacing of, or unauthorized entry into or otherwise accessing TU buildings or property, private property and personal property, on the campus of the TU campus.

Theft – Ritualistic acts of theft by organizations will be considered a violation of this policy.

Procedures

Filing a Complaint

Allegations of misconduct by student organizations can be submitted by filing an incident report via the Tiffin University Incident Reporting Form or through the reporting of misconduct to the Director of Student Engagement or Assistant Dean of Student Development and Transformation.

Student Organization Conduct Process

The Student Organization Conduct Process follows the same procedure as other non-Title IX related incidents; however, there are specific sanctions that can result of an organization participating in the Conduct Process:

Sanctions

Sanctions may be given in isolation or in combination with one another dependent upon the determination of the administrative action or the deliberation of the Hearing Panel.

1. **Warning** – A warning letter from the University cautioning the organization that further violations will result in further action through the Student Organizational Conduct process.
2. **Loss of Privilege(s)** – Stipulation of forfeiture of specifically listed social and/or other privileges, including but not limited to the recruitment of new members or forfeiture of University designated house for a period of time.
3. **University/Community Service** – Required service to the University or Community to be completed by the membership of the organization. The amount of which will be determined through administrative action or by the Hearing Panel.
4. **Educational Sanction/Assignment** – Completion of assigned educational tasks by the membership of the student organization.
5. **Probation** – A status which organizations may be set upon for an established period of time determined at the outcome of the case, the violation of which can result in further action through the Student Organizational Conduct Process.
6. **Suspension** – The suspension of the organization from organizing, sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus; the solicitation of new members or pledges; and the initiation of any new members. It may require specific actions to be completed to return to full status for the organization during the period of suspension.
7. **Dismissal** – The permanent separation of a student organization from the University.

Interim Suspension of Activities

When in the sole discretion of the University, an allegation against a student organization gives reasonable cause to believe that the organization represents a threat to the safety, security or welfare of the University community and/or an obstruction to accomplishing the University's lawful mission, immediate action may be warranted. Under such circumstances, the Provost and Chief Operating Officer

or a designee has the authority to temporarily suspend all or some activities of the accused organization until the other provisions of this policy statement are implemented. In the case of Interim Suspension of Activities, the University will make reasonable efforts to implement the procedures outlined above for considering a complaint as quickly as is feasible under the circumstances.

Records

All records of the Tiffin University Student Organization Conduct Process will be maintained in the Maxient database.

Appeals Procedures

Student organizations who have been found responsible for a violation may request an appeal of the finding(s) or sanction(s) adjudicated in their case to the Assistant Dean of Student Development and Transformation. Requests for appeal must be made within three (3) business days of the original outcome letter being sent. It is the discretion of the Assistant Dean to either approve or deny appeals. The appeal request form can be found in the outcome letter and should contain the specific basis of the organization's appeal. Responding individuals and/or the reporting party have the right to appeal the decision if;

- A procedural error occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.)
- The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision. In this case, the Assistant Dean of Student Development and Transformation will review the details of the case and render a recommendation (if applicable). Disagreement with the investigation findings or determination is not, by itself, a ground for appeal
- The case outcome is grossly disproportionate to the violation(s).

Similar to other non-Title IX cases, Student Organization appeals are heard by the Assistant Dean. For more information about appeals, please refer to Section IX - Student Conduct Process.

Implementation and Revisions

The Student Organization Code of Conduct and process is implemented by officials of Tiffin University. This Code will be reviewed annually, under the direction of the Office of Student Development and Transformation. Tiffin University reserves the right to make changes to the Code as deemed necessary by University Officials. The most up to date version of this Code can be found online at on the [Student Conduct and Community Standards webpage](#). For questions or concerns regarding the Student Organization Code of Conduct, contact the Assistant Dean of Student Development and Transformation.

SECTION IX – STUDENT CONDUCT PROCESS - (FOR TITLE IX PROCESS, PLEASE SEE PART II)

- A. Notice of Incident and Documentation of Alleged Violation of Code of Student Conduct** - The first step in the Tiffin University Student Conduct process is documentation of an incident that is an alleged violation of the Student Conduct Process. This documentation can be completed by University officials (such as professional residence life staff, resident assistants, and/or TU Security). Additionally, any person may file a complaint against a Student or a Student Organization by submitting the [Incident Reporting Form](#).

Once an incident is documented, a Tiffin University Student Conduct Administrator will assign the incident to a Student Conduct Officer. If there is insufficient evidence of a potential violation of the Code of Student Conduct, the case will be dismissed. If there is enough evidence of a potential violation of the Tiffin University Code of Student Conduct, a case will be created. If there is a community standard concern that does not meet the level of a policy violation, the Student Conduct Hearing Officer may require the student to meet for a Community Standards Concern Meeting. *Certain policy violations, including prohibited items (low level) may be handled through the use of the University's Informal Resolution Process.*

Informal Resolution Process (not applicable for student organizations) - Upon determining that the complaint is appropriate for further processing, the Office of Student Conduct will contact the student or student organization. The respondent will be offered an opportunity to participate in a virtual informal resolution process, where the student may accept responsibility for low-level violations without the need for additional hearings.

There are three possible results at this stage:

1. The respondent is found to have no responsibility and/ or that there is insufficient basis to proceed against the respondent. If that occurs, the case does not proceed to a hearing; or
2. The respondent accepts responsibility and appropriate sanction(s) is/are agreed upon. If that occurs, the case is considered informally resolved; or
3. The respondent does not accept responsibility and the conduct officer determines that the complaint warrants a hearing. If that occurs, the case proceeds to a formal hearing before a University hearing officer.

Once an informal resolution is reached, the decision is final and will only be revisited based on applicable appeal guidelines set forth in the Student Conduct Process. Please see Outcomes and Appeals (pg. 38) for additional information regarding the appeal process.

Community Standards Concern Meeting - There are times when a student behavior concern is made known to a conduct officer, either via a submitted incident report, or other channels of communication. Often these behaviors may not constitute a policy violation, but can negatively impact the community. At the discretion of a Student Conduct Hearing Officer, a Student may be required to attend a Community Standards Concern Meeting.

Community Standards Concern Meetings are designed to provide a forum for informal conflict resolution and/or an opportunity to address Student behavior. Additionally, these meetings provide an opportunity to remind Students of Tiffin University policy/procedures, and expectations.

B. Interim Measures

Interim Suspension - In certain instances, the Assistant Dean of Student Development and Transformation or a designee may suspend a Student or Student Organization in the interim,

until such time that the Student Conduct Process can be completed. An Interim Suspension will be enacted to ensure the safety and well-being of the Tiffin University community and property, as well as the physical and/or emotional wellbeing of any Student(s) or Student Organization(s) involved. Additionally, an Interim Suspension may be put into place if the University learns that a student is undergoing a criminal investigation for a serious offense. Interim Suspensions are not subject to appeal.

Other Interim Measures:

- **Interim Housing Relocation** - Relocation within Tiffin University Housing at the discretion of the Student Conduct Hearing Officer until Student Conduct Processes can take place, and/or it is determined that said Student can return.
- **Interim Housing Removal** - Removal from Tiffin University at the discretion of the University Officer for a period of time until Student Conduct Processes can take place and/or it is determined that said Student can return.
- **Interim Loss of Privilege** - Suspension from University-sponsored events, sports, clubs, organizations, or other activities until Student Conduct Process can take place and/or it is determined that said Student can resume participation.
- **No Contact Directive** - In sensitive situations, Students may be given a No Contact Directive. The No Contact Directive prohibits Students from contacting other parties involved in alleged incidents. Violations of the No Contact Directive will result in enhanced sanctions.

C. Student Conduct Hearing Scheduling - Once a case has been created, the Lead Student Conduct Hearing Officer will contact the respondent and any potential witnesses via the Maxient Student Conduct System, which generates electronic letters to students' Tiffin University email accounts. This email will contain any alleged violations of policy, the hearing time and location, and the contact information for the appropriate Student Conduct Hearing Officers. Once the date has been established, students may receive emails through the Maxient system to inform them of:

- The alleged policy violations.
- The two (2) assigned Student Conduct Hearing Officers.
- The date, time, and location of the hearing. Should a student fail to attend their conduct hearing, a failure to comply charge may be added to the student's alleged policy violations.
- Schedule changes, which can be made per the discretion of the Student Conduct Hearing Officers based on academic reasons only.

A student can be placed on disciplinary hold for failure to schedule or appear for a student conduct hearing. Once on disciplinary hold, a student cannot register for classes or receive transcripts from Tiffin University. To have the hold lifted, the student must meet with the Lead Student Conduct Hearing Officer.

D. Student Conduct Hearing Process - Student conduct hearings are intended to be developmental in nature. They allow the University to investigate alleged policy violations and serve as an

opportunity for students to present any information and/or their perspective of an alleged policy violation(s). Students also learn about their rights within the process, policies and procedures, and potential sanctions should they be found responsible. A respondent is permitted to have an advisor accompany them to a student conduct hearing. That support person is not permitted to verbally participate in the proceedings or argue the case for the respondent.

Failing to appear for a student conduct hearing may result in the Student Conduct Hearing Officers conducting the hearing and determining an outcome and/or sanction(s) without the benefit of the respondent(s) and/or witness participation. Additionally, failing to appear may result in documentation for failure to comply.

After the student conduct hearing has concluded and the Student Conduct Hearing Officers have met with all involved parties in a case, the assigned Student Conduct Hearing Officers will adjudicate the case.

- E. Outcomes and Appeals** - All student conduct hearings are adjudicated using the “preponderance of evidence standard.” The respondent(s) will be notified of the outcome of their case via a Maxient system email. This electronic letter will contain determinations for all alleged policy violations (i.e. responsible or not responsible), as well as any sanctions levied if applicable, and an outline of the appeal process.

Appeals Process - Students or organizations who have been found responsible for a violation may request an appeal of the finding(s) or sanction(s) adjudicated in their case to the Assistant Dean of Student Life/Conduct Administrator. Requests for appeal must be made within three (3) business days of the original outcome letter being sent. It is the discretion of the Assistant Dean to either approve or deny an appeal.

Appeals

Responding individuals, organizations, and/or reporting parties have the right to appeal the decision if;

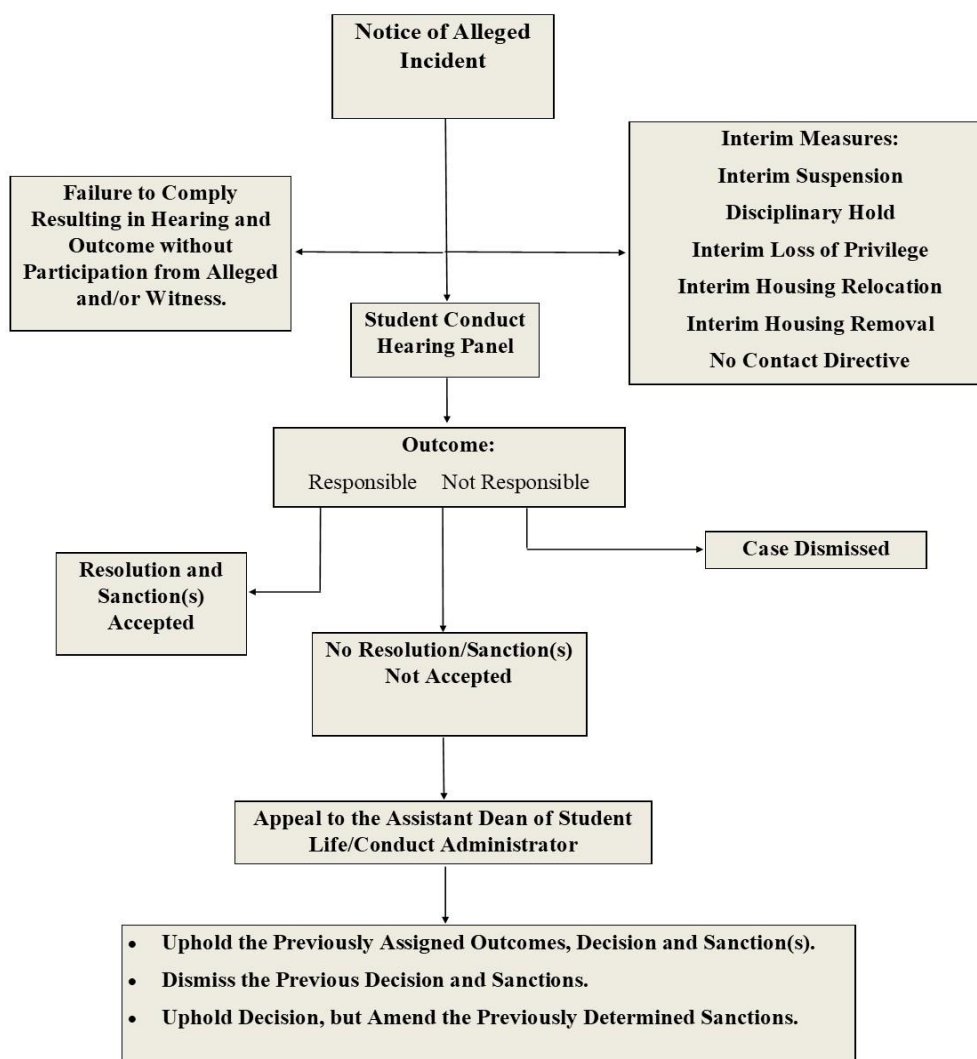
1. A procedural error occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.)
2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision. In this case, the Assistant Dean will review the information with the Conduct Hearing Officers and render a recommendation if applicable. Disagreement with the investigation findings or determination is not, in and of itself, grounds for an appeal.

Outcomes - Through the appeal process, the Assistant Dean can:

- Uphold the previously assigned outcomes, decision and sanction(s);
- Dismiss the previous decision and sanctions;
- Uphold the decision, but amend the previously determined sanctions;

- Dismiss the request for an appeal entirely due to insufficient grounds

F. Tiffin University Student Conduct Process Flowchart



SECTION X –SANCTIONS & OUTCOMES DEFINED

The following are Tiffin University sanctions that may be assigned as a result of a Student being found responsible for violating the Tiffin University Code of Student Conduct. Sanctions may be assigned independently or in combination with other sanctions listed. Sanctions can be assigned to individual

Students, teams, groups of Students, or Student organizations. For more information on group sanctioning please see the end of this Section.

- A. Campus Accessibility Restriction** - A temporary or permanent restriction of access to certain campus areas, properties, buildings, living units, public spaces, parking lots, activities, etc.
- B. Community and/or University Service** - Completion of a designated number of hours of service on campus or in the community.
- C. Disciplinary Probation** - A status set by a University Officer for an established amount of time where any further violation of the Code of Student Conduct will result in further sanctions and/or jeopardize the Student's status with Tiffin University.
- D. Dismissal** - The permanent separation of Tiffin University and a Student. Any Student that is dismissed is not permitted to be on campus unless given prior permission from the Dean of Student Development and Transformation. Students found to be in violation of their dismissal may face legal action by the University.
- E. Educational Sanction or Assignment** - Educational sanctions and/or assignments are designed to assist in the development of students who are found responsible for violating the Code of Student Conduct and are at the discretion of the hearing officer based on the circumstances of the case.
- F. Housing Sanctions or Restrictions** - The University reserves the right to remove anyone from housing immediately should circumstances warrant it. This action can be temporary or permanent. Once a person has been removed from housing or placed with restrictions, that person no longer has guest access to residential areas of campus. Housing Sanctions or Restrictions include:
 - a. Housing Relocation** - Students may be required to relocate their housing arrangements.
 - b. Housing Removal** - The immediate removal from Tiffin University housing either permanently, or for a set period of time.
 - c. Loss of Privilege** - The withdrawal of a privilege, use of a service, participation in a program, event, or activity for a set period of time. This sanction may prohibit a student or organization from participating in extracurricular or athletic activities.
- G. Meeting with University and/or Community Resources** - Meeting with a University employee, office, or community resource to learn about resources offered to support students at the institution or in the community.
- H. Monetary Fine** - Monetary fines may be imposed for any Student found in violation of the Code of Student Conduct. Additionally, Students may be fined for any damages that occur in incidents where Students are found responsible. Fines are automatically applied to the student's account. Payments and payment inquiries should be made to the Office of Student Accounts.
- I. No Contact Directive** - In sensitive situations, Students may be given a No Contact Directive. The No Contact Directive prohibits Students from contacting other parties involved in alleged incidents.
- J. Parental/Guardian Notification** - The University reserves the right to notify parents/guardians of dependent students regarding any student conduct situation as it deems necessary. The University may also notify parents/guardians of dependent and non-dependent students of alcohol and/or other drug violations (if the student is under age 21), of any health or safety

emergencies, or of any involvement with law enforcement.

- K. Counseling Referral** - A student may be sanctioned to consult with a counselor for an assessment and any follow-up appointments that stem from that assessment. Responsibility for costs related to counseling may be placed on the Student. Failure to keep appointments will be documented separately as a Failure to Comply violation.
- L. Removal of Animal** - In instances where the Animal policy has been violated, an Emotional Support Animal or Service Animal may be removed from campus on either a permanent or temporary basis. The resident is responsible for animal removal within 48 hours of the conduct outcome letter being sent.
- M. Restitution** - A Student may be sanctioned to pay for damage to property, personal injury expenses, and/or other expenses. Students may also be required to complete restitution through service. (For example, A student that intentionally vandalizes a bathroom could be sanctioned to assist Tiffin University Housekeeping Staff in cleaning efforts). Additionally, a Student can be sanctioned Restitution through community service.
- N. Suspension** - A set period of time in which the student is physically separated from the University for violations of the Code of Student Conduct. Certain requirements may be placed on the student that must be completed before the student may return to campus. Any student that is suspended is not permitted to be on campus unless given prior permission from the Dean of Student Development and Transformation. Students found to be in violation of their suspension may face legal action and further disciplinary action by the University.
- O. Tiffin University Community Standards Workshop** - A monthly educational workshop offered through the Office of Student Conduct. This workshop will focus on an in-depth look at policies and procedures, as well as the importance of being a responsible-minded community member of Tiffin University.
- P. Warning** - Students may receive either verbal or written warning as a result of being found in violation of the Tiffin University Code of Student Conduct. Any repetition of the same or similar behavior will result in further disciplinary action.

SECTION XI – SANCTIONS, OFFENSES, AND OUTCOMES

Any student involved in a violation of Tiffin University Code of Student Conduct policies or other institutional policies will face action from the Student Conduct process, utilizing the following procedures which are subject to revision based on the nature of the incident, conduct history of the respondent, impact on the community, etc. Any repeated policy violation under the Student Code of Conduct may result in an increase in the level of offense. For example, a second Level I offense may be considered a Level II offense.

Alcohol Sanctioning Guidelines - Incidents that result in:

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than two semesters, and a \$200 fine.	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than one semester, and a \$100 fine.

Second Offense	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, possible suspension from the University, parental/guardian notification, and a \$250 fine.	Substance abuse assessment, disciplinary probation of no less than two semesters, possible housing sanctions or restrictions, parental/guardian notification, and a \$150 fine.
Third Offense	Suspension from the University for no less than one academic year, housing sanctions or restrictions, parental/guardian notification, and a \$300 fine. Further violations may result in Dismissal from the University.	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and a \$200 fine.

Drug Sanctioning Guidelines - Incidents that result in:

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than one academic year, parental/guardian notification, and \$300 fine.	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than two semesters, parental/guardian notification, and \$200 fine.
Second Offense	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, possible suspension from the University, parental/guardian notification, and a \$350 fine.	Substance abuse assessment, disciplinary probation for no less than two semesters, possible housing sanctions or restrictions, parental/guardian notification, and a \$250 fine.
Third Offense	Suspension from the University for no less than one academic year, housing sanctions or restrictions, parental/guardian notification, and \$400 fine. Further violations may result in Dismissal from the University.	Completion of outpatient substance abuse program, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and a \$300 fine.

The above sanctions are guidelines. Sanctions may be increased or decreased on a case-by-case basis, based on the nature of the incident, the impact on the community, and/or the Student's disciplinary history. At any time, the University has the right to consult with or turn over incidents to the Tiffin Police Department.

Other Policy Violations Sanctioning Guidelines

Level I Policy Violations		
Example Policy Violations:		
	Bicycle Policy	Lounges – Furniture/Television/Microwave Use Policy
	Complicity Policy	Media Copyright/Usage Policy
	Entertainment Units Policy	Noise/Quiet Hour Policy
	False Information Policy	Posting Policy
	Fireworks Policy	Prohibited Appliance/Items Policy
	Furniture Movement Policy	Refrigerator Policy
	Games/Sports in the Hallway	Room Decoration Policy
	Guest/Escort Policy	Room Key/Access Card Policy
	Health/Safety Hazard Policy	Room Windows/Screen Policy
	Hoverboard Policy	Smoking Policy
	Laundry Policy	Solicitation
	Loft/Bunk Policy	
Possible sanctions include but are not limited to:		
	Apology Letter	Monetary Fine: \$50-\$150
	Campus Accessibility Restriction	No Contact Directive
	Community and/or University Service	Restitution
	Disciplinary Probation	Restorative Justice Session
	Educational Sanction or Assignment	Tiffin University Community Standards Workshop
	Loss of Privilege	Warning
	Meeting with University and/or Community Resources	Housing Sanctions or Restrictions

Level II Policy Violations

Example Policy Violations:

Bullying/Cyberbullying	Incapacitation
Coercion	Ledges/Roof/Fire Escape Policy
Complicity Policy	Sexual Harassment
Discrimination	Stalking
False Information Policy	Vandalism/Property Misuse Policy
Health/Safety Hazard Policy	

Possible sanctions include but are not limited to:

Apology Letter	Monetary Fine: \$150-\$250
Campus Accessibility Restriction	No Contact Directive
Community and/or University Service	Meeting with University and/or Community Resources
Counseling Referral	Parental /Guardian Notification
Disciplinary Probation	Restitution
Educational Sanction or Assignment	Restorative Justice Session
Housing Sanctions or Restrictions	Tiffin University Community Standards Workshop
Loss of Privilege	Warning

Level III Policy Violations

Example Policy Violations:

Assistance Animal Policy	False Information Policy
Bullying/Cyberbullying	Fire Safety Policy
Coercion	Fireworks Policy
Complicity Policy	Incapacitation
Dating Violence	Retaliation

	Discrimination	Sexual Assault
	Disorderly Conduct	Sexual Exploitation
	Disruption/Obstruction	Sexual Harassment
	Domestic Violence	Stalking
	Emergency Equipment Policy	Vandalism/Property Misuse Policy
	Failure to Comply Policy	No Contact Order Violation
Possible sanctions include but are not limited to:		
	Apology Letter	Monetary Fine: \$250-\$350
	Campus Accessibility Restriction	No Contact Directive
	Community and/or University Service	Parental /Guardian Notification
	Counseling Referral	Removal of Animal
	Disciplinary Probation	Restitution
	Dismissal	Restorative Justice Session
	Educational Sanction or Assignment	Suspension
	Housing Sanctions or Restrictions	Tiffin University Community Standards Workshop
	Loss of Privilege	Warning

Level IV Policy Violations		
Example Policy Violations:		
	Assistance Animal Policy	Fire Safety
	Bullying/Cyberbullying	Fondling
	Coercion	Harm to Others
	Complicity Policy	Hazing
	Conduct System Abuse	Incapacitation
	Dating Violence	Retaliation
	Discrimination	Sexual Assault

	Disorderly Conduct	Sexual Exploitation
	Disruption/Obstruction	Sexual Harassment
	Domestic Violence	Stalking
	Emergency Equipment	Theft
	False Information Policy	Weapons Policy
Possible sanctions include but are not limited to:		
	Apology Letter	Loss of Privilege
	Campus Accessibility Restriction	Monetary Fine: \$350-\$450
	Community and/or University Service	No Contact Directive
	Counseling Referral	Parental /Guardian Notification
	Disciplinary Probation	Removal of Animal
	Dismissal	Restitution
	Educational Sanction or Assignment	Suspension
	Housing Sanctions or Restrictions	Warning

Level V Policy Violations

Example Policy Violations:

	Assistance Animal Policy	Fire Safety
	Bullying/Cyberbullying	Harm to Others
	Coercion	Hazing
	Complicity Policy	Incapacitation
	Dating Violence	Retaliation
	Discrimination	Sexual Assault
	Disorderly Conduct	Sexual Exploitation
	Disruption/Obstruction	Sexual Harassment
	Domestic Violence	Stalking

	Emergency Equipment	Weapons Policy
	False Information Policy	Any offense or series of offenses which indicates that a student is a threat to the University community and others.
Possible sanctions include but are not limited to:		
	Campus Accessibility Restriction	Monetary Fine \$450-\$550
	Community and/or University Service	No Contact Directive
	Counseling Referral	Parental /Guardian Notification
	Disciplinary Probation	Removal of Animal
	Dismissal	Restitution
	Housing Sanctions or Restrictions	Suspension
	Loss of Privilege	

The above sanctions are guidelines. Sanctions may be increased or decreased on a case-by-case basis, based on the nature of the incident, the impact on the community, and/or the Student's disciplinary history. At any time, the University has the right to consult with or turn over incidents to the Tiffin Police Department.

SECTION XII – STUDENT CONDUCT RECORDS

Student Conduct Records are considered educational records of the University and are maintained by the Office of Student Conduct in compliance with the 1974 Family Educational Rights and Privacy Act (FERPA).

The Family Educational Rights and Privacy Act of 1974 is a law, which protects students' rights and privacy and the release of information about Students by educational institutions. Tiffin University policies regarding Student records are designed to operate within the provisions of this law.

In adherence to FERPA requirements, students can request access from the Office of Student Conduct to review their educational records (i.e. student conduct records). The Assistant Dean of Student Development and Transformation or a designee will then accommodate requests within 45 days on a case-by-case basis.

SECTION XIII – IMPLEMENTATION AND REVISIONS

Tiffin University officials enforce the Code of Student Conduct, reviewed annually by the Office of Student Development and Transformation. The University may update the Code as needed. The latest version is on the Student Conduct and Community Standards website. For questions, contact the Assistant Dean of Student Development and Transformation.

PART IV – CAMPUS SERVICES OVERVIEW

Campus Safety and Security

Basic Responsibilities - Campus Safety & Security is charged with first-line responsibility to:

- A. Assure the safety of persons, including University employees and students, guests, and visitors to the Campus;
- B. Assure the safety, security, and protection of the University property, including buildings, grounds, equipment, and other assets of the University, as well as non-University property located temporarily or permanently on University grounds;
- C. Respond to emergency situations or conditions and assist or take actions appropriate to the crisis situation within legal limits of the department's authority.

Basic Duties - In fulfilling these three primary responsibilities (protection of persons, protection of property, and emergency-response services), the duties of Campus Safety & Security members include, but are not limited to, the following:

- A. Patrolling campus grounds, either on foot or in an authorized University vehicle;
- B. Conducting regular checks and inspections to ensure building safety and security;
- C. Reporting damage, malfunctions, faulty equipment or utilities, or any unusual or questionable or dangerous or suspicious conditions or activities anywhere on campus, indoors or outdoors;
- D. Assisting all persons to comply with University regulations, any University policies on campus, and state laws, including issuing parking citations when appropriate;
- E. Providing security coverage for special University functions;
- F. Providing crowd control when necessary;
- G. Responding to requests for routine departmental services (e.g., unlocking a classroom for a person authorized to enter or vehicle unlocks);
- H. Providing escort services for faculty, staff and students to promote safety.

Basic Authority

Citations - Campus Safety & Security members are authorized by the University to issue written citations for parking violations. Such citations may be issued to any person, employee or non-employee, student or non-student, who violates parking regulations on University property; and violators receiving such citations are subject to fines or other disciplinary actions by the University as specified in University regulations. Vehicles without the Tiffin University parking permit, vehicles that are parked in no-parking areas (in handicapped slots, in loading zones, beside fire hydrants, on grass, on sidewalks, etc.) shall normally have a parking citation issued and be subject to being towed at the owner's expense.

Identification Requests - Campus Security members are authorized to request to see the identification of any person on campus property, whether that person is an employee or non-employee, student or nonstudent. Any University student who refuses to comply with a Campus Security member's request for identification is subject to disciplinary action by the University. If the person is a non-student or non-employee and fails to provide identification, that person will be requested to leave campus property and if they do not comply, Tiffin Police will be called.

Body Cams - Bodycams allow for accurate documentation of on campus contacts, during a wide range of incidents. Audio and video recordings also enhance our campus security department's ability to go back to review security member and employee/student/public interaction, as well as further aid local law enforcement agencies in case of investigative or for prosecutorial purposes in addition to providing valuable information for our security members evaluation and training.

Campus Security members are fully authorized by the University to utilize body cams during the course of their duties, which means that students can/will be videotaped while interacting with Campus Security members. Campus Security members will NEVER be permitted under any circumstance to release, copy, disseminate or otherwise share ANY body cam footage or recording unless they have been court ordered to do so via a subpoena.

The bodycam may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband on campus. If asked, campus security members should inform individuals that they are being recorded.

Bee-Safe Security - Tiffin University partners with Bee-Safe Security, a contracted service provider, to support Campus Safety & Security in providing additional security services. This includes overnight and special event coverage. Their staff are trained in University policies and procedures and function in the same way that a Campus Safety & Security officer would.

Career Services

Our mission at Tiffin University's Career Services is to empower students with the knowledge, skills, and resources to embark on successful and purposeful careers. We achieve this through:

- **Major Exploration:** Self-Assessment paired with major and career research to help you decide on the right major and career path for you.
- **Resume Writing and Development:** Whether you're just getting started or you've got close to a finalized draft, we can help you create and/or update your resume to be more successful in the job search.
- **Cover Letter Writing:** Draft unique cover letters tailored to the position you're applying to with our assistance, getting you closer to your dream job.
- **Interviewing:** Develop your interviewing skills with techniques, advice, and tips, or go through a formal, personalized "mock interview" to prepare for upcoming interviews.
- **Internship and/or Job Search:** Whether you're looking for an internship or your first career, we can guide you through the process of connecting with employers, searching for relevant positions online, tracking your applications, and much more. We can also assist you with salary negotiations once you receive an official job offer.
- **Graduate School Research & Applications:** For students interested in continuing their education to reach their future career goals, we can help you research graduate schools and programs that align with your intended outcomes, and with the documents needed for the application process.
- **Handshake:** Handshake is Tiffin University's online job board for on-campus jobs, internships, and career opportunities. Students automatically get access to this platform and can sign in with

their Tiffin University email address and password at [Tiffin.Joinhandshake.com](https://tiffin.joinhandshake.com)

- **Post-Graduation Planning:** Once you're getting ready to graduate, meet with us to put together a formal plan of action for your next steps after commencement.
- **Dragon Armoire:** Select a free outfit from our professional clothing closet for an interview, internship, career fair, a research conference, or your first day on the job. The best part? You get to keep it!
- **Career Fairs & Events:** Attend one of our many Career Fairs and/or events for additional career development and preparation, and to meet with employers who are actively hiring. Find all of our upcoming events on Handshake.

For more information or to schedule an appointment, please contact us at careerservices@tiffin.edu.

Club and Recreation Sports

The club sports program provides students with the opportunity to grow, learn, lead and experience athletic activities at the non-varsity level while still competing against outside competition. The goal is to develop programs that will enhance the college experience and foster a lifetime appreciation of the total development of the mind, body, and spirit.

A majority of our club sports teams are members of leagues that travel and compete against other colleges. All club & recreational sports programs will be student-led with a coach or advisor who will report to the Director of Club Sports. When there is a desire to initiate a new club activity, students must contact the Director of Club Sports who will then address all questions and concerns.

Some club and recreational sports will have required fees and expenses that will not be covered by the budget. Participants or Teams are responsible for covering all outside fees and expenses not covered in the sport-specific budget. Fundraising is suggested and is the responsibility of the club or organization and its members.

The following club sports teams are offered by Tiffin University; Men's Rugby, Women's Rugby, Men's Bowling, Women's Bowling, Men's Flag Football, Men's Volleyball, and Co-Ed Pickleball. If one is interested in any of the club sports teams, contact the Director of Club Sports.

Dining Services

The University's dining services are operated by AVI Food Systems. Cole Dining Hall is located in the Gillmor Center. Additionally, AVI operates Market C (also in Gillmor) and the Wall Street Pub. The Dining Service staff desires the service to be pleasant and efficient and requests the cooperation of each person to observe common courtesies.

Students are expected to follow these rules:

- All students must present to the cashier a valid ID identifying their meal plan choice upon entering the Dining Hall.
- ID and meal plans are for personal use only and are not to be loaned, shared, transferred, or misused by other students.
- Meal plan cards must be obtained in the first week of school.
- All guests must pay on a cash or credit card basis.
- Shirts, shoes and appropriate clothing are to be worn in the dining room. University officials and

AVI personnel may refuse service to anyone who does not comply with this policy.

- Students are to bring their plates, bowls, glasses and flatware to the dish/service area upon completion of the meal for cleaning.
- Push in your chairs as you leave your table and remove all trash.
- Utensils or service-ware are not to be removed from the dining room
- Outside beverage containers are not permitted in the dining room
- The cafeteria provides all you can eat while in the dining room. It is the expectation that no food will be removed from the Dining Hall once the dining experience is completed. Theft from the Dining Hall will be investigated by AVI and the Office of Student Conduct and may be referred to further disciplinary sanctions.
- Students are limited to one entrée per trip to the serving line. Unlimited trips to the serving line are permitted. This procedure helps eliminate waste and keeps the food cost down.
- Radios, stereos, and Bluetooth speakers are not permitted in the dining hall.
- No use of cellphones in serving lines.
- To Go Meals- all students with a meal plan will be provided one free “Dragon Meals To-Go” key tag upon check in. Students may exchange their key tag for a reusable to-go box that they can fill with all their favorite foods and take to eat elsewhere on campus. Bring an empty container back (washing is not required; the dining hall will sanitize it for you) to get a new clean container or exchange for a key tag to use later. If you lost your container or key tag, you can purchase a new one for \$5.00 from the dining hall cashier.
- Special meals including vegetarian options may also be prepared ahead of time by formally requesting an option through AVI.
- The Office of Student Conduct reserves the right to exclude from the dining hall with no refund, permanently or temporarily, anyone who fails to comply with the regulations and/or for improper behavior. This includes but is not limited to vulgar language, fighting, and causing other disturbances. No member of the campus community, including staff of AVI, will be subject to harassment or bullying. Theft from Market C or the Dragon Brew will be referred for disciplinary action

Sick Tray Policy - If an injury or illness leaves you unable to go to dining services for your meals, you can request that a friend or member of the Residence Life staff be allowed to pick up a sick tray for you and be brought back to your room.

- Obtain a copy of the Sick Tray Request Form from the Student Government Office, Cashier Stand or download from the Student Portal or TU Mobile App.
- Read and fill out the form completely.
- Give your ID Card to the individual who will be picking up the meal so it may be swiped at the dining hall.

Cole Dining Hall Hours of Operation (Subject to Change)

Monday – Friday		
	Open	Close
Breakfast	7:00 AM	10:00 AM
Continental Breakfast	10:00 AM	11:00 AM
Lunch	11:00 AM	2:00 PM
Light Lunch	2:00 PM	4:30 PM
Dinner	4:30 PM	7:30 PM
Dinner (Friday)	4:00 PM	7:00 PM
Saturday – Sunday		
	Open	Close
Brunch	10:30 AM	1:00 PM
Dinner	4:00 PM	7:00 PM

The University and AVI reserve the right to make changes to the dining hall policies at any time during the year based on situations that may impact food service to students such as power outages, force majeure events, or University functions. This includes all camps and conferences and other entities on campus that are operated in conjunction with the University such as the Dragon. Dates and times may also be subject to change.

Disability Services

Tiffin University's Commitment to Equal Access and Diversity

Tiffin University ("TU" or the "University") is committed in policy and practice to providing an educational experience and environment that is equally accessible for all, including those with a documented disability, so that individuals with disabilities have equal access and opportunity to learn and achieve based on their innate abilities and are not inhibited by barriers created by the interaction between their disability and the institutional environment and/or academic requirements.

TU's Office for Disability Services (ODS) supports this institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008 (ADAAA). In addition, the Office serves as a resource to the University community by providing consultation and advocacy services related to compliance.

For more information about how to register for reasonable accommodations because of a disability, the Office for Disability Services Student Manual and Registration Form is located on the [Disability Services](#) webpage.

You can also direct questions to: Juli Huston, Coordinator for Disability Services, (419) 448-3021, hustonjr@tiffin.edu.

Health, Wellness, and Counseling Services

University Health Services in partnership with Mercy Health

Tiffin University Health Services will work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to focus on health promotion and disease prevention for the individual and the Tiffin University Community. Tiffin University Health Services is generally staffed by a nurse practitioner or physician during hours of operation. Services available include diagnosis and treatment for common illnesses; routine preventive care; physicals; allergy shot administration; immunization counseling; mental health counseling referral; and sexually transmitted disease counseling, diagnosis, and treatment. The Health Services Clinic also carries a variety of health education materials. To contact Tiffin University Health Services or to schedule an appointment, please call 419-448-3429.

Counseling and Wellness

Tiffin University is dedicated to providing confidential and compassionate counseling services that address a range of concerns and contribute to the overall holistic development of each student. Through authentic communication, accountability, and a commitment to innovation, we strive to create a culture of mental health and wellness that supports students throughout their collegiate journey.

Tiffin University Counseling and Wellness (TUCW) offers mental health and substance use counseling services to Tiffin University students who are registered for classes in the current term and who are physically in the state of Ohio. Individual counseling services may involve developing a sense of competence in a new environment, meeting increased academic, personal, and social demands, mental illnesses, trauma, and resolving interpersonal conflicts. All counseling services are designed to promote student academic success and optimal health and wellness. These services can be provided in person and via telehealth if appropriate.

Students who request general counseling services will be referred to TUCW and it is up to the student to keep those appointments. TUCW clinicians will not offer any updates regarding students to the administration, faculty or staff of Tiffin University, or to any parents unless the disclosure is deemed appropriate and authorized by law or written consent is given by student.

Referrals may be made by any member of the Tiffin University Community however; the student must reach out on behalf of themselves to schedule an appointment. Appointments can be scheduled by calling TUCW at 419-448-3578, visiting the Counseling and Wellness website, or emailing: counseling@tiffin.edu.

Student in Crisis Situations:

In the event a student is in a state of crisis and requires immediate attention or intervention during operating hours of TUCW the student will be taken to the office and placed under the immediate care of the clinical team. Referrals for appropriate services will then be made by the Counseling and Wellness staff. If a student is in crisis outside of the normal operating hours of TUCW, the Student Development and Transformation Office will contact a clinical professional on call to aid in making the necessary

referral and/or aid in making the necessary wellness recommendation for the student's overall welfare.

After Hours Hotline:

After hours support from a trained mental health professional is available 24/7 by calling the TUCW number at: 419-448-3578.

Referrals:

TUCW services are provided by licensed mental health staff or direct supervisees, with an appropriate scope of practice, meaning delivering services consistent with the level of training, experience, and competence. Services are also provided to students appropriate for outpatient mental health services, while currently enrolled students at Tiffin University. If it is determined that a student requires services outside of TUCW scope of practice, staff will assist with finding an appropriate referral. TUCW clinicians are not case managers and are not responsible for ensuring that students follow up on referrals provided.

The Office of Student Development and Transformation may make counseling referrals for assessments that are in the best interest of the student and the University. The University may impose a leave of absence or require a student to live off campus after an individualized assessment by a licensed counselor. The assessment should consider whether there is a significant risk that the student will harm themselves or another and whether the risk cannot be eliminated or reduced to an acceptable level through accommodations. In addition, Tiffin University may require a release of information from the respective doctor, attending physician, or mental health counselor before the student can attend classes or resume living on campus.

PLEASE NOTE

For those students who are referred through a judicial sanction or intervention for counseling services, TUCW will confirm only that information that is deemed appropriate to the situation to satisfy the requirements of the sanction or intervention. Students in these situations may be asked to sign a release of information as necessary. If a mandatory referral for the wellness of the student or for assessment purposes to ensure the safety of the student and others, only information regarding attendance at sessions may be shared between TUCW and the Office of Student Development and Transformation. All concerns are kept confidential.

Identification Cards

All students are required to have a current identification card from Tiffin University. ID cards are used for identifying oneself as a TU student for the Pfeiffer and Tiffin/Seneca libraries, athletic events, student activities and other campus functions. In addition, ID cards are needed by the dining hall in order to utilize meal plans. A fee of \$35 may be charged for replacing a lost ID card or \$100 to replace a door access card.

Information Technology Services (ITS)

Tiffin University's Information Technology Services (ITS) Office offers the resources students need during

their collegiate career, leading to your classroom success. Students on our main campus, studying at one of our extended learning campuses, part of our online community of students, faculty, or staff members, can visit ITS for all of their needs related to ITS. The ITS department is located on the second floor of the Hertz Technology Center, which includes the ITS Help Desk, staff, and student workers who assist with technology-related issues and questions pertaining to account access, computers, printers, software, and other technology-related topics. Students can report an issue by emailing pctech@tiffin.edu

Tiffin University's ITS policies can be found on the Tiffin University website at the following webpage url: <https://www.tiffin.edu/student-support/information-technology-services/its-policies/>

This webpage includes ITS policies such as, but not limited to, the Acceptable Use Policy and Email Policy. This handbook serves as the distribution point of ITS policies, and the acknowledgement of this handbook extends to the policies published by ITS to the Tiffin University webpage referenced above.

Murphy Center - University Academic Support Office

The University Academic Support Office (UAS) in the Murphy Academic Support Center assists students with improving or maintaining their academic performance. To do this, the UAS offers a variety of specialized programs and resources including:

- Tutoring in a one-on-one format or in small groups from a trained consultant who specializes in assisting with course related materials, strategies for success in the course, and skill development.
- Private and group study space is provided for students, student athletes, Tiffin Arts, clubs, and organizations.

Please note that tutoring hours vary during summer, holiday and campus breaks. It is recommended that all appointments be scheduled in advance when possible. Walk-in services will be available in the Murphy Center, Heminger Center, and Gillmor Center during select times. More information can be found at the [UAS](#) website.

To request an appointment, please submit a request using the "Request a Tutor" option on the UAS Tutoring webpage. Be sure to provide your name, the course, what you need assistance with, and provide an idea of your availability.

Contact: Main Desk
Phone: (419) 448-3324
Email: tutor@tiffin.edu

Pfeiffer Library

Pfeiffer Library provides access to millions of print and electronic resources to all students, faculty, and staff free of charge through the library's memberships in OPAL and OhioLINK.

Our electronic resources are available 24 hours a day, 7 days a week, 365 days a year. To access the online library off-campus, you'll use the same username and password that you use to access all other TU platforms.

Students on campus or living in the state of Ohio also have access to robust print lending available through OhioLINK. Borrow both academic and leisurely reading materials from hundreds of academic and public libraries throughout the state at no charge. If an item is not available through local partnerships, interlibrary loan services from partner libraries outside of Ohio are available.

Services:

The library offers one-on-one research assistance on campus and online, instructional webinars on common research and citation-related themes, and tutorials in a variety of subjects and academic disciplines. For seated students, test proctoring is also available for make-up exams and quizzes, as requested by your instructor, or where accommodations have been granted through the Office of Disability Services.

Campus Space:

The campus library provides a quiet study space with hardwired computers and internet access, or laptops available for checkout. There is free black & white printing, free scanning services, and study rooms for group and independent work or video conferencing. A small makerspace is available with access to a binding machine, poster printer, laminator, Cricut machine, and 3D printer.

Special programming is offered in fall and spring semesters. Check out the library's upcoming events on our website for more information: <https://library.tiffin.edu>.

Contact the Library:

You can contact the library during posted hours via:

- Phone: 419-448-3438
- Text: 419-455-6008
- Email: library@tiffin.edu

To stay up to date on the library's resources and services, you can access the library's blog to subscribe to updates in your inbox at <https://library.tiffin.edu/blog>.

Residence Life

Our mission is to support the Tiffin University community by providing affordable residential facilities that empower our students to achieve holistic success. We strive to offer living environments that inspire academic achievement, student involvement, personal, and professional development, while focusing on community, safety, wellness, inclusion, and respect. Residence Life aspires to develop students who want to be civically engaged, professionally focused, and life-long learners.

- At Tiffin University, we believe in the development of independent decision-making skills. This process is an important part of the family style approach to small group living, as well as the traditional congregate living options. Tiffin University is committed to providing an excellent residence life experience for all students regardless of national origin, race, ethnicity, creed, sexual orientation, or gender identity, or any other characteristic protected by law.
- The keyword to campus living is community. Community provides an excellent opportunity for interaction with others, which leads to greater maturity, a development of self-identity,

realization of strengths and weaknesses, and a broadening of perspectives. When you live together in a community, there are many opportunities to learn from each other. You will find that you are willing to share talents, experience and skills.

- All University housing units are under the supervision of a Resident Assistant (RA) who functions as a student administrator for the residents.
- The RAs are responsible for helping maintain an atmosphere conducive to learning. Throughout the year, the RAs will plan or assist in the planning of educational, cultural, and recreational activities that are designed as community builders that foster a sense of belonging. Additionally, the RA provides a great variety of services from mediating roommate conflicts to initiating needed maintenance or repairs.
- Each neighborhood has RAs on duty each night to assist residents. RAs will conduct thorough rounds through each on campus residence to ensure the safety of the students
- The campus is divided into two neighborhoods: Downtown and Uptown.
- The University will provide a bed (Twin XL), mattress, dresser, desk and chair and a wardrobe or closet space for each student. These items must remain in the room for the entire year. Any missing furniture will be charged to the student's account.
- It is the responsibility of every on-campus resident to maintain the cleanliness of their assigned location. This includes, but is not limited to, personal bedroom, common area, bathroom, kitchen etc. Housekeeping will not clean personal bedrooms or bathrooms/kitchens/living rooms in houses or apartments.
- The University reserves the right to perform health and safety inspections on any residential common area or individual room. These inspections may or may not be announced. Any violations of policy, including health/safety hazards will be documented.
- All University circuit breaker boxes are maintained by University personnel. Any attempts to tamper/misuse electrical circuit breaker boxes are a violation of the Student Code of Conduct and may result in referral to the Office of Student Conduct.
- The resident is responsible for the proper care of their room and its equipment. The resident shall keep it in good order at all times. The rooms are subject to inspection by members of the staff, and charges will be made for littered or dirty rooms, soiled or defaced surfaces and furniture, and for missing or damaged equipment. Damages to common areas are billed equally to each resident of a hall, house or apartment unit when the individual(s) responsible for billable damages cannot be identified.
- All students residing on campus are responsible for accurate reporting of existing damages to the room and furniture.
- Students are required to be enrolled in at least one academic course or internship to be considered for campus housing, including during summer terms.
- Air Conditioners: Air Conditioner Units for University owned apartments and houses will be turned off for maintenance purposes between the months of December 1st through March 30th. Units will be turned on by April 1st.

The University reserves the right to:

- Allow authorized personnel entry into any room at any time.

- Change or cancel housing assignments in the interests of health, safety, student behavior, or other reasons as deemed appropriate.
- Change rates after due notice to the student.
- Levy and collect charges and fines.
- Allow rooms to be used by other persons during vacation periods.
- Assign any reasonable number of students to a room without an adjustment in housing charges.
- Maintain a two-week housing freeze at the beginning of each academic semester. During this time, no room changes will be completed outside of emergency situations.
- Adjust and consolidate room reservations to maximize effective use of facilities.

Residency Requirement - The Tiffin University Board of Trustees has set a requirement for three (3) years of residency in University housing subject to the following exceptions (one or more of the following)

- If the student will be 24 years of age as of the first day of fall classes; if
- If the student has completed 6 semesters of undergraduate classes as of the first day of fall classes;
- if the student has attained senior level status as of the first day of fall classes;
- if the student will be commuting daily from the permanent home address of their parent(s) or legal guardian(s) within a 45-mile driving distance to TU main campus;
- The student is married (proof of marriage required);
- The student is a parent with custodial care responsibilities (proof of custodial care required);
- The student will fulfill one of the requirements to be considered an independent student (as determined by the Office of Financial Aid) as of the first day of fall classes

Please note that the Office of Residence Life considers the permanent home address of the student's parent(s) or legal guardian(s) to be the address of record on file with federal, state and local tax agencies and where a minimum of one of the student's parent(s) or legal guardian(s) reside. Students who qualify to reside off-campus under this clause do not need to complete a housing contract. See also, Subletting Policy.

Housing Agreement - The housing contracts signed by the students do not intend that an estate, a tenancy, or any other interest in the property should pass from the University to the student, nor is it intended that a usufruct (a right to enjoy something that belongs to someone else, aka squatters' rights) be granted to the student. Instead, it is the intention of the parties that the relationship between the University and the student be that of licensor and licensee and that the sole right of the student to use their assigned room as a living unit shall be based upon the license granted in the contract.

In the sole discretion of the University, upon any violation of this license agreement, University rules and regulations, on-campus housing policies, federal/state/local laws, or if, in the University's sole discretion, the health, safety or general well-being of the resident or others is threatened in any way, the resident may be provided the opportunity to remedy the violation, may be immediately evicted and/or referred for disciplinary action. In the event that a resident is provided with the opportunity to remedy the violation and fails to do so to the University's satisfaction and within a reasonable time

period, the resident may be immediately evicted and/ or referred for disciplinary action.

Renters Insurance - Tiffin University has partnered with GradGuard, which offers a College Renters Insurance Program that is specifically designed for students. More information can be found at [GradGuard.com/renters](https://gradguard.com/renters). **As noted in the housing agreement, the University is not liable for damages or loss that occur to your personal property.** It is strongly recommended that students either obtain renters insurance or have their personal property covered by a qualifying policy of a parent or guardian.

Roommate Agreement - Each student on campus will be required to take part in the roommate agreement process. In halls, any resident that lives in a double, triple or quad will be required to complete this agreement virtually at their initial floor meeting during welcome weekend. In upper-class housing, students are required to complete a house/apartment agreement virtually during this first floor meeting, but are not required to fill one out for individual rooms. It should be noted that if students who share a specific room within their upper-class housing and want to complete an agreement are able to do so. At any instance where there is a house or roommate issue, the agreements will be referenced and revised, if necessary, before moving forward.

Housing and Meal Plan Appeal Committee - Tiffin University strives to meet individual student needs on a personal basis. For special circumstances, students may apply to move off-campus or change their meal plan before their required room and board obligations are fulfilled. Applications may be obtained in the Office of Residence Life. Upon completion of the application, it will be forwarded to the Housing and Meal Plan Appeal Committee. **Applications are due to the committee before September 6, 2024, for any requests regarding the Fall semester and January 24, 2025, for the Spring Semester. No applications will be accepted after this date.** Students will then be notified in writing through the Office of Residence Life as to the status of their application or the Committee's final decision, which is not appealable.

Food Service Program - The campus food service offers a variety of meal plans for all students living on or off campus. Students are encouraged to speak with representatives from AVI for dietary restrictions, food allergies, or other food related inquiries.

- Students who live in the residence halls, houses and apartments are required to participate in the food service program.
- First-year students (0-27 credit hours completed) are required to have the Gold Meal Plan (19 meals per week).
- Sophomore students (28-54 credit hours completed) are required to have at least the Green Meal Plan (14 meals per week) or Gold Meal Plan.
- Junior students (55-81 credit hours completed) are required to have at least the Dragon Plan (7 meals per week) or the Green or Gold Meal plans.
- Senior students (82+ credit hours completed) may opt for any of the meal plans or opt out of the meal plan completely.
- Commuter students have access to the Fire Meal Plan (50 meals per semester) as well as any meal plan described above. Senior students may also choose the Fire Meal Plan.

Meal plans do not roll over from one semester to another; thus, the meal plans, regardless of size, will terminate after each semester and cannot be used for the following semester. Meal plans will be prorated if there is a change after the meal plan has started (i.e., cost per day, which varies based on meal plan). Any and all meals or Dragon Dollars not utilized will not be reimbursed.

The last day to make a change to a meal plan, without requiring an appeal to the Housing and Meal Plan Appeal Committee, is the first Friday at the beginning of each semester. Meal plans can be changed, within the requirements outlined above, only up to the fifth day of class each semester. For Fall 2024, this is Friday, August 30, 2024. For Spring 2025, January 17, 2025 is the last day to make meal plan adjustments without requiring Housing and Meal Plan Appeal Committee approval.

Room Assignments

1. For first year and new students, a \$100 confirmation deposit must be submitted through admissions. This deposit shall be applied as a credit on the students account with Tiffin University.
2. After the housing/board contract has been filed, a space will be reserved for the student and the student must pay the room fee for the full academic year unless the student withdraws from the University or receives the University's permission to withdraw from the residence halls during the academic year, in which case the student must pay the full semester room fee for each semester in which they are enrolled and/or has lived in the residence halls.
3. Returning students may make room reservations in the spring semester by completing the housing application online. The agreement constitutes an understanding between the University and the student under the stated residence life policies and conditions.
4. Students are not able to reserve a housing placement until they are registered for classes during the term in which they would like to live on campus (including summer).
5. Returning students may not occupy rooms until the date and time specified by the Senior Director of Residence Life unless they are invited to return early or unless special permission has been granted by the Senior Director of Residence Life. Students returning under special permission will be charged daily by the University.
6. Residents are encouraged to select their own roommates in advance, but the final right to assign rooms or to terminate occupancy is reserved by the University.

Maintenance will no longer bunk or raise beds. No students, family, or unapproved staff are to adjust the furniture due to safety and security concerns. Students are encouraged to purchase their own bed risers to obtain the height they would like the bed to be. Damages to the room or furniture are the responsibility of the assigned student(s) per the Room Damage policy.

Resident Withdrawals

- If a student withdraws from the University, a prorated refund for room and meals will be credited to the student's account upon completion of the withdrawal process.** The amount of the refund is based upon the official date of withdrawal and the scale below. Notification of withdrawal must be made in writing to the Registrar and Office of Residence Life by the student.

Before the first day of classes 100%

During the first calendar week of classes 100%

During the second calendar week of classes 25%

After the second calendar week of classes No Refund

2. A student is required to vacate their room within six hours or other agreed upon reasonable length of time after their dismissal from Tiffin University.
3. All keys and access cards must be returned to the Office of Residence Life upon leaving school or the student will face a charge of \$200 for room keys, \$100 for access cards, and \$25 for mailbox keys.
4. Withdrawals must be reported to the Senior Director of Residence Life.

****The University reserves the right to alter or remove the housing refund policy should circumstances outside of University control restrict access to residential campus.**

Summer Storage

1. The University will provide (limited space) storage for students at the rate of \$200. The University will not be held responsible for and lost or damaged items while being stored.
2. The University is not responsible for belongings left in the residence.
3. All items remaining after the official closing date may be discarded or donated to charity.
4. Students are responsible for bringing their items to the summer storage location.

Items Left Behind

- Students are required to remove all personal belongings from their former residential unit at the conclusion of their housing contract or if they withdraw or take leave from the University. Students who are not able to pack and/or move their own property for whatever reason are required to contact a moving company or make other arrangements prior to vacating their residential unit. Personal property left in residential units shall be considered abandoned property. A fee may be applied to a student's account for the disposal of abandoned property left in their former/vacated room and students shall also be responsible for any and all costs above that amount that are incurred by the University in disposing of abandoned personal property. Such costs shall be applied to the student's account in the same manner as room damage charges. Abandoned property may be disposed of in a manner deemed reasonable by TU Housing without further notice to the student. If TU determines, in its sole and exclusive

judgment, that the circumstances warrant, TU may, in its sole discretion, attempt to contact the student. Notwithstanding the foregoing, the responsibility for maintaining custody and control over all personal property rests with the student, and Housing is under no duty or obligation to contact a student about personal property left in a residential unit. Tiffin University assumes no responsibility for lost, stolen, or damaged personal property; therefore, the student waives any claims against Tiffin University and its employees for damage or loss of any personal property left in a residential unit.

Mechanical and Electronic Keys

1. Keys or access cards that are found should be turned into the Office of Campus Safety and Security. Students using or possessing unauthorized keys will be referred to the Office of Campus Safety and Security.
2. Residents must return room keys to a Residence Life staff member when vacating assigned spaces and at the end of the academic year, regardless of whether or not assignments are held for the succeeding year. If a key is returned in such a manner that is not clear to whom it belonged, then the key is considered to be lost.
3. All locks and keys and access cards are the property of the University. Locks are to be repaired or changed only by University maintenance staff members. Residents shall not add locks of their own to University doors or equipment.
4. Only the University may duplicate keys. Unauthorized duplication of a key is subject to University action, up to and including expulsion from the University.
5. Students should leave their door locked when they are not present in the room. This encourages a safe and secure living environment and assists students in keeping their belongings secure in their spaces.
6. A fine of \$200 will be assessed for lost keys and \$100 for access cards. The University reserves the right to bill the responsible party for replacing the lock and key or access card.
7. Any key not returned when vacating a space will result in an automatic fine of \$200 for room keys and \$100 for access cards, which will be refunded when the key is returned to the Office of Residence Life by the required due date.
8. Occupancy of a room is restricted to assigned residents and only for the period for which housing has been paid. Residents may not sublet assigned space to other persons, and may not transfer to another space without advance approval from the Senior Director of Residence Life. All rooms will be inspected by a member of the Residence Life Staff upon a student's moving out of a room. A two-week waiting period at the beginning of each semester has been established before room and roommate changes are permitted.

Break Periods - Students needing to stay on campus over Winter Break, need to request permission will need to request permission through the late stay form sent from the Tiffin University Housing email. Only authorized residents are permitted in residence halls or houses. Violators may be charged with trespassing.

Any student approved to reside on campus during break periods (Summer, Thanksgiving, Winter, or Spring Break) or returning prior to the official start of the academic year for pre-season activities must abide by all University and Residence Life policies. Students returning early, staying late, or remaining on campus during break periods are subject to a fee of \$50 per day. Should a student be found in violation of any residence life policy during this time, the student may be asked to leave campus until the formal start of the academic year or another such date decided on by the Office of Student Conduct.

Family and Dependent Policy – Tiffin University does not provide family or dependent housing. Students are required to adhere to the guest policy in regard to family members on campus. Students may contact the Office of Disability Services for any necessary accommodations during pregnancy.

Student Accounts

When a student officially notifies Tiffin University of their intent to withdraw from a course or courses, a refund of tuition and fees will be computed based on the student's last date of attendance for seated courses or last date of participation or submission of work for online courses. If the last date of attendance or participation was:

If the last date of attendance or participation was: The refund will be:

Before the start of the course	100%
During the first calendar week of classes	100%
During the second calendar week of classes	25%
After the second calendar week of classes	No Refund

Some states may have alternative refund policies to which TU adheres. Please contact the Office of the Registrar for information.

Student Development and Transformation

Philosophy

"At Tiffin University, Student Development, and Transformation is grounded in the belief that education goes beyond the classroom and has the power to transform lives."

We view students not only as learners but as individuals on a journey of personal and academic growth. Our philosophy is rooted in the principles of interdependence, communication, accountability, respect, and entrepreneurship, guiding our commitment to fostering an inclusive and supportive environment for holistic student development."

Mission

"Our mission at Tiffin University's Student Development and Transformation Office is to facilitate a transformative and enriching college experience that extends beyond academic learning."

We are dedicated to nurturing the holistic development of our students by providing comprehensive programs, services, and opportunities. Through authentic communication, accountability, and a

commitment to innovation, we empower students to thrive academically, personally, and professionally. We aim to shape well-rounded, globally competent individuals prepared for success in a diverse world."

Vision

"Our Vision at Tiffin University's Student Development and Transformation Office is to Aspire to be Architects of Transformational Student Experiences."

We envision Tiffin University's Student Development and Transformation as architects of experiences that mold students into confident, compassionate, and capable individuals. Our vision is to be recognized as a premier department shaping student development, setting the standard for transformative programs that enhance global competencies and 21st-century skills. By fostering a supportive and inclusive community, we contribute to Tiffin University's overarching vision of being a premier University, challenging students to reach their full potential in a diverse world."

Student Engagement

Student Organizations

At Tiffin University, all students are strongly encouraged to get involved both in and out of the classroom. Involvement in college student organizations will help students gain valuable skills and practical experiences that will make them a well-rounded individual as well as a more attractive job candidate. All recognized organizations are required to operate according to a constitution, have a full-time Tiffin University faculty or staff member serve as advisor, and use agency accounts through the Tiffin University Business Office for money transactions. (Organizations are NOT permitted to have accounts through outside financial institutions.) A current list of clubs, organizations, and other student lead groups is available from the Office of Student Engagement. For additional information about student organizations, including the process of registering a new organization and Student Organization Conduct, please refer to the Student Organization Handbook, available on the Tiffin University Website under Student Engagement.

Student Government

The primary mission of the Student Government of Tiffin University is to represent the interests of students by supporting student organizations and serving as an authority through which students' opinions may be voiced, discussed, debated and turned into action. Student Government governs and represents all enrolled undergraduate students of Tiffin University and shall be subjected to follow the Constitution and Dragon Code. Student Government consists of two branches: Legislative and Executive. The Leadership Team of Student Government shall be composed of the President, Vice President, and Secretary of State. Student Government will provide a forum for the expression of student views and interests. They will also represent and defend the rights and interests of students to the faculty, administration, and community. They will establish and maintain policies necessary and proper for the general well-being of the student body. In addition, Student Government will encourage the success of all student organizations through regulatory policies, financial assistance, and advisory recommendations. A copy of the Constitution of the Student Body including the Rules and Procedures of

the Student Senate can be obtained from the Office of Student Engagement.

Campus Activities Board

The purpose of the Campus Activities Board is to serve as the primary programming board for the students at Tiffin University. The Campus Activities Board will be responsible for selecting, contracting, promoting, and producing a variety of social and educational programs that meet the diverse needs of the student body.

The main objectives of the Campus Activities Board is to provide the TU student body with a diverse programming schedule that promotes safe and responsible entertainment as well as creating an opportunity for friendships and memories.

Greek Life

Greek Life at TU consists of two fraternities (Phi Theta Pi and Theta Eta Omicron) and three sororities (Alpha Iota, Pi Tau Rho, and Zeta Pi Beta). In addition, Greek Council serves as the governing body for all the Greek organizations under the direction of the Director of Student Engagement.

Members of Greek Life hold many leadership positions on campus, complete various community service projects, organize and participate in many campus activities such as social gatherings, educational presentations, and fundraising opportunities. Greek members enjoy the support system, the leadership opportunities, and the feeling of unity and togetherness that Greek Life provides. Students interested in joining Greek Life must be full-time at Tiffin University; must have and maintain a 2.00 cumulative grade point average. A student must also participate in the Recruitment Process during the Fall or Spring semester.

International Student Programs

International Student Programs offer opportunities for cultural exchange and awareness for both international and domestic students. The Office of Student Engagement coordinates events and activities to foster an inclusive environment for students both on campus and in the community.

Student Center Facilities

Facilities such as the Gillmor Student Center, Osceola Theatre, and the Heminger Center are available for use by all students, faculty, and staff in accordance with University policies. Groups or organizations wishing to reserve these facilities should go to <http://eventscheduling.tiffin.edu/virtualems/> or contact Event Services at 419-448-3323 or KoehlerS@tiffin.edu.

Students are encouraged to utilize the Heminger Center and the Hanson Building for other athletic activities including the tennis courts and weight rooms. Neither smoking nor smokeless tobacco products are permitted in the University facilities. The use of profanity and music containing profanity are prohibited. Student employees and professional staff will be stationed at the information desk and will have responsibility for upholding the rules and regulations of the University grounds and buildings.

Scheduling and Approval of Events

Whenever possible, a major activity sponsored by one organization should not conflict with that of

another organization. To avoid conflicts and keep others informed, groups must register all activities with the Office of Student Engagement and Event Services.

Student Success Advising and First-Year Experience

The Student Success Advisors serve as one of the primary intervention staff members for students. The Student Success Advisors (SSA) are advocates for new and continuing students, assisting them not only with course scheduling, curriculum and career planning, but also with the development of life and academic skills for success in and out of the classroom.

Student Success Advisors provide holistic support and outreach, as follows:

- Serve as main point of contact for students to resolve questions and concerns
- Aid in curriculum planning and course registration
- Guide students through career and major exploration in pursuit of academic and professional goals
- Assist in changing major, adding minor and dropping/adding classes
- Communicate important deadlines and tasks
- Inform students of opportunities for engagement on campus and within the community
- Refer students to tutoring services when appropriate

The goal of the Student Success team is to develop and execute strategies to consistently achieve retention standards while providing a high level of student satisfaction as it relates to advising support and student services with collaboration and partnership with Faculty, Athletics, Admissions, Career Services, Financial Aid, University Academic Support, Residence Life, and Student Engagement. They provide specific outreach to students demonstrating risk factors presented in the campus early-alert system, daily attendance reporting, and TUacts committee (mental health concerns). SSA's assist incoming students with their transition to Tiffin University through programs, services, and resources designed to prepare and support them socially, personally, and academically.

First-Year Experience

Our goal is to coordinate programming that significantly improves the college experience, enhances student satisfaction, and encourages engagement early in the collegiate career. These include the New Student Orientation, Welcome Weekend held in August, Dragon Education Core (four-course sequence in general education curriculum), and other programs. Peer Mentors assist faculty and staff members who are teaching the DEC courses as a mentor to the students. Student Success advisors are engaged through the first year and will continue to advise the student through graduation.

Contact: studentsuccess@tiffin.edu

The Write Place is an on-site and online writing center helping students with their writing needs, from ideas and outlines to revision. The English faculty and Generative AI tools assist in producing clearer writing. It has on-site faculty in Franks Hall weekly and accepts paper submissions via Moodle, with more targeted feedback if you include assignment details. Located beside The Dragon Brew in Franks Hall.

The Exchange

[The Exchange 1888 Apparel and Post](#) is Tiffin University's campus store, located at 235 Miami St., between the Welcome Center and the Wall Street Pub and Grille.

Campus Store

Hours of Operation

- **Regular Hours (Academic Year):**
 - Monday – Friday: 8:00 a.m. – 5:00 p.m.
 - Closed Saturday, Sunday, and University-observed holidays.
- **Summer Hours:**
 - Monday – Thursday: 9:00 a.m. – 4:00 p.m.
 - Friday: 9:00 a.m. – 3:00 p.m.
 - Closed Saturday, Sunday, and University-observed holidays.

Services and Offerings

The campus store offers a variety of TU branded apparel, gifts, basic school supplies, postal services, and much more!

Please note, Dragon Dollars cannot be used for apparel, but may be used for snacks and drinks.

General Merchandise Return Policy:

The Campus Store will accept merchandise for refund or exchange if returned to us, in new condition (with original tags attached), within 30 days of purchase. Merchandise must be accompanied by a receipt. Merchandise without a receipt may be exchanged at the current retail price; no refund will be issued. Discontinued or clearance merchandise are not eligible for a refund or exchange. Shipping charges are non-refundable.

DragonACCESS Program:

All of your textbooks will be ready for you in Moodle. This convenient program removes the guessing games related to the cost of books, makes financial planning much easier, and helps you focus on your learning.

To access Moodle, please go to start here and scroll down to DragonACCESS. You will be able to read material and receive any necessary access codes. You will need to create a bookshelf account if this is your first time using this platform.

For any questions or further assistance, please visit The Exchange during business hours, contact us through our website at <https://thetuexchange.com/>, or email us at theexchange@tiffin.edu.

University Mail Services

The TU Mail Center is located at The Exchange- 235 Miami St. The hours of operation are Monday – Friday 8:00 am to 5:00pm. The phone number is 419-448-3437 or an email may be sent to theexchange@tiffin.edu to correspond with Mail Center Personnel.

Please have all incoming MAIL and PACKAGES addressed as follows:

Student Name

TU Box# (number assigned)

235 Miami St.

Tiffin, Ohio 44883

Mail not addressed as such may be delayed, returned, or not delivered. Please do not use P.O. Box in the address as this may not be delivered to the University. All current students living on campus and plan to receive mail MUST have a mailbox set up in order to receive mail.

Packages may be picked up at The Exchange (Campus store). The student's I.D. is required to pick up packages. You will receive an email when we receive your package. Please note that you may receive a delivery confirmation from the shipper, before you receive the email from us. Please wait to pick up your package until you receive the notification from us that your package is ready.

All current (undergraduate and graduate) students who reside on campus may receive a locking mailbox and key. Students must contact the Mail Center to obtain a mailbox. The student mailboxes are located in the Gillmor Student Center, near the security office. Mail is delivered by 2:00 pm Monday through Friday. The mailbox number assigned will remain with the students during their tenure at Tiffin University, providing they are living in campus housing. Mailbox keys must be turned in before summer break and will be re-issued at the beginning of fall semester. Keys that are not turned in or have been lost will incur a \$25.00 fee.

The student mailbox is important and used by many offices on campus. Please check it often and clean it out on a regular basis. All mail left in the mailboxes at the end of summer will be returned to the sender.

TiffinArts Programs (PAL-Performing Arts Laboratory)

Tiffin University students of all majors are invited to participate in our performing, visual and media arts programs, including bands, choirs, small commercial music groups, theatre arts, dance, visual art team, media production and more. Scholarships are available to most students who participate in the arts programs with an audition and a meeting with TiffinArts staff. For information, please call the TiffinArts programs at 419-448-3366 or email arts@tiffin.edu.

Academic Opportunities in Music

All TU students can take private vocal, instrumental, or beat making lessons for academic credit, pursue a degree in Commercial Music, a music minor, or take advantage of a variety of coursework. TiffinMusic programs give experience and opportunities that prepare students for a career as a performer,

entrepreneur, engineer or producer.

Extracurricular Music Performing Groups

TU has many vocal and instrumental ensembles designed for students of all experience levels. TU's Marching Band performs fun and unique shows in support of athletic events and Concert Band performs works of all styles and difficulty levels. Our University Choir and Gospel Choir perform on campus and in the Tiffin community. Our many and ever-evolving small commercial ensembles range from a cappella, hip hop, rock bands, songwriting ensembles, and more.

Audio Engineering and Record Label

Students of all majors work in TU's state-of-the-art recording studio and during live performances to perfect skills in audio engineering, recording studio production and concert production. Students can learn to record, mix, master and distribute music of all styles.

Theatre Arts

With two main-stage productions a year (one play and one musical), students can learn or refine artistic skills in singing, acting, stage management, set construction, set décor, sound engineering, lighting, special effects, costumes, ticket sales or marketing to name a few. Students produce polished, quality works of theatre, as well as edgy musical theatre productions which mirror TU's commercial music focus.

Dance Team

Tiffin University's Dance Team performs in support of University athletic events and in public events on campus and around the community. Members may perform in several different smaller dance ensembles that specialize in specific styles, and all members participate in regular classes in hip hop, jazz and lyrical dance.

Visual Art Team

TU's Art Team works weekly to create works of public art and to serve the TU campus. Artists who work in all mediums are encouraged to share their skills and expertise.

Media Production Team

Students work on photography and videography projects which serve the TiffinArts programs and partner with other groups on campus to create multimedia works. Students with an interest in journalism may write for the Tystenac, TU's newspaper, as well as work on other multimedia projects, such as our TiffinArts podcast.

Sports Media Team

Students work weekly to create videos, photos, podcasts and other multimedia projects in support of TU athletic teams.

These programs offer valuable practical experience for students of all majors, and are great resume-builders for all students. For information, please call the TiffinArts programs at 419-448-3366 or email arts@tiffin.edu.

Transportation

Tiffin, Ohio operates the Seneca County Area Transportation (SCAT) as well as a number of taxis for a nominal fee. The Shelton Shuttle operated by SCAT, runs Monday - Saturday and will pick up TU Students in front of the Heminger Center. It is free with your TU Student ID. Please note that this shuttle is not part of TU and all questions should be directed to the Shelton Shuttle at 567-938-8055. Information about the Shelton Shuttle's Blue Line which runs through campus can be found [here](#).

Tiffin University offers students the TU Dragon Wagon service within the Tiffin, Ohio city limits. The Dragon Wagon shuttle is reserved for use for medical purposes only on most Friday's from 8 am until 12 pm. Students must sign up ahead of time for this service via the Health and Wellness Center. Dragon Wagon shuttle service during the week for shopping and errands changes during the academic year to meet student needs so please watch for updates via a campus-wide email. This information will also be posted on the TU mobile app once the semester begins. If you have questions, please email tuengage@tiffin.edu. Any extenuating circumstances outside of the TU Dragon Wagon Provided limitations may incur an expense to the student account.

Part V – Community Resources

Medical Emergency

Students needing emergency medical treatment should be taken to Mercy Hospital located at 45 St. Lawrence Drive. If the student needs an ambulance, please dial 911 and contact Campus Safety & Security. If the student resides in University housing, please contact a Resident Assistant or Campus Safety and Security.

Drivers Licenses and Passports

Students who drive in the United States are required to obtain a United States driver's license. Students needing to renew their license may do so at the State of Ohio Bureau of Motor Vehicles, located at:

Bureau of Motor Vehicles
457 E. Market St
Tiffin, OH 44883
419-448-6446.

For students needing to obtain information regarding a Passport, you may do so at the local post office

United States Post Office Tiffin Branch
175 S. Monroe St.
419-447-6323

Part VI – Tiffin University Safety Plan

Emergency Procedures

Tiffin University has developed a comprehensive Crisis Response Plan that is all hazards based and covers the emergency response and evacuation procedures for the campus. This document can be accessed by current students and employees on the Safety and Security website under [Emergency Procedures](#).

Students, faculty and staff will be notified of a significant emergency or dangerous situation through a variety of emergency notification systems. The primary method by which the University will notify the campus community is through the TU Alert text messaging system. Students and employees are automatically enrolled in the system and will receive text messages in the event of an emergency. Other methods include outdoor siren/ Alert Siren, email, and computer pop-up alerts. These notification systems are activated by the Core Emergency Response Team that consists of the President and their designees. Initial activation of the notification systems begins upon receiving information regarding an emergency on campus. If confirmation is needed, additional information will be gathered through Campus Security or contacting the affected area of campus. Upon confirmation Tiffin University will send the notification to the campus community. These notifications are sent without delay and with as much information necessary for students and employees to respond appropriately. The University will weigh the safety of the campus community to determine the content of notifications and will withhold information if, in the professional judgment of the responsible authorities, the release of information will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency notification systems are tested semi-annually unless used to disseminate information regarding an emergency condition on campus during that quarter. Tests of emergency notification systems and evacuation procedures are announced in advance of the tests.

Missing Student Notification Plan of Action

Any individual contacting Tiffin University to report a missing student will be referred to the Student Development and Transformation Office or the Office of the Campus Safety and Security so an official report can be filled. Once the missing student report is filed with either office, the matter will be immediately communicated to the Provost and Chief Operating Officer, Dean of Student Development and Transformation, and the Director of Campus Safety and Security. The Director of Campus Safety and Security will immediately initiate an investigation of the matter and will attempt to contact the missing student by utilizing the emergency contact information provided by the student. This information is collected from the student annually by the institution and remains confidential and accessible only by those with a need to access the information. If the student reported as missing is under the age of 18 and is not emancipated, the University shall notify the custodial parent, guardian, or contact person designated in University records. If attempts to contact/locate the missing student are unsuccessful, the Director of Campus Safety and Security will notify local law enforcement within 24 hours of the determination that the student is missing and the University will assist local law enforcement as requested until the matter is resolved.

Campus Security Act Provisions

In November of 1990, President George Bush signed into law the Student Right to Know and Campus Security Act. The following policies and procedures have been established to comply with the provisions of this Act, the Clery Campus Sexual Violence Elimination Act (SaVE Act), and the Violence Against Women Act, and their respective updates.

Procedures for Reporting Criminal Actions and Emergencies

All persons are strongly encouraged to report crimes in a prompt and accurate manner. In the event that

a crime has occurred, all students, faculty, staff and patrons of Tiffin University are encouraged to notify Campus Safety & Security for “on campus” crimes and/or local law enforcement for “off campus” crimes or in emergencies where emergency services are required. Crimes occurring “on campus” can be reported to the Campus Safety & Security by calling 419-448-3303 during office hours or 419-934-0721 (24/7) or visiting the office located in the Gillmor Student Center. To report a crime “off campus” within the Tiffin city limits, contact the City of Tiffin Police Department non-emergency line at 419-447-2323. For crimes occurring in the county, contact the Seneca County Sheriff’s Office non-emergency line at 419-447-3456. In the event of an emergency dial 911 and you will be directed to the appropriate agency. Both entities are available to take reports and investigate criminal incidents in their locality.

Crime Prevention

1. Personal bodily security is promoted by encouraging students to walk in well-lighted areas and to always have an escort with them. Students are expected to report any suspicious persons to the appropriate campus authorities or to the police immediately. If you see something, say something!
2. Other security concerns, (i.e. vandalism, damaged equipment, etc.) are addressed and corrected immediately while steps are taken to ensure security and safety until repairs can be made.
3. Students are expected to assist in promoting security campus-wide by setting a good example and reminding others of proper procedures.

Winter Weather Policy

Tiffin Campus

If a Level 3 snow emergency is officially declared for Seneca County by the Sheriff, classes on the Tiffin campus will be canceled and University offices will be closed. Unless otherwise communicated by the President or the President’s designee, classes will be held and University offices will be open if a snow emergency is at Level 1 or Level 2 or in other cases of severe winter weather.

Locations Other Than the Tiffin Campus

For Tiffin University classes that are taught at locations other than the Tiffin campus, instructors and other University employees should follow the same procedure as described above. The director of each academic center will serve as the President’s designee to determine and communicate any exceptions when there is a snow emergency of Level 1 or 2 for the county where the academic center is located. Tiffin University classes that are taught on a community college campus will be canceled if the community college cancels its classes.

Civil Disturbance/Demonstrations

Freedom of Expression

Tiffin University upholds the value of open discourse and debate within its community. We believe that fostering an environment where diverse perspectives are welcomed and ideas are freely exchanged is fundamental to our mission. Our policies aim to cultivate ongoing intellectual engagement and civil dialogue through respectful interactions.

Tiffin University recognizes and supports the right of all members of our academic community to express their ideas freely and to collectively voice their concerns in an orderly manner. It is important to note that the University does not endorse political candidates nor necessarily subscribe to the views expressed by speakers hosted on campus. Approval for speakers and external groups must be obtained from the President's Cabinet or their designee. Furthermore, non-approved vendors associated with political events or speakers will not be permitted on campus property.

Members of the TU community are expected to uphold standards of civility, consideration, and tolerance in their interactions with one another. Any actions that impede the expression of views, such as interfering with speakers or defacing/removing properly posted materials, will not be tolerated.

Events, Campus Demonstrations Policy and Guidelines

Tiffin University retains the right to regulate the time, location, and manner of events taking place on campus. This is not intended to stifle the expression of ideas, but rather to ensure the safety and orderliness of our campus environment. Demonstrators may be assigned specific locations on campus by the Campus Safety and Security Director.

While members of the campus community are encouraged to exercise their rights to free expression through demonstrations on campus, it is paramount that such activities do not impede the regular operations of the University or infringe upon the rights of others. To ensure the safety and well-being of all individuals involved, the following guidelines must be adhered to by any TU community member wishing to organize or participate in a campus demonstration:

- **Lawful Permit Requirement:** All demonstrations must have a lawful permit obtained in accordance with local ordinances and regulations. Demonstrators are expected to follow all guidelines stipulated within the permit.
- **Approval from the Dean of Student Transformation:** Prior approval must be obtained from the Dean of Student Transformation before organizing a campus demonstration. This ensures coordination with University policies and facilitates communication with relevant stakeholders.
- **Reservation of Area:** Demonstrators must reserve a designated area for their demonstration through the Office of Student Affairs, specifically Director Jason Dennis, Director Sandy Koehler, or Director Wayne Kreis. This helps in managing logistics and minimizing disruptions to campus activities.
- **Coordination with Security:** Demonstrators are required to coordinate the timing of their demonstration with campus security to ensure adequate supervision and support for the event.
- **Responsibility for Damages:** Students participating in demonstrations are personally responsible for any damages caused to TU property during the course of the event.
- **Maintenance of Peacefulness:** Demonstrations must remain peaceful at all times. Any individual found engaging in unlawful behavior, violating the terms of their permit, or attempting to incite hostility or disruption will be subject to civil and University charges.
- **Disbandment of Unlawful Gatherings:** In the event that a demonstration deviates from set laws, rules, or guidelines and causes civil disturbance, TU Security and the Tiffin Police Department reserve the right to lawfully disband the gathering to ensure the safety and security of the

campus community.

By adhering to these guidelines, demonstrators can effectively exercise their rights while upholding the values of respect, safety, and academic integrity within our campus community.

LOCAL, STATE, AND FEDERAL LAWS Tiffin University community members must adhere to all local, state, and federal laws. For students, it is important to know that violations of local, state, and federal laws could result in disciplinary action through both TU conduct and community law enforcement.

Ohio Revised Code (ORC):

Section 3345.0215 | Campus free speech policy

(A) As used in this section:

(1) "Constitutional time, place, and manner restrictions" means restrictions on the time, place, and manner of free speech that do not violate the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution that are reasonable, content- and viewpoint-neutral, narrowly tailored to satisfy a significant institutional interest, and leave open ample alternative channels for the communication of the information or message to its intended audience.

(2) "Faculty" or "faculty member" means any person, whether or not the person is compensated by a state institution of higher education, and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. For purposes of this part, the term "faculty" includes tenured and untenured professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. For purposes of this section, the term "faculty" does not include persons whose primary responsibilities are administrative or managerial.

(3) "Free speech" means speech, expression, or assemblies protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution, verbal or written, including, but not limited to, all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. "Free speech" does not include the promotion, sale, or distribution of any product or service.

(4) "State institution of higher education" has the same meaning as in section [3345.011](#) of the Revised Code.

(5) "Student" has the same meaning as in section [3345.0211](#) of the Revised Code, except that "student" also includes "student group."

(6) "Student group" has the same meaning as in section [3345.0211](#) of the Revised Code.

(B) In addition to complying with sections [3345.0212](#) to [3345.0214](#) of the Revised Code, each state institution of higher education board of trustees shall adopt a policy that affirms the following principles, which are the public policy of this state:

- (1) Students have a fundamental constitutional right to free speech.
 - (2) A state institution of higher education shall be committed to giving students broad latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to division (E) of this section.
 - (3) A state institution of higher education shall be committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the institution's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
 - (4) It is for a state institution of higher education's individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.
 - (5) It is not the proper role of a state institution of higher education to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
 - (6) Although a state institution of higher education should greatly value civility and mutual respect, concerns about civility and mutual respect shall never be used by an institution as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.
 - (7) Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on the campus of a state institution of higher education, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, a state institution of higher education has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.
 - (8) A state institution of higher education shall be committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to study and to evaluate, and to gain new understanding.
 - (9) The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.
- (C) Each board of trustees shall establish a process under which a student, student group, or faculty member may submit a complaint about an alleged violation by an employee of the state institution of higher education of the policy established under this section, including any penalty imposed on a student's grade for an assignment or coursework that is unrelated to ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and is instead based on the contents of student's free speech. The process shall comply with standards adopted by the chancellor of

higher education.

Under the process, the state institution of higher education shall investigate the alleged violation and conduct a fair and impartial hearing regarding the alleged violation. If the hearing determines the state institution of higher education's policy was violated, the board of trustees shall determine a resolution to address the violation and prevent any further violation of the state institution of higher education's policy.

(D) Each state institution of higher education annually shall report to the chancellor, in a form and manner prescribed by the chancellor, both of the following regarding complaints submitted in the academic year under the process prescribed under division (C) of this section:

(1) The total number of submitted complaints;

(2) For each submitted complaint, a description of all of the following:

(a) The state institution's investigation regarding the complaint;

(b) The outcome of the hearing conducted by the state institution regarding the complaint;

(c) If the hearing determines the state institution's policy was violated, the resolution determined by the board of trustees to address that violation.

(E) Nothing contained in this section shall be construed as prohibiting a state institution of higher education from imposing measures that do not violate the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution such as:

(1) Constitutional time, place, and manner restrictions;

(2) Reasonable and viewpoint-neutral restrictions in nonpublic forums;

(3) Restricting the use of the state institution's property to protect the free speech rights of students and teachers and preserve the use of the property for the advancement of the institution's mission;

(4) Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United States Constitution or Article I, Sections 3 and 11 of the Ohio Constitution;

(5) Content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by teachers.

(F) Nothing in this section shall be construed to grant students the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum

Section 3345.26 | Board of trustees or president may declare state of emergency

(A) The board of trustees or president of a college or University which receives any state funds in

support thereof, may declare a state of emergency when there is a clear and present danger of disruption of the orderly conduct of lawful activities at such college or University through riot, mob action, or other substantial disorder, and may do any one or more of the following, as are necessary to preserve order and discipline at such college or University during such emergency:

- (1) Limit access to University property and facilities by any person or persons;
 - (2) Impose a curfew;
 - (3) Restrict the right of assembly by groups of five or more persons;
 - (4) Provide reasonable measures to enforce limitations on access, a curfew, and restrictions on the right of assembly imposed pursuant to this section.
- (B) Notice of action taken pursuant to division (A) of this section shall be posted or published in such manner as is reasonably calculated to reach all persons affected.
- (C) Division (A)(1) and (A)(2) of this section shall not be construed to limit the authority of the board of trustees, president, or other proper official of a college or University to impose reasonable restrictions on use of and access to, and the hours of use of and access to University property and facilities, for purposes of regulating the proper operation of such University, and regardless whether any emergency exists.

Traffic Policy and Procedure

The purpose of this policy is to provide Tiffin University (TU) students, staff and faculty members, as well as visitors with a clear expectation as far as what is accepted while operating a motor vehicle anywhere on the campus of Tiffin University, as well as vehicles that are parked anywhere on Tiffin University property.

It is the policy of Tiffin University's Campus Safety and Security to ensure the overall safety of those who drive (as well as park) their vehicles on the campus of Tiffin University. There are parking and traffic regulations that must be followed, as failure to comply with any of TU's designated policies will lead to the issuance of a parking citation, or possibly even a traffic citation. Additionally, if there is a need to have a vehicle towed from TU property, this will also be done.

Furthermore, anyone cited for an infraction will have (5) business days to contest the ticket or the fine amount before it is added to your account. Tiffin University reserves the right to tow any vehicle, for any offense, from any property belonging to Tiffin University. Tiffin University will not pay for any damages that might occur after any vehicle has been towed from TU property.

Procedure

If a student, staff or faculty member, visitor or other person fails to comply with any of the following parking or traffic infractions on the campus of Tiffin University, the issuance of a citation will be

generated for the following:

- You must have a valid United States driver's license. If your license is suspended or revoked, then you should NOT be driving.
- You must have a valid license plate on your vehicle, with current tags.
- You must have your vehicle properly insured, keeping your insurance current.
- You must have a current Tiffin University parking pass properly displayed at all times, hanging visibly from your rearview mirror.
- You must always drive on the right side of the roadway.
- You must stop at ALL stop signs.
- You must obey ALL traffic signals.
- You must never pass a stopped school bus.
- You must pull off to the right of the road and come to a complete stop if/when you see or hear an emergency vehicle(s) approaching.
- You must stop for pedestrians walking within the crosswalks.
- You must never drive on any of the sidewalks.
- You must drive at or below the posted speed limits. No exceptions!
- You must notify the Tiffin Police Department if you are involved in a motor vehicle accident. Do not leave the scene. Make sure to exchange insurance information. All bumps, scrapes and other assorted damage MUST be reported.
- You must not ever stop or pull over in the middle of the roadway in order to let someone out of (or into) your vehicle. Use your head and pull into a parking lot when dropping someone off (or picking someone up).
- You must never try to race other vehicles. Not only is this illegal, it is extremely dangerous.
- You must use your turn signals when turning left or right.
- You must always give assured clear distance to the vehicle in front of you—never ride the bumper of the vehicle in front of you. Always give yourself plenty of time to come to a complete stop without rear ending the vehicle in front of you.
- You must YIELD to oncoming traffic when directed to.
- You must never operate your vehicle in a careless or reckless manner. Any form of "road rage" will not be tolerated.
- You must never operate your vehicle while intoxicated and/or high on an illegal substance.
- You must never pass a vehicle that is already stopped at a crosswalk.
- You must wear your seat belt. It is the law.
- You must never drive while looking at, or talking on your cell phone. This is illegal in Ohio and there is zero tolerance regarding this. Stay off of your phone while you are driving—period!
- You must never sit in your vehicle while drinking alcohol or smoking Marijuana (or using any other illegal substance).
- You must never drive the wrong direction down a one-way street.
- You must always operate your vehicle in a safe manner, according to the current weather and traffic conditions.
- You must never use your vehicle as a place to have sexual relations or engage in any other prohibited activities that are better off being conducted in a more private setting.

- You must not drive with earphones or earplugs in your ears.
- You must never move, alter, replace, deface or otherwise destroy traffic signs, traffic cones or other Tiffin University event signs.
- You must not litter or throw any objects out of your vehicle.
- You must not have anything inside of your vehicle that obstructs your view or your ability to safely operate your vehicle.
- You must slow down for any/all speed bumps, you are to never touch or move them—leave them exactly where they are.
- You must keep your vehicle in good working order, especially headlights and tail lights, and any other noticeable issues with your vehicle must be fixed.

CITATION FINES AND OFFENSES

Failure to register/Display Permit

First Offense: Warning

Second Offense: \$40.00

Third Offense: \$40.00 & Towed

Unauthorized Permit Display

First Offense: Warning

Second Offense: \$40.00

Third Offense: \$40.00 & Towed

Parking in a Handicapped Spot

First Offense: \$250 - \$500 & Towed

Double Parked/Outside Lanes

First Offense: Warning

Second Offense: \$40.00

Third Offense: \$40.00 and Towed

Blocking Fire Lanes/Delivery Areas/Driveway

First Offense: \$250.00 & Towed

Driving/Parked on Grass/Landscaping

First Offense: \$40.00

Second Offense: \$40.00 & Towed

Parked in Crosswalk/Curb Set

First Offense: \$40.00 & Towed

Failed to Observe Posted Parking Restrictions

First Offense: Warning

Second Offense: \$40.00

Third Offense: \$40.00 & Towed

Not Parked in a Valid Parking Spot:

First Offense: Warning

Second Offense: \$40.00

Third Offense: \$40.00 & Towed

Parked in a Visitor/Guest Marked Parking Spot

First Offense: \$40.00

Second Offense: \$40.00 & Towed

LOCAL CHARGING STATIONS

Electric Vehicle Charging

ChargePoint Charging Station

Electric vehicle charging station

90 S Washington St, Tiffin, OH 44883

ChargePoint Charging Station

Electric vehicle charging station

2190 W Market St, Tiffin, OH 44883

EV Connect Charging Station

Electric vehicle charging station

2291 W State RT, E Market St, Tiffin, OH 44883

TOWING INFORMATION

Tiffin University reserves the right to tow any vehicle found on campus grounds that is in violation of

University parking regulations or poses a safety hazard, without prior notice and at the owner's expense.

Keller Brother: 567-314-5877

Vehicles can be claimed at 1086 OH-53, Tiffin, OH 44883

Dragon Shield Emergency Alert System

Purpose

This policy is intended to provide Tiffin University staff, faculty, students and other employees with a strict guideline regarding the intended use of the Dragon Shield Emergency Alert System

Policy

It is the policy of Tiffin University's Campus Safety & Security Department that no-one shall ever, under any circumstance, misuse or otherwise abuse the Dragon Shield Emergency Alert System.

Procedure

The Dragon Shield Mass Emergency Alert System has been put in place in order to assist those in need. Should a member of the Tiffin University community purposefully engage in any activity that directly results in the misuse or abuse of the TU Campus Safety & Security Dragon Shield Emergency Alert System, that individual(s) could be charged through local law enforcement with Section 2909.04 of the Ohio Revised Code for "Disrupting public services". Additionally, any individual(s) who decides to engage in such activities will be subject to discipline through the Tiffin University Student Code of Conduct.

Procedure for Response to Immigration Office Inquiries (Students)

Purpose: To outline the proper protocol for Tiffin University students when contacted by the Immigration Office or any governmental immigration agency seeking information about another student. These inquiries should never be handled by students, but rather managed by a professional staff member of the University.

Procedure:

1. Initial Contact by Immigration Authorities:
 - If you, as a student, receive any direct contact from the Immigration Office or any other immigration-related agency, requesting information about another student (e.g., personal details, immigration status, or other sensitive information), do not provide any information.
 - Inform the inquiring agency that Tiffin University policy prohibits the release of student information without proper authorization and that you are not authorized to provide such information.
2. Immediate Action to Contact Campus Security:

- Do not engage further with the immigration agency or attempt to handle the request on your own.
- Immediately contact Tiffin University Security for guidance and support. Security can be reached as follows:
 - a. Phone: (419) 934-0721 24-hour number
 - b. Email: security@tiffin.edu or email the Director of Campus Security dennisja@tiffin.edu
 - c. In Person: Visit the Security Office located in the Gillmor Student Center

3. Student Confidentiality:

- All inquiries from immigration authorities will be handled with the highest level of confidentiality and in accordance with both University policy and relevant laws (such as FERPA - Family Educational Rights and Privacy Act).
- No student should share any confidential or personal information about another student without proper authorization from University officials or legal authorities.

Key Points for Students:

- Always refer any immigration-related inquiries about another student to Security or professional staff.
- Never engage directly with immigration authorities about another student's information.
- Follow the proper channels to ensure the issue is handled by the appropriate professional staff.
- Student privacy is protected, and information will be disclosed only by authorized personnel.

This procedure aligns with the University's commitment to protecting the privacy and rights of all students while adhering to legal and regulatory requirements.

Conclusion

Tiffin University is committed to fostering an inclusive, supportive, and safe environment for all members of our community. While the University will comply with lawful requests from immigration authorities, it is equally committed to ensuring that its policies protect the legal rights and dignity of its students. The University's approach to handling federal immigration enforcement is designed to safeguard the educational mission and uphold the privacy and legal rights of its community.

Peaceful Demonstration Policy

Tiffin University

Tiffin University is strongly committed to maintaining a safe environment where students can actively and openly engage in healthy debate. We will always strive to protect the overall health, safety, and security of all Tiffin University students, staff, faculty, visitors, and Tiffin community members. All students—including international students, are permitted to engage in speech, peaceful protest, and advocacy regarding issues that are meaningful to them, so long as they do so in a peaceful, lawful manner that is consistent with current TU student handbook policies. While TU is a private University that could potentially ban any type of protest or gathering on campus grounds, we trust that our students will knowingly display good judgment and diplomacy while always keeping in mind the safety of everyone involved.

Please keep in mind that students do NOT speak for Tiffin University and that each student is fully responsible for their own speech and behavior. So, please think before you act or speak. Do not post anything on campus unless the document has been approved by the Dean of Student Transformation and Development prior to anyone posting it. TU will authorize certain areas on campus that have been approved as suitable for having peaceful protests or demonstrations. However, anything that amplifies noise, items that can be used as weapons, or anything that produces flames or can be thrown or launched are not permitted during demonstrations. Know that all local, state, and federal laws will be fully recognized during these types of events, and that any violation(s) of our local, state, or federal laws could potentially result in disciplinary action through both Tiffin University as well as the Tiffin Police Department.

Campus Policy

FREEDOM OF EXPRESSION

Tiffin University upholds the value of open discourse and debate within its community. We believe that fostering an environment where diverse perspectives are welcomed and ideas are freely exchanged is fundamental to our mission. Our policies aim to cultivate ongoing intellectual engagement and civil dialogue through respectful interactions.

Tiffin University recognizes and supports the right of all members of our academic community to express their ideas freely and to collectively voice their concerns in an orderly manner. It is important to note that the University does not endorse political candidates nor necessarily subscribe to the views expressed by speakers hosted on campus. Approval for speakers and external groups must be obtained from the President's Cabinet or their designee. Furthermore, non-approved vendors associated with political events or speakers will not be permitted on campus property.

Members of the TU community are expected to uphold standards of civility, consideration, and tolerance in their interactions with one another. Any actions that impede the expression of views, such as interfering with speakers or defacing/removing properly posted materials, will not be tolerated.

Events, Campus Demonstrations Policy and Guidelines

Tiffin University retains the right to regulate the time, location, and manner of events taking place on campus. This is not intended to stifle the expression of ideas, but rather to ensure the safety and orderliness of our campus environment. Demonstrators may be assigned specific locations on campus by the Campus Safety and Security Director.

While members of the campus community are encouraged to exercise their rights to free expression through demonstrations on campus, it is paramount that such activities do not impede the regular operations of the University or infringe upon the rights of others. To ensure the safety and well-being of all individuals involved; the following guidelines must be adhered to by any TU community member wishing to organize or participate in a campus demonstration:

- **Lawful Permit Requirement:** All demonstrations must have a lawful permit obtained in accordance with local ordinances and regulations. Demonstrators are expected to follow all guidelines stipulated within the permit.

- **Approvals:** Prior approval must be obtained from the Dean of Student Development and

Transformation, Director of Campus Safety and Security, Director of Events Services, or their designee before organizing a campus demonstration. This ensures coordination with University policies and facilitates communication with relevant stakeholders.

- **Reservation of Area:** Demonstrators must reserve a designated area for their demonstration through the Office of Student Affairs, specifically Director of Campus Safety and Security, and the Director of Event Services. Designated areas for these events will always be outside so plan events accordingly. This helps in managing logistics and minimizing disruptions to campus activities.
- **Coordination with Security:** Demonstrators are required to coordinate the timing of their demonstration with campus security to ensure adequate supervision and support for the event.
- **Responsibility for Damages:** Students participating in demonstrations are personally responsible for any damages caused to TU property during the course of the event.
- **Maintenance of Peacefulness:** Demonstrations must remain peaceful at all times. Any individual found engaging in unlawful behavior, violating the terms of their permit, or attempting to incite hostility or disruption will be subject to civil and University charges.
- **Disbandment of Unlawful Gatherings:** In the event that a demonstration deviates from set laws, rules, or guidelines and causes civil disturbance, TU Security and the Tiffin Police Department reserve the right to lawfully disband the gathering to ensure the safety and security of the campus community.

Disciplinary Action: Students may face disciplinary measures through TU's student conduct disciplinary process. This can range from written warnings to probation, suspension, or even expulsion, depending upon the severity of the student's behavior/conduct.

Legal Consequences: If the behavior/conduct involves breaking local, state, or federal laws, students could face legal action. This might include fines, community service, or other penalties as determined by the Seneca County Court system.

Restitution: If the behavior/conduct causes damage to property or disrupts college operations, students might be required to pay for repairs or other related costs. **Loss of Privileges:** Students might lose certain campus privileges, such as the ability to participate in certain campus activities.

Educational Sanctions: TU may require students to participate in educational programs or workshops related to the issues involved in the protest or generate papers on the importance of following policies. Additionally, it is important to understand these policies to ensure that protests and demonstrations are conducted in a way that is both effective and respectful of our entire college community. Keeping this in mind, our policy should also include the following: **Free Expression:** Students are encouraged to engage in speech, protest, and advocacy about issues important to them, if they do so lawfully and in accordance with TU policies.

Designated Areas: Certain areas on our campus will be designated as more suitable for demonstrations. Areas will be assigned by the Director of Event Services and the Director of Campus Safety and Security. Nothing should ever be held inside of any TU buildings.

Safety and Compliance: Demonstrations must follow fire safety guidelines, including but not

limited to not possessing noise amplification devices, items that can be used as weapons, anything that produces flames, or can be thrown or launched.

Community Standards: TU promotes free expression while still maintaining the educational environment. Demonstrations/Protests should not unreasonably interfere with any institutional activity, program, event, or facility.

Disclaimer for Peaceful Protest Policy

In accordance with Tiffin University's policies and procedures, all individuals or groups wishing to organize a peaceful protest or demonstration must complete and submit the required application, which can be found in the **MyTu Portal under the Campus Safety and Security page**.

The application must be fully completed and approved prior to the initiation of any protest or demonstration. Any attempt to stage a protest or demonstration without the necessary application and approval will result in the immediate cessation of all activities associated with the event. Additionally, the individuals or groups responsible for the unauthorized protest will be held accountable for any actions or conduct that violate University policies or applicable laws.

By submitting the application, you acknowledge and agree to comply with all relevant guidelines and requirements set forth by the University and applicable legal standards.

Tiffin University Policy on Vehicle Charging at University Outlets

Purpose:

The purpose of this policy is to address the proper use of electrical outlets on Tiffin University property for the charging of electric vehicles (EVs). Due to safety concerns, current University outlets are not designed for vehicle charging and could pose hazards to the safety of individuals and property. This policy aims to ensure the safety of all individuals on campus while maintaining the integrity of University infrastructure.

Policy Statement:

Tiffin University prohibits the use of University electrical outlets to charge personal electric vehicles for student, staff, and faculty members. The use of non-designated outlets for vehicle charging can create significant safety hazards, including potential electrical overloads, fire risks, and damage to University property.

Charging Procedure:

- Until a designated and properly installed electric vehicle charging station is available on campus, individuals needing to charge their vehicles should use local public charging stations.
- Tiffin University encourages all students, staff, and faculty to familiarize themselves with local EV charging stations and plan accordingly to ensure their vehicles are properly charged.

Violation of Policy:

- Any individual found using a University outlet for the purpose of charging their vehicle will be considered in violation of this policy.
- The vehicle's charging cord will be unplugged immediately.
- The charging cord will be taken to University Security, and the individual responsible will be issued a citation.

- Repeat violations may result in further disciplinary actions or loss of campus privileges.

Enforcement:

This policy will be enforced by University Security and Facilities Management. Employees and students are encouraged to report any instances of improper use of outlets for charging vehicles to Security.

Future Considerations:

Tiffin University is actively exploring the possibility of installing designated EV charging stations on campus to accommodate the needs of students, staff, and faculty. Updates on the installation of these stations will be communicated to the campus community.

Effective Date:

This policy is effective immediately upon publication and will be enforced across the Tiffin University campus.

Contact Information:

For questions or concerns regarding this policy, please contact University Security at [Security Contact Information] or Facilities Management at [Facilities Contact Information].

Acknowledgment:

By using University outlets or parking facilities, all students, staff, and faculty agree to adhere to this policy.

Tiffin University reserves the right to modify this policy as needed to ensure the safety and sustainability of campus operations.

Part VII – Campus Safety Statistics

Availability of Crime Statistics

The Tiffin University Annual Campus Security, Security, and Fire Safety Report is provided to all students, faculty, and staff representing the University community. These reports include crime statistics and policy information contained in the Academic Bulletin, Student Handbook, and other University documents. These reports are mandated according to the 1990 Crime Awareness and Campus Security Act which amended the Higher Education Act of 1965. This act required all postsecondary institutions participating in the Title IV of the student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. This is generally referred to as the Clery Act.

This report includes crimes reported on-campus, those that occurred on property owned or controlled by Tiffin University, and on public property within or immediately adjacent to and accessible from the campus. This report also includes fire safety and policy information for Tiffin University's residence halls as required by the 2008 Higher Education Opportunity Act of HEOA (Public Law 110-315). HEOA amended the Clery Act and created additional safety and security related requirements for institutions specifically adding new categories to the list of hate crimes and fire safety reporting requirements. In addition, on March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act

of 2013 (VAWA) (Pub. Law 113-4), which among other provisions, amended the Clery Act to require institutions to compile and disclose statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in the annual security report (ASR). The U.S. Department of Education (Department) published final regulations to implement the VAWA changes on October 20, 2014. Those final regulations have been effective since July 1, 2015.

Definitions of Offenses

The definitions of the following offenses are from the National Incident Based Reporting System (NIBRS), and used in the Unified Crime Reporting Handbook.

- **Murder** - The willful (non-negligent) killing of one human being by another
- **Negligent Manslaughter** - The unjustifiable, inexcusable, and intentional killing of a human being without deliberation, premeditation, and malice. The unlawful killing of a human being without any deliberation, which may be involuntary, in the commission of a lawful act without due caution and circumspection.
- **Arson** - the malicious burning or exploding of the dwelling house of another, or the burning of a building within the curtilage, the immediate surrounding space, of the dwelling of another.
- **Sex Offenses (Forcible)** - the act of forcible sexual intercourse with any person including rape and sodomy.
- **Sex Offenses (Non-Forcible)** - Non-forcible sex offenses include sexual conduct with individuals that the law assumes are not capable of giving consent to sexual acts.
- **Robbery** - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- **Aggravated Assault** - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Burglary** - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- **Motor Vehicle Theft** - The theft of a motor vehicle.
- **Liquor Law Violations** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.
- **Drug Abuse Violations** - The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.
- **Weapons Possessions** - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

The following offenses are currently under consideration to be newly included in the National Incident Based Reporting System (NIBRS). Because they are under consideration, Tiffin University includes their definition as follows:

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Domestic Violence – A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Tiffin University- Clery Reportable Crimes

For the most recent Tiffin University crime and fire statistics, visit the [Mandated Reporting](#) section of the Campus Safety & Security website.

Part VIII – Important Contacts

Emergency Numbers

Ambulance	911 or 419-447-1691
Fire	911 or 419-447-1234
Ohio State Highway Patrol	419-448-0042
Mercy Tiffin Hospital	419-447-3130
Tiffin Police Department	911 or 419-447-2323
Seneca County Sheriff's Office	419-447-3456
Dean of Student Development & Transformation	567-268-6063
24-Hour Emergency Hotline	1-800-613-4456
Campus Safety & Security 24/7 Line	419-934-0721
Administrator On-Call	419-455-0996
Director of Campus Safety & Security	419-448-5136
Firelands Counseling and Recovery	419-448-9440
Seneca County Victims Assistance Program	419-448-5070
Title IX Coordinator	419-448-3421
Victim Advocate	419-448-3021
Director of Maintenance	419-448-3276

Part IX – Conclusion

The provisions, statements, policies and procedures communicated in this Student Handbook remain the property of Tiffin University and cannot be reproduced without the express written authority of the University. Tiffin University reserves the right to make, at any time, the changes it deems advisable in the services, procedures, regulations and policies in this handbook. Each student has the obligation to become familiar with the contents of this handbook and follow the directives as stated. This applies to students who are enrolled in classes through post-secondary options, undergraduates, graduates, online, or in a seated environment.