

Wright State University



**2008 - 2009
Student
Handbook**

Welcome!

This handbook has been prepared by the Division of Student Affairs and put online by the Wright State University Web Team. The most current version of the 2008-2009 handbook is available online at www.wright.edu/students/handbook/. The university reserves the right to update, revise, and promulgate these and other policies at any time. Final interpretation of these policies remains with the university. Every effort is made to keep this website updated.

Written copies of the student handbook are available online in PDF format or in the Office of Student Support Services, 022 Student Union, or by calling (937)775-3749 or by e-mailing [Student Support Services](#).

Questions and concerns may be addressed to the Office of Student Support Services.

General Information

Division of Student Affairs

The Division of Student Affairs is made up of departments dedicated to providing quality services and educational programs for students and other members of the Wright State community. Offices in the Division include [Undergraduate Admissions](#), [Financial Aid](#), [Career Services](#), [Disability Services](#), [Student Activities](#), [Student Support Services](#), [Residence Services](#), Student Union and Event Services, [Campus Recreation](#), Intercollegiate Athletics, [University Police](#), [Counseling and Wellness Services](#), [Student Health Services](#), [Judicial Affairs](#), and the [Office of Student Affairs](#).

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Diversity Statement

Wright State University celebrates diversity. Our daily life is made rich by the diversity of individuals, groups, and cultures. The interplay of the diverse stimulates creativity and achievement in all facets of our existence.

Respect, tolerance, and goodwill are the keystones to enjoying the diversity of our world. We are all linked to each other in a world created for all of us to share and enjoy. Each member of humanity has a potential contribution to make to the whole. It is our duty to encourage and promote that contribution.

Wright State University is committed to achieving an intellectual, cultural, and social environment on campus in which all are free to make their contribution. We will achieve an environment in which every student may think, and learn, and grow without prejudice, without intimidation, and without discrimination. We will achieve an environment in which personal dignity and respect for the individual are recognized by all.

Wright State University promotes the acceptance and appreciation of every individual regardless of race, gender, age, ethnicity, ability or disability, sexual orientation, socioeconomic status, religious affiliation, or national origin. We encourage appropriate activities and events that foster learning about the diversity of our world.

Wright State University will be a model for our geographic region, exemplifying that a human community can exist that celebrates diversity, enjoys the richness that diversity brings to our lives, and grows stronger with every new member.

Adopted by the Wright State University Board of Trustees March 28, 1991

University Facts at a Glance

2007–2008 Fact Sheet

[Enrollment Information](#) | [Academic Structure](#) | [Tuition and Fees](#) | [Alumni](#) | [Employees](#) | [University Income, Awards, Endowments](#) | [Facilities](#) | [Leadership](#)]

Wright State University's Mission

Wright State University will be a catalyst for educational excellence in the Miami Valley, meeting the need for an educated citizenry dedicated to lifelong learning and service. To those ends, Wright State will provide: access to scholarship and learning; economic and technological development; leadership in health, education, and human services; cultural enhancement; and international understanding while fostering collegial involvement and responsibility for continuous improvement of education and research.

ENROLLMENT INFORMATION

Enrollment, Fall 2007

<i>Main Campus</i>	16,151
<i>Lake Campus</i>	845
Total Enrollment (*some students attend both campuses)	16,913*
Men	7,354
Women	9,559
Full-time	13,304
Part-time	3,609
Undergraduates	12,938
Graduate Students (Masters' Degrees)	3,108
Doctoral/Professional Students	536
International Students	605
Countries Represented	66
Average Age of All Students	24.7

Minority Student Enrollment, Fall 2007 (Omits international students)

Total Minority Student Enrollment	2,659 (16%)
African American	1,834 (11%)
Asian American	525 (3.0%)
Hispanic American	240 (1%)
Native American	60 (0.4%)

ACADEMIC STRUCTURE

Academic Structure

<i>Colleges</i>	8
Education and Human Services; Engineering and Computer Science; Lake Campus; Liberal Arts; Nursing and Health; Raj Soin College of Business; Science and Mathematics; University College	
<i>Schools</i>	3
Graduate Studies; Medicine; Professional Psychology	

Number of Degree Programs

<i>Undergraduate</i>	109
<i>Graduate and Professional</i>	46

TUITION AND FEES

Tuition and Fees (2007–2008 academic year)

Ohio Undergraduates	\$2,426 quarterly, \$7,278 annually
Nonresident Undergraduates	\$4,668 quarterly, \$14,404 annually
Ohio Graduate Students	\$3,369 quarterly, \$10,107 annually
Nonresident Graduate Students	\$5,701 quarterly, \$17,103 annually
Room and Board (typical plan)	\$7,424

Average Cost for One Year (Three quarters for new Ohio undergraduate-includes tuition, books, room and board, activity and technology fee)	\$16,202
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ALUMNI

Number of Graduates	83,016
Graduates in Greater Dayton Area	35,315

EMPLOYEES

<i>Faculty</i>	832 total
<i>Staff</i>	1,660 total
<i>Combined</i>	2,492 total

UNIVERSITY INCOME, AWARDS & ENDOWMENTS

University Income (Budgeted), 2007–2008

<i>State Appropriations</i>	\$109 million
<i>Other Government</i>	\$46 million
<i>Student Fees</i>	\$140 million
<i>Other Income</i>	\$85 million
<i>Total</i>	\$380 million

Research Awards, 2006–2007

<i>Total Research and Sponsored Program Awards</i>	\$71,377,270
<i>Basic and Applied Research Awards</i>	\$26,420,211

Foundation Endowment

(Market Value, as of 6/30/06)	\$85,974,766
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Donations Received (2006–2007 fiscal year)

<i>Receipts</i>	\$14,339,426
<i>Donors</i>	5,257

FACILITIES

Paul Laurence Dunbar Library

The Dunbar Library contains over 717,000 bound volumes, 3,635 current print subscriptions, over 1.3 million microforms, 200,000 government documents, 6,600 videotapes and other media, 7,500 music recordings and 18,000 music scores, and the U.S. Patent and Trademark Depository Collection. Additional electronic resources include more than 200 research databases, 8,000 electronic journals, and 22,000 e-books.

Fordham Health Sciences Library

The Fordham Library collection supports the Boonshoft School of Medicine, the School of Professional Psychology, the College of Nursing and Health, and a number of graduate programs in the College of Science and Mathematics. Fordham's collection includes over 137,000 print volumes, 770 current print subscriptions, 12,400 microforms, and 3,650 video cassettes and other medias, in addition to the electronic resources listed for Dunbar Library. Fordham also provides access to the collections of six affiliated hospital libraries that serve Wright State's clinical faculty, residents, and medical and nursing students in training.

Wright State University Ervin J. Nutter Center

The university's Ervin J. Nutter Center, a state-of-the-art facility and home to Wright State athletics and Dayton Bombers hockey, hosts over 20 national touring concerts and performances each year. With a seating capacity of 12,000, the Nutter Center is continually ranked nationally among venues of its size. The contemporary Berry Room holds 250 people for weddings, receptions, conferences, and seminars.

Acreage

<i>Main Campus</i>	557
<i>Lake Campus</i>	173

Buildings (Main Campus)

<i>Academic and academic support buildings</i>	24
<i>Student residential buildings</i>	26

Historical Background

First Classes Held in Allyn Hall	1964
Achieved Full University Status	1967

First Graduating Class

1968

School Colors

Hunter Green and Gold

LEADERSHIP

President

David R. Hopkins, P.E.D.

Provost

Steven R. Angle Ph.D.

President of the Faculty

Thomas A. Sudkamp, Ph.D.

Vice Presidents

Dan Abrahamowicz, Ph.D., Vice President for Student Affairs

John A. Bantle II, Ph.D., Vice President for Research and Graduate Studies

Matthew V. Filipic, Ph.D., Vice President for Business and Fiscal Affairs and University Treasurer

Lillie P. Howard, Ph.D., Senior Vice President for Curriculum and Instruction

Marcia G. Muller, Vice President for University Advancement

Robert J. Sweeney Ph.D., Executive Vice President for Planning and Secretary to the Board of Trustees

Board of Trustees

Don Graber

Jamie King

Larry R. Klaben

John Kunesh

Bonnie Langdon

Robert Nevin, Chair

Vishal Soin, Vice Chair

J. Thomas Young, Secretary

Student Trustee

Jessica Hoying

Campus Locations

Wright State University's main campus in Fairborn is located 11.6 miles and 15 minutes east of downtown Dayton.

WSU's Lake Campus is located on the shore of Grand Lake St. Marys, between Celina and St. Marys, Ohio.

Off-Campus Facilities

Dayton: Duke E. Ellis Human Development Institute; Eugene W. Kettering Center; VA Education Building; VA Basic Science Building
Kettering: Cox Institute, Lifespan Health Research Center
Yellow Springs: Family Health Center

Beginnings: The Dayton Campus of Miami and OSU

In the fall of 1964, a single building standing in the middle of a farm pasture opened its doors to the 3,203 students registered for classes within its walls. That building, which housed faculty, administration, student services, and classrooms all under one roof, was [Allyn Hall](#); but the institution was not yet Wright State University. That one building was the entire Dayton Campus of Miami University and The Ohio State University.

However, those humble beginnings were the culmination of a dream by Dayton business and civic leaders to establish a public university in the Dayton area—a dream validated when the community raised \$3 million in seed money to support the effort. For students accustomed to attending evening courses offered by OSU and Miami in Dayton-area high schools, the YWCA, and at [Wright-Patterson Air Force Base](#), the new one-building campus was a godsend.

The campus would go on to include three more buildings within the next three years, but initially the new institution boasted a faculty numbering 55 members and a campus comprising general college, science and engineering, Dayton academic center of Miami University, and graduate center of The Ohio State University.

Gaining Independent Status

Although the campus was under the shared leadership of two universities, the need for academic leadership on campus led to the naming of Brage Golding as the first president of the Dayton Campus in the fall of 1966. Other pressures—political, community, and fiscal—began building as well, pushing the university to sever its ties from OSU and Miami and become an independent state university. It achieved that status on October 1, 1967, when its enrollment exceeded 5,000, which gave the campus the required size for full independence per Senate Bill 210.

Wright State's independence was celebrated in holiday fashion. As President Golding, Vice President of Finance Fred White, and Director of Communications Al Brown returned from the Board of Regents meeting in Columbus with the official word of Wright State's independence, they were met by a welcoming campus crowd of more than 300 from the student body, faculty, and administration, celebrating with banners and refreshments. Later, students held a mock funeral service signifying the end of the "Dayton Campus" designation. A casket was buried in the woods to the north of Founders' Quadrangle. A tree was planted over the grave to commemorate the beginning of the new university.

On October 21, 1967, the communities of Fairborn, Xenia, and Beavercreek sponsored a day-long celebration on the Wright State University campus. The theme was "The University-The

Community-The Family." Festivities including an ox roast, a soccer game between the WSU soccer club and Wilberforce, a performance by the Wright-Patterson Air Force Band, an art show and sports activities strengthened the ties between the university and the community.

The Founders' Quadrangle

Four individuals stand out as principal founders of the university, and in acknowledgment of their vision, and their hard work to bring that vision to reality, the first four buildings on Wright State's campus bear their names. Allyn Hall is named for chair and chief executive officer of the National Cash Register (NCR) Corporation, **Stanley C. Allyn**. Allyn's successor at NCR, **Robert S. Oelman**, for whom [Oelman Hall](#) is named, was chair of the university's [Board of Trustees](#) in its first decade. **Novice G. Fawcett**, president of The Ohio State University for almost two decades, and **John D. Millett**, president of Miami University and then first chancellor of the Ohio Board of Regents, are the two educational leaders for whom [Fawcett Hall](#) and [Millett Hall](#) are respectively named.

Wright State's first commencement ceremony ever was held on the Founders' Quadrangle in 1968.

A plaque at the northwest corner of the Founders' Quadrangle commemorates the hard work and vision of Allyn, Oelman, Fawcett, and Millett, and others, with these words:

Dedicated to honor, in addition to the four men for whom the surrounding buildings are named, the thousands of individuals who, by their contributions of time, money, wisdom, and talent, made possible the founding of a campus in 1964, which became Wright State University on October 1, 1967.

Wright State Today

In the tradition of the nation's best universities, Wright State University is dedicated to teaching, research, and service. In addition, Wright State has the distinct mission of providing leadership to improve the quality of Activities for the people of Dayton and the surrounding Miami Valley. Wright State is a comprehensive state university with a diverse range of high-quality academic programs and strong links to Miami Valley schools and business, government, and community organizations.

The university serves more than 16,000 students with programs leading to more than 100 undergraduate and 40 graduate and professional degrees through six colleges and three schools. Wright State offers innovative educational programs, including doctoral programs in biomedical sciences, human factors and industrial/organizational psychology, medicine, and professional psychology; one of only two aerospace medicine residency programs for civilians in the nation; and a post-master's educational specialist degree program. Wright State's theatre, accounting, chemistry, geology, and engineering programs are recognized for excellence. The [WSU Lake Campus](#) near St. Marys and Celina, Ohio, offers associate and pre-baccalaureate degrees, as well as a limited number of graduate-level courses.

Wright State University's faculty is dedicated not only to advancing the frontiers of knowledge but also to applying knowledge to real problems. Students gain hands-on experience through a variety of community-based programs, cooperative education, internships, and research projects operated with industry and government.

Over 2,200 of Wright State's students live in university-affiliated residences on or adjacent to the 557-acre main campus. An extensive underground tunnel system links most campus buildings,

whose modern architecture is nationally recognized for being completely accessible to people with disabilities. Although most students hold jobs on or off campus, many are involved in one or more of the 100 student clubs and organizations that give vibrancy to campus Activities.

The university offers 14 Division I intercollegiate athletic programs, and many students participate in intramural sports programs. The [Ervin J. Nutter Center](#), a state-of-the-art sports and entertainment complex, and other recreational facilities are available to students on a daily basis. Besides intercollegiate athletic events, the Nutter Center hosts convocation, concerts, and other cultural and entertainment events, seating up to 12,000.

The [University Libraries](#), consisting of the [Paul Laurence Dunbar Library](#) and the [Fordham Health Sciences Library](#), are linked through the [OhioLINK](#) system and Internet to holdings of other major academic libraries in Ohio and to a wide range of databases for electronic research. The Department of Archives and Special Collections includes an African American collection, as well as sections on the Wright brothers and early aviation history, local history, children's literature, and university history.

Wright State University Fight Song

We are tough,
 We are great,
 We are Wright State.
 We will defeat every foe,
 They will know,
 We are here,
 When we all stand up and cheer...Victory
 With our green and our gold,
 Raiders onward,
 We will fight right and be true,
 So let's go, fight, win.
 Let the action begin,
 We're from W-S-U!

Wright State University Alma Mater

Wright State stands above the valley
 Glorious banner green and gold!
 Helping build Ohio's future
 With a vision grand and bold!

Faith and hope in our endeavors,
 Ever onward day by day!
 Bravely shaping new traditions,
 Letting knowledge light the way!

First to fly were Dayton's brothers!
 Great deeds old inspire the new!
 Wright State is our Alma Mater!
 Hail Wright State! Hail Wright State U!

Green and Gold, we'll not forget you!
 Through the years we shall be true!
 Wright State is our Alma Mater!
 Hail Wright State! Hail Wright State U!

School of promise, school of spirit,
 With great hopes and dreams endowed!
 We shall ever love and serve you!
 We shall strive to make you proud!

lyrics by David Garrison
 Department of Modern Languages

music by Thomas Whissen
 Department of English

In the classroom, on the sportsfield,
 We shall always honor you!
 Wright State is our Alma Mater!
 Hail Wright State! Hail Wright State U!

arrangement by William J. Steinohrt
 Department of Music

2008-2009 Academic Calendar

Wright State University, Office of the Registrar
Approved by the University and WSU-AAUP

Fall Quarter 2008

September 8, Monday	First Day of Fall Quarter Classes
September 26, Friday	Last Day for All Students to Drop a Class Without a Grade
October 24, Friday	Last Day for All Students to Drop a Class With a Grade of W
November 11, Tuesday	Veteran's Day Holiday Observed (University Closed)
November 15, Saturday	Last Day of Fall Quarter Classes
November 17-22, Mon. - Sat.	Final Examinations
November 22, Saturday	Fall Commencement

	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
Class Meeting Days	10	9	10	10	10	10
Final Examination Days	1	1	1	1	1	1

Winter Quarter 2009

January 5, Monday	First day of Winter Quarter Classes
January 19, Monday	Martin Luther King, Jr. Holiday (University Closed)
January 23, Friday	Last Day for All Students to Drop a Class Without a Grade
February 20, Friday	Last Day for All Students to Drop a Class With a Grade of W
March 14, Saturday	Last Day of Winter Quarter Classes
March 16-21, Mon. - Sat.	Final Examinations

	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
Class Meeting Days	9	10	10	10	10	10
Final Examination Days	1	1	1	1	1	1

Spring Quarter 2009

March 30, Monday	First Day of Spring Quarter Classes
April 17, Friday	Last Day for All Students to Drop a Class Without a Grade
May 15, Friday	Last Day for All Students to Drop a Class With a Grade of W
May 25, Monday	Memorial Day Holiday (University Closed)
June 6, Saturday	Last Day of Spring Quarter Classes
June 8-13, Mon. - Sat.	Final Examinations
June 13, Saturday	Spring Commencement

	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
Class Meeting Days	9	10	10	10	10	10
Final Examination Days	1	1	1	1	1	1

Summer Quarter 2009

June 15, Monday	First Day of A and C Term Classes
June 24, Wednesday	Last Day for All Students to Drop an A Term Class Without a Grade
July 3, Friday	Independence Day Holiday (University Closed)
July 6, Monday	Last Day for All Students to Drop an A Term Class With a Grade of W
July 7, Tuesday	Last Day for All Students to Drop a C Term Class Without a Grade
July 16, Thursday	Last Day of A Term Classes
July 20, Monday	First Day of B Term Classes
July 28, Tuesday	Last Day for All Students to Drop a B Term Class Without a Grade
July 31, Friday	Last Day for All Students to Drop a C Term Class With a Grade of W
August 11, Tuesday	Last Day for All Students to Drop a B Term Class With a Grade of W
August 20, Thursday	Last Day of B and C Term Classes
August 22-23, Sat. - Sun.	Campus Electrical Power Shutdown

	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
Class Meeting Days, A Term	5	5	5	5	3	4
Class Meeting Days, B Term	5	5	5	5	4	4
Class Meeting Days, C Term	10	10	10	10	8	9

For classes that start at 4:00 p.m. or later and a class day is missed because of the academic calendar, the faculty have the option of meeting the class on the third Friday of the term in the same classroom and hour as originally scheduled. This meeting must be noted in the syllabus.

Approved 7/27/05

Section I - Student Services

General Student Services

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General Student Services

Admissions

The [Office of Undergraduate Admissions](#) is responsible for the recruitment of undergraduate students.

Asian/Hispanic/Native American Center

The [Asian/Hispanic/Native American Center](#) was created in the fall of 1997 to support the academic, social, and cultural needs of Asian, Hispanic, and Native American students, faculty, and staff at the university. It also serves as an informational resource center regarding the Asian, Hispanic, Native American experience and creates an appreciation and understanding of the diverse Asian, Hispanic, and Native American cultures represented within the community. The center also plays a vital role in serving as a cultural liaison to the university and Dayton communities.

The main functions of the Asian/Hispanic/Native American Center are to:

- offer support services for Asian, Hispanic, and Native American students.
- advocate on their behalf to the university administration.
- raise awareness in the campus community on Asian, Hispanic, and Native American issues.
- support cultural events aimed not only at enhancing the Asian, Hispanic, and Native American students' sense of identity, but also developing an appreciation for the Asian, Hispanic, and Native American cultures among all members of the Wright State community.

The center's programs and activities include:

- Workshops
- Newsletter
- Leadership Program
- Recognition/Awards Program
- Open House/Receptions
- Hispanic Heritage Month
- Film Series
- Native American Heritage Month
- Cultural Activities
- Asian Heritage Month

The center works collaboratively with the [Bolinga Black Cultural Resource Center](#) and [Women's Center](#) to co-sponsor common programs featuring the uniqueness and commonalities among the three centers. Additionally, the center also collaborates with other units and departments on program planning and development. Located in 154 Millett, (937) 775-2798, the center is a "home away from home " for various student groups including:

- Asian Student Association (ASA)
- Latinos Involved in Further Education (L.I.F.E.)

- Association of Native American Students (ANAS)
- Asian, Hispanic, Native American (AHNA) Council

Visit the center's Web site at <http://www.wright.edu/admin/ahna> for frequent updates and detailed information on the center's events.

Bolinga Black Cultural Resources Center

The Bolinga Black Cultural Resources Center opened on January 15, 1971, as a tribute to the memory of Dr. Martin Luther King, Jr. The word "Bolinga" means love in Lingala, an African language from the Republic of the Congo. The center's focus is to serve the Wright State University community through promoting an understanding of the culture and heritage of Black Americans. Related to this is the center's day to day functioning as an office that addresses the gamut of academic, cultural and personal concerns of Wright State's black program consists of cultural and educational components, which include:

Authentic Africa Hour – Presentations from continental African culture.

Speakers Series – African American and other speakers address current topics in outreach to WSU and the broader community in programs sponsored by the Center, often in collaboration with other campus programs.

Educational Film/Video Series – Through films and videos, the center focuses on issues confronting black peoples throughout the African Diaspora.

African American Resources Collection – The Collection consists of nearly 2000 books and audio-visual resources relating to the African and African American experience, housed together to facilitate research and to introduce the campus community to the wide array of resources available in libraries throughout the area.

Organizational Collaborations

- Black Student Union
- National Pan Hellenic Society
- Black Women Striving Forward
- The McLin Scholars Association
- Black Men on the Move
- National Society of Black Engineers
- Association of Black Business Students
- National Association of Black Graduate Students
- National Association of Black Medical Students

These groups promote academic achievement and personal growth among undergraduates. Regularly held group meetings give the participants in the respective groups the opportunity to network with one another and with professionals who serve as lecturers, facilitators and mentors. network with one another and with professionals who serve as lecturers, facilitators, and mentors.

Books and Supplies

The WSU Bookstore operated by Barnes & Noble College Booksellers, Inc. is conveniently located in the Student Union. Parking is available in the Student Union Visitor Lot (1st hour is free).

STORE HOURS

Monday-Thursday: 8:30a.m.-7:00p.m.

Friday: 8:30a.m.-5:00p.m.

Saturday: 10:00a.m.-3:00p.m.

Extended hours available the week before and first week of each quarter. See posted hours at store or online at www.wright.bkstore.com.

TEXTBOOKS, SPIRIT MERCHANDISE & SUPPLIES

The WSU Bookstore carries every textbook required for courses taught at the Wright State University Dayton Campus. The bookstore carries a large selection of USED and VALUE OPTION textbooks to keep textbook prices as low as possible. Convenient online textbook shopping on our website, www.wright.bkstore.com, makes it even easier to get your textbooks each quarter. Simply purchase your books online and we will do all the work to get you as many USED books as possible. In-store pick-up (free) or delivery (add shipping fee) available.

The WSU Bookstore carries a great selection of WRIGHT STATE UNIVERSITY SPIRIT MERCHANDISE. Show your school spirit with our great selection of top quality, name brand clothing lines. Brand include: Under Armor, Tommy Hilfiger, Champion, Gear, Jansport, Red Shirt, Club Colors, League, and Jones & Mitchell. Gift items with Wright State logo are available in a wide price-range from a simple key chain to a fine-quality gold watch.

The WSU Bookstore carries a large selection of general reading books, Campus Bestsellers, Local Authors, medical reference books, medical equipment, graduation regalia and school supplies. A free special order service is available for any books not currently in stock.

REFUND POLICY

Textbooks are returnable during the first 5 days of the quarter. A VALID WSU Bookstore receipt MUST be presented and the refund will be issued in original method of payment. A Barnes & Noble Credit will be issued if original method of payment is not available. Refunds to purchases made by check will not be given until after 5 business days.

DROP POLICY: A refund will be issued during the first 15 days of the quarter with proof of drop and a VALID WSU Bookstore receipt. See store for additional refund policies.

Note: Custom published books and course packets are non-returnable. Shrink-wrapped textbooks are returnable only with shrink-wrap in-place. These books will be noted on your cash register receipt at time of purchase.

General merchandise, clothing, and supplies are fully returnable within 30 days of purchase. Medical review books, lab coats, goggles, food, and magazines are not returnable.

CASH FOR BOOKS

Used textbooks bought back from WSU students throughout the year no matter where you bought them. Get up to 50% of the book's selling price if the book has been requested by your professors for required use next term, the book is in good condition, and the Bookstore is not overstocked. If the book does not meet these criteria, the prices are based on the current national demand.

NOTE: A CURRENT WRIGHT1 ID CARD MUST BE PRESENTED TO SELL BACK BOOKS AT THE WSU BOOKSTORE.

Bursar

The [Office of the Bursar](#) has responsibility for receipting all student and other university moneys to include the administration and collection of institutional and federal loan programs. In addition,

treasury services, tax compliance, and auxiliary services (vending and Wright1 Card) also report to this department.

Additional information is available online at <http://www.wright.edu/bursar>.

Career Services

E334 Student Union, 937-775-2556, career_services@wright.edu

Career Services at Wright State University is committed to helping students and alumni develop career and life planning skills, acquire experience, master job search strategies, and seek rewarding employment. Career Services facilitates mutually beneficial relationships between employers, faculty and staff, students and alumni in order to meet the dynamic needs of today's workplace. For additional information visit <http://career.wright.edu>

CAREER EXPLORATION SERVICES

Uncertain about an academic major? Uncertain about a career direction? Not sure of your interests, values, or skills? Looking for a career that matches your personality? Just having a hard time getting started? Career Services offers tools, personal advising, and coursework to help. For additional information visit <http://career.wright.edu/student/careerexploration/index.html>

STUDENT EMPLOYMENT OPPORTUNITIES

Available to current students, student employment positions are paid jobs that do not require a particular major. Duties are usually general in nature. Opportunities exist on campus and off campus. Student employment jobs are excellent résumé builders and may provide field-related experience. For additional information visit <http://career.wright.edu/student/studentemployment/index.html>

CO-OP/INTERNSHIP OPPORTUNITIES

Co-ops and internships are work opportunities consistent with a student's course of study. Opportunities may be full-time or part-time. Participation in the co-op and internship program is available beginning sophomore year, to students who meet the academic requirements. Students who register their co-op or internship through Career Services will receive a co-op notation on their transcript. There are no fees for co-op registration. The co-op course does not carry academic credit, but registration for full-time co-op confers some benefits of full-time student status. For additional information visit <http://career.wright.edu/student/coopandinternship/index.html>

CAREER EMPLOYMENT SERVICES

Career Services advisers can provide valuable assistance in developing and evaluating job search self marketing tools. Advisers assist with developing the content, competitiveness, and style of résumés and cover letters. The Mock Interview Program allows prospective job candidates to practice their interviewing skills in a simulated interview environment. Mock interviews provide constructive feedback to the participants to enhance job prospects by improving interview skills. Students and alumni interested in participating in On-Campus Interviews must first register with The Wright Search résumé posting, job posting, and on-campus interviewing system. For additional information visit <http://career.wright.edu/student/careeremployment/index.html>

Counseling and Wellness Services

[Counseling and Wellness Services](#) offers a variety of services to assist students in coping with personal or emotional concerns so as to enhance their academic performance and improve their general well-being. The Center offers a warm, relaxed, and confidential place to talk. Meeting with a therapist can be an important step in relieving stress as well as identifying strategies for addressing concerns. Therapy is offered in individual, couples, family and/or group modalities. In addition to therapy, we also provide psychological assessment, consultation, and psycho-educational seminars. Some examples of issues that may be addressed with our staff include: relationship problems, academic problems, family conflict, alcohol/drug use, sexual/physical abuse, panic/anxiety, depression, eating disorders, grief issues, and low self-esteem. All communications between a client and therapist are completely confidential and private. The Counseling and Wellness Services office does not release information to University administrators or faculty, parents, family members, or outside agencies without the client's written authorization. Exceptions to confidentiality include: when an individual is at risk for child or elder abuse/neglect, suicide, or homicide, or as otherwise required by Ohio Law. The Center is open Monday through Friday, 8:30 am to 5:00 pm, and is located at 053 Student Union.

Dining Services

For more information, visit us at <http://www.wright.edu/admin/foodserv>

Union Market

Student Union, First Floor; 775-5642

Wright State University is proud to present its largest dining facility located in the Student Union. Watch your meals prepared right before your eyes at each platform, grab a smoothie or a cup of cappuccino in The Wright Cup, or enjoy a snack while surfing the Web, checking your email or registering for classes in The Cyber Café. Whatever you need, we've got it under one roof!

The main dining area of the Union Market offers the following platforms:

Palettes - Fill your bowl with your choice of fresh, crisp veggies. The chef will then wok it all together with your choice of chicken, beef, shrimp or tofu and serve your creation over rice, noodles or crisp salad greens.

Formaggio's – specialty pizzas, calzones and strombolis – all baked in a brick oven.

On the Barbie – grilling made-to-order burgers, chicken breast sandwiches in addition to French fries, onion rings and mozzarella cheese sticks

Chef's Kitchen - carved roast beef and turkey, fresh vegetables, mashed potatoes & gravy, macaroni and cheese and other homestyle cooking options

Herbs & Bisque - fresh salad bar with all the fixings, including two homemade soups daily

Salvador Deli - made-to-order subs on fresh baked rolls, hot & cold wraps and Panini sandwiches

Napoleon's - complete dessert station to top off your meal - cheesecakes, fruit pies, cookies, cakes, cream pies, muffins, and more!

Smart Market - A fresh selection of sandwiches, wraps, salads, microwavable meals and fruit packaged and ready to go.

We also offer a large selection of grocery items, fresh fruit, a full line of bottled beverages, cereal bowls and much more! With vegetarian options at each station, this is truly a fantastic dining destination for everyone!

The Wright Cup

Student Union, First Floor

Cafe Wright
Dunbar Library

The Wright Cup and Cafe Wright have become the cool, new student hangouts. Serving premium Gourmet Bean Coffee® - cappuccino, espresso, lattes, mochas & flavored coffees, you will be stimulated by the robust flavors and smells. Be sure to try some of our fresh baked cinnamon rolls, fresh Danish, muffins or pastries in the morning, then come back later for delicious brownies, cookies and Rice Krispies® treats. Exclusive to The Wright Cup are Island Oasis® smoothies and Oregon Chai® Tea. We would be happy to add one of our flavored syrups or nutritional additives to your beverage to tailor it to your specifications and taste preferences!

Cyber Café

Student Union, First Floor

Stop in and surf the net while you eat! Computer terminals are available for all during Student Union building hours. Also, laptop users can access the Web using either the hardwire ports or the wireless hub. The wireless hub can be accessed from almost anywhere throughout Union Market's 550-seat dining room.

The C-Store

Honors Community, Rear Entrance:

Wright State's convenience store is here to serve the needs of students with a wide variety of grocery items, magazines, fountain and bottled beverages, milk, health and beauty aids, cereal, Ben & Jerry's® ice cream, phone cards, candy, snack foods, videos and much more!

Salvador Deli Express is also here to serve hot and cold subs and homemade soups to students craving a nutritious dinner or a healthy, late night study snack.

Smart Market - fresh made salads, subs, microwaveable meals and desserts for that customer who is in a hurry and on the go.

The Hangar

Allyn Hall, First Floor; 775-3130

This is the place to go when you are looking for a recognized national brand. Here are the great venues you can choose from at The Hangar:

Pizza Hut Express® – enjoy a fresh baked personal pan pizza, breadsticks and more

Taco Bell Express® – serving tacos, burritos, nachos and much more.

Chick-fil-A Express® - enjoy their famous chicken sandwich, waffle fries, Cole Slaw and fresh salads

Harvest Hill Bakery – fresh bakery goods like donuts, breads, bagels, Otis Spunkmeyer® cookies, desserts, and plenty of breakfast items

The Farmer's Market – one of the biggest salad bars you'll ever see, two homemade soups daily and ice cream

Beverages – in addition to our fountain soda selection, we offer a full line of bottled sodas, juices and water to quench any thirst

Smart Market - fresh made salads, subs, and desserts for that customer who is on the go

Donatos Pizza

Page Manor

For your home delivery or late night option order a pizza, sub or salad from the Page Manor Donatos and your Dining Dollars can be used for the purchase.

For additional information, questions or comments, contact us at:

Administrative Office: M-F, 8:00 a.m. – 5:00 p.m.

W006 Student Union

775-5633 Phone
775-5640 Fax

Disability Services

Extending the opportunities of higher education to people with disabilities is a high priority at Wright State. The university's Office of Disability Services offers programs to promote each student's academic, personal, physical, and vocational growth so that people with physical and learning disabilities can realize their full potential.

Physical Support Services— These services are designed to enable each student to be as independent as possible. Included are the services of personal assistance with daily hygiene requirements, handicapped parking areas, assistance in locating adapted housing off campus, training in the activities of daily living to achieve a greater degree of independence, and the coordination of campus mobility orientation for students who have visual impairments. WSU's underground [tunnel system](#) provides easy access to virtually all campus buildings. Students have access to all areas of Montgomery County via the completely accessible public transit system.

Academic Support Services—These services are designed to assist students with physical and learning disabilities in meeting all academic requirements at the university. Students with documented disabilities may receive classroom accommodations such as sign language interpreters, lab assistance, or reader/writer service. The Office of Disability Services can administer exams outside the normal classroom for students needing additional time and/or reading and writing assistance due to disability-related limitations. Counseling for issues regarding academics is also available.

Technology Center—The Technology Center provides classroom materials in alternative formats that include audio cassette tapes, computer disks, braille, and image enhancement.

Career and Vocational Support Services—These services assist students with physical and/or learning disabilities in making career choices, and in the planning and development of their careers. Opportunities also exist for students to have various work site experiences. These methods allow students to make realistic decisions about future careers and ensure that the students are able to meet the demands of their chosen occupations.

In addition to the [140 clubs and organizations](#) that are open to students, Wright State has several extracurricular programs that offer unique opportunities for students with disabilities. These programs include adapted athletics, intramurals and recreation.

Eligibility

Applicants requiring services available to students with physical and/or learning disabilities should contact the Office of Disability Services prior to enrollment. A pre-service interview and professional documentation of disability are required prior to utilization of our services. The purpose of the interview is to assess disability-related needs and to plan services accordingly. Most services are provided to students at no cost, however fee-based services such as personal assistance and out of class reader/writer assistance can be billed directly to agencies or students.

Application Process for the Office of Disability Service

The Office of Disability Services offers services, programs and activities that allow students with disabilities to participate in all facets of university Activities according to their unique abilities and interests. Access is an important aspect of the Wright State community. Students with disabilities are encouraged to develop independence to the fullest extent possible and to assume

responsibility for their chosen activities styles. Approximately 500 students with physical and/or learning disabilities participate in our programs.

Eligibility and Preservice Interview

Applicants requesting services should contact the Office of Disability Services prior to enrollment. A copy of professional documentation of disability* should be submitted prior to scheduling a preservice interview. The preservice interview is designed to assess disability-related needs and to plan services accordingly. Students are encouraged to contact the Office of Disability Services well in advance (six to twelve months) of their planned entry date.

Applicants MUST submit prior to their pre-service interview:

1. A COMPLETED [APPLICATION FOR SERVICES FORM](#)
2. A COPY OF PROFESSIONAL DOCUMENTATION OF DISABILITY*
3. A LIST OF SERVICES PROVIDED AT PREVIOUS SCHOOLS
(Individual Education Plan or letter from previous college)
4. A TRANSCRIPT OF GRADES FROM HIGH SCHOOL OR OTHER SCHOOLS
(This is in addition to the one submitted to Admissions. It is important to remember that your Application for services through the Office of Disability Services is separate and not connected to the application to the university. Wright State has adopted a college preparatory curriculum policy. Because our program is supportive in nature rather than remedial, we have found that students with disabilities who are most successful at the university level have taken a college preparatory curriculum in high school. If a student has completed a general high school curriculum, we recommend that consideration be given to entering a two-year college as a more realistic path to Wright State University.

All documents submitted are placed in a confidential student file and will not be returned to the applicant or forwarded to any agency or other college or university. We suggest you submit copies, keeping the original documents for your use at a later time.

*** PROFESSIONAL DOCUMENTATION MUST INCLUDE:**

- Learning Disabilities: A psychoeducational assessment using acceptable testing instruments and measures. The assessment must give specifics of the learning disability that is clearly supported by the data in the assessment.
- Attention Deficit Disorder: Testing assessment using acceptable testing instruments and measures. Provide specifics of how learning and academic activities are impaired in an academic setting that is supported by the data in the testing assessment.
- Psychological Disorder: Testing evaluation using acceptable testing instruments. Provide specifics of how learning and academic activities are impaired in an academic setting that is supported by the data in the evaluation.
- Disabilities involving Medical, Physical, Hearing or Visual Impairments can be certified by a physician or counselor.

Office of Disability Services, E186 Student Union, (937) 775-5680 (voice), or (937) 775-5844 (TTY)

Financial Aid

Money Matters

Through a variety of federal, state, and local programs, financial assistance for Wright State students may come in the form of scholarships, grants, loans, and employment.

Financial Aid

To apply for financial aid, you must submit a 2008-2009 Free Application for Federal Student Aid (FAFSA) or Renewal Application to the Federal Processing Agency. The FAFSA or Renewal Application will be used to determine your eligibility for federal and state grants (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal SMART Grant, Federal Academic Competitiveness Grant, Ohio Instructional Grant or the Ohio College Opportunity Grant; federal loans (Stafford Subsidized and/or Unsubsidized), Perkins Loan, Nursing Student Loan, Parent Loan for Undergraduate Students (PLUS), Graduate PLUS loan, and Federal Work-Study. A separate application is required to apply for scholarships. Information regarding financial aid programs, applications and/or application requirements, and deadline dates, and web links can be obtained from the Financial Aid web page at www.wright.edu/finaid. The FAFSA or Renewal Application can be filed January 1, 2008 for the 2008-2009 academic year.

Financial aid for graduate students includes graduate assistantships, graduate fellowships, Federal Subsidized and/or Unsubsidized Stafford loan(s), Perkins loan, Nursing Student loan, Graduate PLUS loan, and Work-Study. Information regarding Wright State graduate scholarships, assistantships and fellowships is available through the School of Graduate Studies, and online at www.wright.edu/academics/gradcatalog/admissions.

Information on electronic filing or paper application for FAFSA or scholarships are available in the Office of Financial Aid, which is located at E136 Student Union. Financial aid (excluding renewable scholarships) does not automatically continue from year to year. Students are to apply for financial aid beginning in January, prior to each academic year. The Wright State priority filing deadline date for FAFSA is February 15, 2008 for the 2008-2009 academic year.

For faster processing, the FAFSA or Renewal Application can be completed online at the following web address: www.fafsa.ed.gov/. Along with the income information required to submit the FAFSA or Renewal, students (and parents for dependent students) must also have an assigned FAFSA PIN number. Your FAFSA PIN number can be requested online at www.pin.ed.gov. Your FAFSA PIN number will serve as your online signature, and will be needed to access your completed FAFSA or Renewal online if corrections are needed.

Once your completed FAFSA information is received by the Office of Financial Aid, you will receive notification through your Wright State e-mail address. Once received, you will access your financial aid information on Wings Express (<http://wings.wright.edu>). The Financial Aid and Scholarship section of Wings Express will also detail if there are any requirements that are needed to finalize your financial aid. Once your requirements are satisfied, you will be notified by e-mail when your financial aid award is available on Wings Express.

Once awarded, you will be instructed through Wings Express to approve your award notice, and how to apply for awarded loans. The FAFSA PIN will also be needed to sign Stafford and PLUS loan promissory notes online. Pre-loan counseling forms will also be required for loan borrowers on Wings Express.

In order to receive federal financial aid from year to year, in addition to filing the FAFSA, students must make satisfactory academic progress for financial aid. Undergraduate and Graduate students must earn cumulative grade point average and credit hours, and not exceed 150 percent of the credit hours required for their program completion.

Undergraduate

2.0 minimum GPA and 67% of minimum cumulative earned credit hours (Good Standing)
1.0 minimum GPA and 50% of minimum cumulative earned credit hours (Warning)

Graduate/Doctoral

3.0 minimum GPA and 85% of minimum cumulative earned credit hours (Good Standing)

150% Rule (must not have the following earned credit hours totals)

Undergraduate - 318 or more

Graduate - 113 or more

Doctoral - 225 or more

Students who have an unsatisfactory status, due to not meeting the hours and/or grade point requirement (but have not exceeded the 150% credit hour totals) may appeal to the Office of Financial Aid if there are extenuating circumstances that affected their ability to meet the SAP requirements. Students cannot receive federal aid with an unsatisfactory status.

If an appeal is not approved, or student chooses not to appeal, students must re-establish their federal financial aid requirements at Wright State, without the use of federal financial aid. Student must contact the Office of Financial Aid once requirements are met. For more information, please refer to our homepage.

Scholarships

Scholarships are a form of gift aid that does not require repayment. They may be based entirely on academic excellence or on financial need and academic excellence.

Continuing undergraduate students at Wright State may apply for university and departmental scholarships through the Continuing Student Scholarship application. The Continuing Student Scholarship application is available through the Office of Financial Aid, or online at www.wright.edu/finaid. Click on "Types of Aid", and "Continuing Wright State Students" for application and scholarship information. The application is available each January, and eligible continuing students are encouraged to apply by the March 1 deadline date. Scholarships range in value from approximately \$500 to \$16,600.

If you have received a scholarship from Wright State as an incoming or transfer student, you may apply for additional scholarship assistance. A student may receive more than one scholarship as long as the combination of scholarships does not exceed the cost of tuition, room and board, and books for one academic year.

A separate scholarship search database is available on the financial aid web page at www.wright.edu/finaid. Click on "External Scholarship Search Sites".

Mentoring Programs

Students who feel connected to the university have an enhanced chance for success. At Wright State University there are several mentoring programs which strive to link students with volunteer mentors from alumni, faculty, staff, and upper-class students.

The following mentoring programs are currently in existence at Wright State. If you want additional information about any of these programs, feel free to contact the person listed as the program coordinator.

Alumni Career Mentor Program

Career Services, E334 Student Union, 937-775-2556, [mail to:career_services@wright.edu](mailto:career_services@wright.edu)

The Career Mentoring Program offers students the opportunity to gain first-hand knowledge regarding prospective career fields by interacting with alumni volunteers. Many alumni have served as a telephone/e-mail resource for major and career-related questions, while others have encouraged students to visit their workplace and observe them for a day. The Career Mentoring Program, offered in collaboration with the Alumni Association, benefits students by providing them with the opportunity to confirm their research about career options. Students are encouraged to meet with a Career Services advisor to establish access to the on-line mentoring database.

S.M.A.R.T., Student Mentoring and Retention Team

[College of Nursing and Health](#)

Coordinator: [Jane Doorley](#), RN, MS, APRN / CNS
(937) 775-4537

The S.M.A.R.T. program was started in May 1993 with a small grant funded through the WSU Alumni Foundation.

The program is a peer-mentoring model coordinated by the nursing students. The student coordinators hold office hours for "drop-in" mentoring.

Some of the S.M.A.R.T. services include: tutoring, support groups, assistance with class scheduling, book loans, and information about other Wright State University student services.

STREAMS, Short-Term Training Program to Increase Diversity in Health-Related Research

[Department of Pharmacology & Toxicology](#)

Co-Director: [Mariana Morris](#), Ph.D.
(937) 775-2395 or <http://www.med.wright.edu/streams/>

[Department of Community Health](#)

Co-Director: [Cameron Chumlea](#), Ph.D.

Wright State University School of Medicine accepts 12 outstanding minority college students each year to participate in summer research opportunities in biomedical sciences. S.T.R.E.A.M.S will select twelve college students from throughout the nation for this 10-12 week summer program, which gives the students the opportunity to conduct laboratory research under the guidance of medical school faculty mentors. The program is designed to encourage members of underrepresented groups to pursue careers in biomedical research.

The S.T.R.E.A.M.S program is funded by a grant from the National Heart, Lung, and Blood Institute of the National Institutes of Health (NIH). The program offers free campus housing and a monthly stipend of \$1,224/month.

S.T.R.E.A.M.S participants will be organized into three general interdisciplinary areas: cellular mechanisms, endocrinology/hypertension and cardiovascular epidemiology. The students will spend about 80 percent of their time conducting biomedical research in Wright State laboratories and working closely with medical school faculty. In addition, they will read papers from biomedical literature, make scientific presentations, and explore the social and ethical implications of scientific research.

Wright Engineering Council

[College of Engineering and Computer Science](#)

Coordinator: Director of Freshman Relations

(937) 775-5031

The [Wright Engineering Council](#) mentoring program teams an upper-class engineering or computer science student with a first-year engineering or computer science student. The program focuses on interaction between the mentor and mentee during the fall academic term.

The purpose of the peer-mentoring program is to assist the first-year students with the adjustment to being at the university. The focus is on the development of college success techniques such as improving study and time management skills.

Parking and Transportation

Campus Shuttle

During fall, winter, and spring quarters, Monday through Friday, the Campus Shuttle provides transportation to and from lot 20, the residential communities, and the McLin Gym entrance at the Nutter Center. A limited shuttle schedule is provided during summer quarter. Schedules are available on Wings, on the shuttles, and at the Parking and Transportation department.

Parking Permits

Commuter students may purchase a C parking permit allowing them to park in core campus lots. A park and ride parking permit is available allowing parking in park and ride lot 20 and Nutter Center lots 7 and 8.

Residence students who bring a vehicle to campus must purchase a parking permit to park in residential lots. Freshman residents must purchase a park and ride permit and park in park and ride lot 20.

Students may purchase their parking permit online at parking self services via Wings or at the Parking and Transportation office.

Anyone operating a vehicle on the WSU campus is required to purchase a parking permit and comply with the WSU parking policy and laws of the State of Ohio.

For complete information on campus parking permits, policy, shuttle service, and RTA schedules, contact Parking and Transportation, E138 Student Union, (937) 775-5690, Monday through Thursday, 8:30 a.m. until 5:00 p.m. and 4:30 p.m. Friday.

Public Regional Transit

The [Miami Valley Regional Transit Authority \(RTA\)](http://www.mvrta.org/) (<http://www.mvrta.org/>) provides county-wide public transportation to residents of Montgomery County. Included as part of RTA's service area is Wright State University's main campus.

RTA Route number 1 provides year-round transportation between downtown Dayton and WSU, Monday through Saturday.

Buses depart downtown, en route to campus, every 30 minutes during peak travel periods with hourly departures during off peak periods. Interested parties may obtain schedule information by visiting Parking and Transportation, E138 Student Union.

Members of the university community wishing to purchase RTA passes may do so at Parking and Transportation, E138 Student Union, Monday through Thursday, 8:30 a.m. until 5:00 p.m. and 4:30 p.m. Friday.

Pre-College Programs

As part of Wright State's commitment to outreach programs, the Office of Pre-College Programs provides a variety of opportunities for the pre-college population. Each year hundreds of students in grades K-12 participate in a variety of programs designed to help students broaden their knowledge base and appreciate the importance of a successful college education.

Programs offered include; Discovery/Odyssey Summer Enrichment (grades K-9), Residential Camps (summer, grades 7-9), and Residential Institutes (summer, grades 10-12), **The Ohio Summer Honors Institute (grades 10-11), Upward Bound (grades 9-10)**, and Saturday Enrichment (grades K-6).

College students are employed to work as camp assistants and program mentors during the summer, as well as the regular academic quarters. For further information contact the Office of Pre-College Programs, 3821 Colonel Glenn Highway, (937) 775-3135.

Printing Services

Copying Services

The university maintains copy equipment at strategic locations throughout the campus. The copiers can be activated using either your Wright 1 Card or coins. The cost of copying is 10 cents per copy.

All public access copiers on campus are fitted with equipment to use the [Wright 1 Card](#) as a method of payment. A very limited number of copiers also accept coins. Coin operated copiers are located in the Dunbar, Fordham, and music libraries.

Please call [Printing Services](#), (937) 775-2117, for any questions or problems concerning copiers. Refunds for coin operated machines are available at the Wright Copy Center located in the Student Union. Any questions or problems related to the Wright 1 Card system should be directed to the Wright 1 Card office, (937) 775-5542.

Duplicating/Printing Services/Specialty Items

Wright Copy Center, 181 Student Union, (937) 775- 5784, provides typesetting, resumes, theses, business cards, color copies, flyers, and personalized gift items. Cash or a check with identification will be accepted for payment.

A full range of other services is available through Printing Services, 126 Campus Services Building. Please call 775-2117 for information or an appointment. Registered student organizations may obtain an authorization form from the Office of Student Life, W036 Student Union, to order services charged to their university Banner Financial account number.

A member of our staff will assist student organizations with ordering duplicating, printing, and specialty items. Wright State University Collegiate Trademark Licensing procedures are referenced in the Student Organizations Policies and Procedures section of this handbook. These include such items as t-shirts, hats, buttons, water bottles, ribbons, pencils/pens, napkins/coasters, magnets, cups/mugs, stickers, etc.

University Police Department

Emergencies

All requests for emergency assistance—for medical, personal, or other reasons—should be directed to the Police Department by calling 911, or by contacting the Wright State University Police Communications Center, 060 Allyn Hall, at (937) 775-2111. The communications operator will, in turn, summon Student Health Services, the Fairborn Rescue Squad, a member of the University Police, or some other person appropriate to the situation. If you inadvertently dial 911, please remain on the line to inform the communications operator that you dialed the number by mistake.

Emergency Telephones

Emergency telephones are clearly marked and have been installed in the buildings, parking lots, and grounds areas around the main campus for reporting emergencies to the Wright State University Police Communications Center. The telephones are to be used to report any type of emergency such as, but not limited to, fire, sudden illness, injury, and threatening situations.

Emergency Procedures

Two categories of mass emergencies require your immediate response when in the classroom or while on campus. The first category, requiring evacuation of the building, includes fire, bomb threats, gas leaks, and other similar situations. The second category, which requires persons to seek shelter in designated safe areas inside buildings, includes tornadoes and other forms of severe weather.

The sounding of the building fire alarm is the primary means of ordering evacuation from a building. Activation of the outdoor siren indicates the need to immediately proceed to a designated shelter area. The university public address system will be used to provide supplemental instructions during all emergencies. The best paths by which to exit the buildings or to find shelter are clearly marked in all campus buildings. The shelter area for each building is in the tunnel area. The safe areas in the tunnels are indicated by wall arrows. In the event of any kind of emergency, it is important you move quickly and calmly either out of the building or into the tunnels, using the stairs and taking all your belongings with you. Do not attempt to carry persons with disabilities. You may assist them in moving to a safe area. Report their location to the Police Department. The Campus Emergency Guide is located online at www.wright.edu/police/.

Lost and Found

Lose something? Or for that matter, find something? Wright State University's Police Communications Center functions as Wright State's "Lost and Found." The Wright State University Police Communications Center, located in 060 Allyn Hall, (937) 775-2111, is open 24 hours a day.

S.A.F.E Escort Service

The Wright State University Police Department's S.A.F.E. escort service is designed to enhance your safety and peace of mind and provide a greater sense of security for anyone who feels unsafe while walking alone on campus. The S.A.F.E. escort service is a walking escort from one location on campus to another. The S.A.F.E. escort service is free of charge and is available to all Wright State University students, staff, and faculty members. For more information on the S.A.F.E. escort service, please visit <http://www.wright.edu/admin/safety/safe.html>.

Safety Plus Safety Escorts

The Wright State University Police Department's safety plus safety escort program is a transportation service for residential students assigned to park in LOT #20. The safety plus safety escorts drive students from LOT #20 to the Woods and Honors residential communities. The safety plus escorts pick up and drop off students approximately every twenty minutes. For more information on the safety plus safety escort program please visit <http://www.wright.edu/admin/safety/safetyplus.html>.

Registrar

Registration

Registration is the process of signing up for the classes you wish to take each quarter. As a new student, you may register for classes after you have met with your academic advisor. After your first quarter, the registration process is essentially your responsibility. However, academic advisors are available to provide assistance along the way.

Registration information, the refund policy, and important deadline dates are available online at <http://www.wright.edu/registrar/>. Course offerings and class availability can be found by logging onto WINGS at <http://wings.wright.edu>. Select the WINGS Express link.

60 and Up Enrollment Program for Senior Citizens

On a space-available basis, eligible Ohio residents, age 60 or older, may enroll in university courses on a tuition free basis according to Section 3345.27 of the Ohio Revised Code. Students are responsible for lab fees, books, and any other special fees and must meet course prerequisites or have instructor permission to enroll. 60 and Up registration begins the first day of the term and must be completed in person at the Office of the Registrar, located in E244 Student Union (Student Services Office in Dwyer Hall, Lake Campus). All registration changes (including changes in audit or credit status) must be completed by the 5th business day of a ten week quarter or day two of a short term.

For eligible students who wish to participate on a noncredit (audit) basis, tuition is free. Eligible students who wish to earn academic credit for the tuition-free courses **must also demonstrate financial need** as stipulated in section 3345.27 Ohio Revised Code (family income less than 200% of the federal poverty guideline). As of January 23, 2008, for a single person, the poverty guideline is an annual income of no more than \$10,400; for a family of two, \$14,000; and for a family of four, \$21,200. The Federal Poverty Guideline is updated in January of each year. The most current information can be found online at <http://aspe.hhs.gov/poverty/>.

Classes are offered on a space available basis, and some workshops/classes are not available through this program. For help with course selection for nondegree students, contact the advising center in [University College](#) (937) 775-5750. Degree seeking students must apply for admission

through the [Undergraduate Admissions Office](#). Call (937) 775-5700 for admission information. Students who have a bachelor's degree may apply to the [School of Graduate Studies](#) for admission to a graduate program. Call (937) 775-2976 for information. Degree seeking students will be assigned an advisor. Students must meet all admission requirements and have met any required prerequisites.

For registration information, call the Office of the Registrar at (937) 775-5588 or online at <http://www.wright.edu/registrar/general.html>.

Residence Services

Living on Campus

Wright State University offers a variety of campus housing options. There are six residential communities: Hamilton Living-Learning Center, a traditional residential community offering special emphasis on academic success and support; the Woods, suite-style residence halls; Forest Lane and College Park, apartment living for upper-level students; Honors Community, for Honors Program and scholarship students; the Village, apartment housing for nontraditional students, students in an exclusive relationship, students with dependents, graduate and professional students, and juniors/seniors; University Park, apartment living for upper class students; Greek Housing for students who are members of fraternities or sororities; and International Student Housing. All campus housing facilities are smoke-free. Over 60 percent of the incoming first-year class chooses to live on campus each year.

Residence Services actively pursues the mission of Wright State University. Academic and social resources are readily available to resident students. Living on campus provides opportunities and challenges that foster personal growth and learning. Residents in campus housing share a special environment of living and learning. Current residents have priority in signing up for individual spaces for the upcoming year. Newly admitted and continuing non-resident students can apply on-line or request an application at Residence Services. Assignments for new students and continuing nonresidents are made after returning residents have completed a sign-up process. A prepayment of \$150 is required of all new residents to confirm a space in campus housing.

For additional information concerning campus housing, visit the Office of Residence Services Community Building, call 775-4172 or toll free 1-866-978-4663, or visit <http://www.wright.edu/students/housing/> to view our website.

Living off Campus

A wide variety of off-campus housing is available close to campus and in the Dayton metropolitan area. The prices vary as greatly as the variety of options.

A list of registered off-campus housing units available to rent is maintained by the Office of Student Support Services located at 350 University Hall. There are also lists maintained of students who are available as roommates or who are seeking roommates. Mediation of tenant/landlord conflicts is available if the landlord is registered with the Office of Student Support Services. The lists are available from the Off-Campus Housing Information Board outside W034 Student Union. Mediation can be requested by contacting the Office of Student Support Services at (937) 775-3749.

ROTC

Air Force

Reserve Officer Training Corps (ROTC) Aerospace Studies

As a Wright State Student, you have the opportunity to become an Air Force officer while the Air Force pays for your college. The Department of Aerospace Studies offers the Reserve Officer Training Corps (ROTC) program to full-time Wright State Students who are pursuing a baccalaureate or master's degree.

The Air Force ROTC program is designed to produce an Air Force officer who will be a successful leader and manager. As an officer, you will be placed in positions of responsibility, allowed to face challenging and rewarding career opportunities, using the most advanced technology in the world.

The Air Force ROTC program is organized in two portions; the General Military Course (GMC), which is typically taken during your freshman and sophomore years, and the Professional Officer Course (POC) which is usually taken during your junior and senior years or your last two years prior to graduation. At a minimum, you will need to complete the POC portion of the program.

- The GMC is a **no-obligation** introduction to the Air Force. The course covers the development and history of air power and the organization of the contemporary United States Air Force.
- The POC curriculum covers communicative skills, Air Force management and leadership, American defense policy, and regional world studies.

Air Force ROTC students have additional opportunities to participate in challenging and rewarding activities to include: skydiving, piloting a sail-plane, trips to air force bases around the world, orientation flights, official military functions and ceremonies, and one-on-one mentoring with an active duty Air Force officer.

This program is open to **all majors**. All Air Force ROTC students have the opportunity to apply for **scholarships** that pay partial or full tuition, books, and fees, plus a \$250 - \$400 monthly stipend depending on your progress in the program. These scholarships are available on a competitive basis to students who demonstrate academic and leadership potential. Scholarships with the greatest availability are in the areas of engineering, mathematics, computer science, physics, and nursing.

If you are seeking a challenge or wish to give Air Force ROTC a trial run, sign up for the Aerospace Studies 100 course if you are a freshman. All other students should contact the Department of Aerospace Studies, Wright State University, Dayton, Ohio, 45435, phone: 937-775-2730 or stop by room 118 Millett Hall. You can also get more information regarding our program at the following web site: <http://www.wright.edu/academics/prog/rotc/home.htm>. No one comes close!

Army

ARMY ROTC TEACHES YOU TO LEAD

Army ROTC (Reserve Officers' Training Corps) is one of the best leadership courses in the country and is part of your college curriculum. During classes and field training, you will learn first-hand what it takes to lead others, motivate groups and how to conduct missions as an Officer in

the Army. Upon graduation from Army ROTC, you will earn the bar of a Second Lieutenant and become a leader for life.

LEADERSHIP TRAINING THAT LASTS A LIFETIME

Army ROTC is an elective curriculum you take along with your required college classes. It prepares you with the tools, training and experiences that will help you succeed in any competitive environment. Along with the great leadership training, Army ROTC can pay for many of your college expenses, too. You will have a normal college student experience like everyone else on campus, but when you graduate, you will be an Officer in the United States Army.

WHAT IT MEANS TO BE AN ARMY OFFICER

A leader needs to know how to plan, delegate, and check the core competencies of becoming an Army Officer. Being an Officer in the U.S. Army means you're a leader, a planner, a decision-maker, a counselor, a strategist and a motivator. It's similar to being a vital manager in a corporation or non-profit organization. As an Officer, you will lead other Soldiers in all situations and adjust in environments that are always changing. They are driven to achieve success with their team on every mission and lead by example.

ARMY ROTC BENEFITS

Army ROTC is one of the Nation's top leadership programs, with many benefits to earning. Through Army ROTC you can:

- Earn financial assistance with an Army ROTC scholarship
- Gain leadership experience you can't find anywhere else
- Gain the respect of your peers and future employers
- Building a strong proven resume with leadership experience
- Train to become a leader and manager

IT'S NOT FOR EVERYONE, JUST THE LEADERS

The specific training you receive in Army ROTC will teach you how to think, not what to think. Specifically, how to plan, time management, delegation, check the work of others to standard, how to think on your feet, improve your self-confidence, and improve your interpersonal skills. This will take place both in the classroom and in the field, but you will maintain a normal academic schedule like all college students. What is the best part about this leadership development training? You will use and benefit from it for years to come. Here is a sample the Army ROTC curriculum and courses you will experience.

THE BASIC COURSE - TWO YEARS THAT WILL PREPARE YOU FOR YEARS TO COME

The Basic Course takes place during your first two years in college as elective courses. It normally involves one elective class and/or leadership lab each quarter. You will learn basic military skills, the fundamentals of leadership and start the groundwork toward becoming an Army leader. You can take Army ROTC Basic Courses without a military commitment.

FRESHMEN YEAR: PREPARING FOR SUCCESS AS AN ARMY OFFICER

Introduction to Army Leadership
Army Customs and Traditions
Military Operations and Tactics

Goal Setting and Accomplishment
Health and Physical Fitness

SOPHOMORE YEAR: THE ROLE OF AN OFFICER

Applied Leadership Theory
Communications
Principles of War
Military Operations and Tactics

THE ADVANCE COURSE -- GRADUATE FROM COLLEGE WITH A DEGREE IN LEADERSHIP

The Advanced Course takes place during your last two years in college as elective courses. It normally includes one elective class and/or lab each quarter, plus a summer 33 day leadership experience called the Leader Development and Assessment Course. You will learn advanced military tactics and gain experience in team organization, planning and decision-making. To benefit from leadership training in the Advanced Course, all cadets must have completed either the Basic Course or have attended the Leader's Training Course, a 28 day accelerated course at Fort Knox, KY which students attend if they didn't take the Army ROTC Basic Course, e.g. transfer students. Entering the Advanced Course requires a commitment to serve as an Officer in the U.S. Army after you graduate.

Here are just some of the course topics we offer during the school year:

JUNIOR YEAR: LEADING SMALL TACTICAL UNITS

- Command and Staff Functions
- Laws of War
- Weapons and marksmanship training
- Team Dynamics and Peer Leadership
- Military Operations and Tactics
- Military Techniques, Tactics, and Procedures

SENIOR YEAR: TRANSITION TO BECOMING AN OFFICER

- Training the Force
- Military Justice
- Ethical Decision Making
- Personnel and Logistics Management
- Cultural Awareness
- Post and Installation Support
- Military Operations and Tactics
- Military Historical Staff Ride and Terrain Walk

OFFICER CAREER FIELDS - THERE ARE MANY PATHS YOU CAN TAKE

Army ROTC prepares college students to succeed in any competitive environment. The leadership training and experiences that students have in the Army ROTC will provide them with a foundation to become commissioned Army Officers upon graduation.

Upon completion of the Army ROTC program, graduates will be commissioned as Second Lieutenants in the U.S. Army and will embark on two Officer Courses before their first duty

assignment. First, the second level of Basic Officer Leadership training and second, specialized Office Branch course training in their first Officer Career Field or branch.

Army ROTC also provides a gateway to nursing students to pursue a career in the Army Nurse Corps. Upon completion of Officer Branch training and their first assignment, Army Officers may pursue additional specialized training and post-graduate education opportunities. They will be assigned to advanced leadership positions and to staff positions in upper management. Also, they may develop doctrine, teach military tactics or serve as military advisors to governmental agencies or other countries.

ARMY ROTC SCHOLARSHIPS

As a full-time Wright State University student, Army ROTC has outstanding scholarships available. Scholarships are awarded based on a student's merit and grades, not financial need. Army ROTC scholarships are valuable in many ways:

- Two-, three-, and four-year scholarship based on the time remaining to complete your degree
- Full-tuition and fees or room and board Scholarships
- Additional tax-free monthly allowance, a generous yearly book allowance
- WSU room and board incentives for our best Cadets are available

LIVING EXPENSES

Army ROTC scholarships also provide monthly living allowances for each school year. You can earn certain amounts depending on your level in the Army ROTC curriculum:

- 1st year/Freshmen: \$300 per month
- 2nd year/Sophomore: \$350 per month
- 3rd year/Junior: \$450 per month
- 4th year/Senior: \$500 per month

This allowance and WSU room and board incentive awards are also available to all non-scholarship Cadets enrolled in the Army ROTC Advance Course (3rd and 4th year).

For more information and to see if you qualify please call the WSU Military Science (Army ROTC) Department at (937) 775-2763/3841. Ask to speak with an Army ROTC Cadre member and/or check us out on our website at <http://www.wright.edu/academics/armyrotc>.

Student Health

The primary purpose of the Student Health Services at Wright State University is to assist students in maintaining a state of health that allows them to function at a maximum capacity. To achieve this goal, the Student Health Service has nurse practitioners with prescriptive authority, a part-time physician, RN's, receptionists and an insurance benefits coordinator.

Services provided include, but are not limited to, acute and chronic conditions, physicals, female exams and issues, laboratory testing, suture removal, and allergy injections.

Student Health Services administers the university's immunization policy and the Student Health Insurance plan.

Frequently Asked Questions:

1. **Where is Student Health Services located?**
We are located in 051 Student Union.
2. **What are the hours of Student Health Services?**
We are open 8:30 a.m. to noon and from 1 p.m. to 5 p.m. Students will be seen without an appointment from 8:30 a.m. to 11:30 a.m. and from 1:00 p.m. to 4:30 p.m.
3. **What is the telephone number of Student Health Services?**
Our phone number is (937) 775-2552
4. **What does it cost to be seen by the nurse practitioner or physician in Student Health Services?**
If the student has WSU Student Health Insurance and is sick or injured, there is NO cost (in most cases) for the student to be seen by a provider (MD or nurse practitioner). WSU Student Health Insurance is currently paying for one female exam per year. Students covered by their parents' insurance must pay \$50 for the provider visit at the time of the visit. The student will be given a fee statement that may be submitted to the parent's insurance company for possible reimbursement. Parents should consult with their insurance companies to determine if WSU Student Health Services will be covered if the student is seen in the health service. Other costs may be incurred during the visit including lab work, injections, and/or immunizations. A current list of prices is available at the health center.
5. **How can I pay for my bill at the Student Health Services?**
Students may pay by check, cash, credit card, or applying their bill to their Bursar account.
6. **Do I have to make an appointment?**
Students wishing to see the physician must make an appointment. Appointments are also required for wellness visits with the nurse practitioner such as female exams, contraception, or physicals. We accept students on a walk-in basis for acute illnesses. Usually there are open appointments available, if you want to be sure to be seen at a specific time, please call and make an appointment to see the nurse practitioner. An appointment is never required to see the RN or for immunizations or TB testing.

Health Care and Student Insurance

When you register for classes, those students with 6.0 credit hours or more will have the option to add or delete student health insurance. This charge will be included in your Bursar bill. There is a two week window when the quarter begins to add or drop insurance coverage.

Students are responsible for verifying their insurance status through their Bursar account.

Students living in Hamilton Hall, The Woods, Honors Community, or the university apartments are required to purchase this coverage or confirm existence of an equivalent coverage.

International students must show proof to the Director of International Student Programs of the purchase of this coverage or an equivalent coverage.

Claim forms and instructions on claim procedures may be obtained at Student Health Services, 051 Student Union.

Student Health Services

In addition to functioning as caregivers and administrators of treatment, the Student Health Services' staff strive to be educators and promote wellness. This positive approach to living emphasizes the total person; social, occupational, spiritual, physical, intellectual, and emotional.

- [Services](#)
- [Local Health Care Facilities](#)
- [Student Health Insurance](#)
- [Claim Form](#)

Hours: Walk-in Hours
Monday - Friday
8:30-11:30 am & 1:00-4:30 pm.
Closed 12:00-1:00 p.m. for lunch

Location:
051 Student Union
Wright State University
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
Telephone: (937) 775-2552
Fax: (937) 775-3260
E-mail:

2008 – 2009 Accident and Sickness Insurance Plan

This Plan provides benefits for a covered injury or Sickness ("Loss") which occurs during your term of coverage under this Plan. The expenses for the Loss must also be incurred during your term of coverage under this Plan.

The Plan does not pay for expenses payable by any other insurance of pre-payment plan.

To provide maximum benefits at low cost, the Plan covers only hospital care and surgery except where otherwise noted. Athletic injuries, other than interscholastic or intercollegiate sports, are covered.

International students will be granted an exemption only if they have U.S. based insurance coverage through the employer of a spouse or parent. This waiver must be obtained from the University Center for International Education office, 190E Student Union and Event Services Building.

For commonly asked questions concerning about the 2008-2009 Wright State University Student Accident and Sickness Insurance Plan, please refer to our [Frequently Asked Questions](#). If you still have questions concerning the coverage or need assistance, please contact [Rita Scheidweiler](#) or [Joyce Smith](#) at [Student Health Services](#) in 051 Student Union, (937) 775-2552.

Please refer to [BCS](#) insurance for complete coverage details. Student Union

Student Union and Event Services

[Student Union](#) building hours are:

7 a.m.- 11 p.m. Monday - Friday
8 a.m.- 11 p.m. Saturday
10 a.m.- 11 p.m. Sunday

Student Union and building hours are subject to change during break periods. Office hours and services are contingent upon the specific office in the Student Union.

The Student Union has been designed to be the students' community center and "living room on campus, and provides easy access to nearly all student services under one roof. It includes:

Dining/Food Locations

- Union Market

Recreation Space

- | | |
|---------------------------|-----------------------------|
| • Billiards Room | • Arcade |
| • Gymnasium | • Fitness Center |
| • Saunas and Locker Rooms | • Racquetball/Squash Courts |
| • Outdoor Playfields | • Swimming Pool |

Student Services

- | | |
|------------------------------|---|
| • Bursar | • Registrar |
| • Campus Recreation | • Student Employment |
| • Career Services | • Student Legal Services |
| • Disability Services | • Student Activities |
| • Financial Aid | • Student Union and Event ServicesAdministrative Office |
| • Graduate Studies | • Undergraduate Admissions |
| • Information Center | • University Center for International Education |
| • Parking and Transportation | • Veterans Affairs |
| • Raider Center | • Wright One Card |
| | • Student Health Services |

Other Facilities

- | | |
|---------------------------|--|
| • Bookstore | • Rathskeller |
| • Box Office | • Student Organization Offices |
| • Commuter Student Lounge | • Student Union and Event Services Gallery |
| • Conference Rooms | • Study Lounges |
| • Formal Lounge | • Upper Hearth Lounge |
| • Multipurpose Room | • Wright Copy Center |
| | • Wright-Patt Credit Union & ATM |

Lockers

Lockers available for student use are located in the following tunnels: Oelman, Millett, Rike, Fawcett, Medical Sciences Building, and Russ.

Students may arrange to rent these lockers by visiting the Student Union and Event Services Box Office located in the Atrium. A nominal fee is charged. For information, contact (937) 775-5544.

Reserving Campus Facilities

Student Union

Room reservations in the Student Union and Event Services are made in the Student Union and Event Services Administrative Office, E005 Student Union and Event Services (937) 775-5524. See "Policies" for Use of Student Union and Event Services Facilities" at <http://www.wright.edu/students/union>.

If equipment or services are needed, the organization should obtain them with authorizations from the Office of Student Activities as follows: (a) for a projector screen or other audiovisual equipment, contact Student Activities; (b) for refreshments or meals, arrangement may be made directly with University Dining Services, or, if special arrangements should be made, in the Student Union and Event Services Administrative Office.

Priority will be given to campus groups for the use of facilities. Campus groups may use the facilities free of charge unless expenses above normal maintenance and operating costs are incurred.

Student organizations are encouraged to use the Multipurpose Room for activities described in the Social Events Policy. A completed Social Events Form must be submitted according to university policy. The Student Union and Event Services will place an advance hold on five weekend dates for the Multipurpose Room. These dates will be assigned through the lottery process coordinated by the Office of Student Activities. Student organizations are permitted to reserve additional dates based on approval of the Social Event form.

Quadrangle, Amphitheatre, Road Signs

Reservations for the Quadrangle and the Amphitheatre are arranged through the Office of Student Activities, W036 Student Union. Reservations for the large road signs/billboards at the Kauffman entrance to campus are made in the Student Union and Event Services Administrative Office.

Classrooms

The use of classrooms by student groups for meeting and seminars is arranged through the Office of Student Activities, W036 Student Union.

Tables

Student organizations wishing to reserve tables for bake sales, outside vendors, raffles, or for rush and other purposes, should contact the Office of Student Activities, W036 Student Union. Tables are available in Allyn Hall near the Hangar and in the Student Union and Event Services near the Office of Student Activities, the Atrium and the Recreation Desk.

Tunnels

An underground system of tunnels connects virtually all buildings on the Wright State campus. Designed to make the campus more accessible to disabled persons, the tunnel system provides a convenience to all in bad weather. The tunnel system may be entered in any building by way of the stairwells or elevators. Finding one's way in the tunnels is facilitated by overhead signs at all tunnel intersections and tunnel maps. Also located in various places in the tunnel system are vending machines. Jogging, biking, skateboarding, and rollerblading are not permitted in the tunnels.

University Center for International Education

Exchange and Study Abroad Program

Ambassador Program

Wright State University students and faculty have the opportunity to study and teach in different countries around the world. Students pay a comprehensive fee, which covers airfare, ground transportation, accommodations, most meals, lectures, health/accident insurance, visa fees, and a 4 credit course.

Exchange Programs

Wright State students can study in Brazil, Chile, China, France, Germany, Japan, Korea, Spain, Sweden, Taiwan, and Vietnam through exchange agreements. The exchange program may be for either one semester or for an academic year.

International exchange and American students have the opportunity to live together in Forest Lane under the International House program. Programming and events are coordinated for students living in International House.

USAC, ISA, and ASA Programs

Students enrolled at Wright State may study in Argentina, Australia, Belgium, Chile, China, Costa Rica, Czech Republic, Denmark, Dominican Republic, England, France, Germany, Ghana, Ireland, Italy, Malta, Morocco, New Zealand, Peru, Scotland, Spain, Sweden and Thailand. Programs of study are available during the summer, fall and spring semesters.

Scholarships and Financial Aid

- Regular financial awards (loans, grants, scholarships) can be applied to study overseas, since students are registered at Wright State.
- \$20,000 in scholarships is available for the USAC programs.

Japan Co-Op Teaching Program

Every six months, WSU sends one or two students to teach at our sister institutions in Okayama, Japan. The paid position lasts six months. Students depart in late March and late August.

Phi Beta Delta

Wright State established a chapter of the national honor society for international scholars (study abroad and exchange program participants, international business majors/minors, language majors, etc.) on campus.

Services for International Students and Research Scholars

- International Student Recruitment and Alumni Relations
- International student admission processing and credential evaluation
- Special Orientation Program for international students and exchange visitors
- Off-campus housing referral and assistance
- Liaison between international students and WSU faculty (and Dayton community schools) to arrange classroom presentations
- Advising on immigrant and nonimmigrant visa status compliance for visiting professors and researchers (scholars) and international students
- Intercultural programs and activities, such as:

International Friendship Affair
Weekly "Coffee Hour Programs"
Host Family Program Coordination
Liaison with eight-campus international student organizations

- Advising (personal and/or visa status) for:

Students who will be returning to their home country
Students considering the pursuit of further study at WSU and other U.S. institutions
Students experiencing financial difficulties

- Advising/referral for (non-native) English (ESL) classes and admission requirements
- Coordinating hosting opportunities with WSU faculty, staff, and students for new international students

Veterans Assistance

The staff of the Office of Veterans Affairs helps veterans establish and maintain educational benefits by providing information to the veteran about the various requirements related to benefits, and by providing verification of the veteran's attendance to the federal government. The staff also provides information about services available to veterans both on and off campus and represents the interest of veterans in the campus community. In addition to a variety of education programs available to veterans, there are other benefits open for children and spouses of veterans under special circumstances. Education assistance will be provided for children and spouses of (1) a veteran with a 100 percent permanent service disability rating, or (2) a veteran who has died from a service-connected injury. Students eligible to receive VA education benefits should go to the Office of Veterans Affairs (E244 Student Union) to begin the application process.

Women's Center

The Wright State University Women's Center serves women on campus and in the surrounding area through facilitating connections, providing resources, and advocating for equitable experiences and opportunities for all people. The Center actively seeks to create an environment in which women are supported, encouraged, and less isolated than what has been documented historically.

The Women's Center offers services in the four main areas:

1. Community

The Women's Center is a safe, fun place for women and men to meet friends, use computers or the library, study, get involved in a student organization, and generally be themselves.

2. Programs

It is vital to our mission that we provide numerous educational programs about health, wellness, feminism, activism, and other political and economic issues. See our Calendar of Events at www.wright.edu/women for a complete listing.

3. Resources

The Center has a resource library, pamphlets about local organizations and issues, a wide range of health information, and the ability to refer you to campus and community organizations that can help you and answer your questions if we can't.

4. Advocacy

The Center is a place of support for survivors of sexual assault, dating/domestic violence, stalking, harassment, and hate crimes. The Center also actively works for an improved campus climate by recommending better policies, procedures, and practices.

Location: 148 Millett Hall

Phone: (937) 775-4524

Fax: (937) 775-2464

Hours: Monday - Friday 8:30 a.m. - 5 p.m.

Website: www.wright.edu/women

Phone: (937) 775-4524

Fax: (937) 775-2464

Hours: Monday - Friday 8:30 a.m. - 5 p.m.

Website: www.wright.edu/women

Section I - Student Services

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Academic Student and Support Services

Academic Advising

As an undergraduate student, you are provided with academic advising in two phases: first in the [University College](#) and then in the college of your major. In the first phase, most first-year students are advised in the University College. Advisors, assigned on the basis of your major area of interest, help you select courses and plan your schedule. They also explain the university's academic regulations and answer questions about registration, programs of study, tutoring, proficiency testing, and other academic matters. If you do not have a major, you may seek an adviser's help in selecting one. You will be advised in the University College until you meet the requirements to be accepted by the college of your major program of study. The entrance requirements of the [Colleges of Business and Administration](#), [Education and Human Services](#), [Liberal Arts](#), [Science and Mathematics](#), [Engineering and Computer Science](#), and the [Wright State University Miami Valley College of Nursing and Health](#) all differ. All University College students with a cumulative GPA of 2.0 or higher must enter a major within a college by the time they have earned 90 credit hours or be converted to non-degree status. *Non-degree students are ineligible for financial aid, veteran's education benefits, and intercollegiate athletics.* The second phase of academic advising begins as you meet the requirements to enter the college of your major. You are then assigned an advisor by your college or academic department.

Transfer Students

If you have completed previous college-level work, you will be advised either in the University College or accepted directly by the college or school of your major, depending on the number of credit hours accepted by Wright State and the specific courses completed. You should check with the Office of Admissions to determine your advising status.

Graduate Students

Graduate students are assigned to advisors by their graduate programs who will counsel the graduate students on how to reach their educational objectives. In addition, the advisor will prepare a program of study for the student. The program of study is a defined program that is negotiated between a student and an academic department offering a program. The institution specifically indicates that it will award the degree sought by the student if the work stipulated in the program is satisfactorily completed. By signing the program of study form, the graduate student specifically agrees to his or her responsibilities for completing the requirements of the program. Programs of study should be consistent with published curricula and degree requirements.

Once the program of study has been signed by the student and the advisor and approved by the appropriate graduate program officer or department chair, a student may make changes in his or her program of study only if the changes still meet program requirements and are approved by the advisor and the graduate program officer. The student should consult with the academic program for the procedure for initiating such changes.

Academic Distinction at Graduation

Wright State recognizes superior undergraduate academic achievement by conferring distinction on students who compile outstanding academic records. One of the following Latin distinctions will be recorded on your transcript if you earn the minimum GPA: For students enrolled at Wright State prior to Fall 2006, summa cum laude (3.8 and above), magna cum laude (3.6 and above), cum laude (3.4 and above). For students who initially enroll at Wright State starting Fall 2006 or

later, summa cum laude (3.9 and above), magna cum laude (3.7 and above), cum laude (3.5 and above). See the [Undergraduate Catalog](#) for complete details.

Academic honors are based on meeting the minimum honors GPA requirement for work attempted at Wright State and for all college work attempted as of the end of the term in which the student graduates. In calculating cumulative GPAs for honors, only the first grade earned for a course will be counted. This recalculation of the GPA may result in the loss of honors status at graduation.

While Wright State graduate students are not specifically recognized for academic achievement at commencement, the [School of Graduate Studies](#) annually presents an award to the outstanding student in each of the graduate programs at the university. Individuals are selected for the awards by faculty members of programs who forward the names of the recipients to the School of Graduate Studies. The criteria for selecting outstanding students are based on academic achievement, thesis work, or any other criteria the program faculty wishes to establish.

Computing and Telecommunication Services (CaTS)

General Information

[CaTS](#) provides service and support for university telephones, campus networking, Internet access, and administrative and student computing resources. WSU students are encouraged to use these resources to enhance their learning experience. CaTS maintains computer labs (most open 24 hours) with computers networked to laser printers, and numerous software applications to complement students' classroom activities. The computers in these labs not only provide desktop applications, but also provide access to larger computing platforms, such as the University Libraries' databases and other Internet resources. WSU has a strong commitment to provide accessibility to all of its students. In support of this commitment, a variety of adaptive technologies are available to provide computer access to students with physical disabilities.

All faculty, staff, and students should obtain a CaTS CAMPUS account. The CAMPUS account provides students with the account name and password necessary to access the Internet, e-mail, and other computing resources. A CAMPUS account is also required to login to CaTS lab machines and to access personal and class disk space on the network file servers. Student accounts remain active only as long as they are enrolled in classes. However, upon graduation, a student's CAMPUS account will be converted to alumni status, thereby giving the student continued access to the WINGS system and Wright State email. Account owners are responsible for any improper or illegal activity that occurs on their accounts. These activities include, but are not limited to, harassment of others through electronic communication and use of university resources for business purposes. Therefore, account owners should not share their password with anyone for any reason. Misuse of resources can result in the loss of account privileges and charges filed with the appropriate university offices. CAMPUS accounts can be picked up at the **Help Desk in 025 Library Annex**. The CaTS Help Desk is the single point of contact for university computing questions, problems, and requests. Analysts are available to help seven days a week. Problems not resolved on the phone are logged into a tracking system and dispatched to the appropriate support groups for resolution. When contacting the Help Desk, if you receive the queue message indicating all analysts are busy, **please stay on-line!** A message is sent to the analysts letting them know you are waiting.

WINGS - Wright Information, News and Group Services (<http://wings.wright.edu>)

WINGS is the University Portal. It consists of web pages that act as a starting point for using the Web or web-based services such as WINGS Express, e-mail, calendars, message boards, channels, and chat. Just log on with your CAMPUS username and password at

<http://wings.wright.edu> and your e-mail that resides on the University mail server will be at your fingertips.

WINGS Express

WINGS Express is your self-service site for many University services such as fee payment, registration, financial aid, etc. To access WINGS Express you will need a University ID (UID) and PIN. The UID is different from your CAMPUS account. Once logged into WINGS, click the WINGS Express icon in the upper-right corner.

What EVERY Wright State University Student Should Know

<http://www.wright.edu/wrc/everystudent.pdf>

WINGS Resource Center (WRC) (<http://www.wright.edu/wrc>)

Looking for help accessing your information in WINGS? Turn to the WINGS Resource Center - designed to help you more easily navigate WINGS. In this central location you will find training videos, documentation, information about training, FAQs, and more.

Need More Information?

For more information, contact the CaTS Help Desk at (937) 775-4827, or send email to helpdesk@wright.edu. Check out the CaTS website at <http://www.wright.edu/cats/>.

Course Repeat Policy - Undergraduate and Graduate Students

Students may repeat any course in which a grade of D, F, or X was earned, if the course was taken as part of the first 45 hours earned (including transfer hours). The course may be repeated until a grade of at least a C has been achieved. Only the last attempt for each course will be counted in the cumulative GPA as long as it is completed no later than the quarter in which the first 60 credit hours are earned (exception: or until the course is offered again, if ever, during the regular academic year). However, each grade received for a repeat will become part of the permanent record.

After the first 45 hours (including transfer hours), students may repeat any course in which a grade of D, F, or X was earned until a grade of C has been achieved. Each grade will become part of the permanent record and will be counted in the cumulative GPA.

Students may repeat courses in which a grade of A, B, or C has been earned in order to increase knowledge or to meet program requirements, but the hours and points for the repeat will not be calculated in the hours earned or in the determination of the cumulative GPA. Neither will the hours or points be used to meet graduation requirements.

Students may repeat courses after graduation, but the grade earned will not affect the undergraduate GPA as of the time of graduation.

Students in those program units where the repeat policy is more rigorous than that of the university shall follow the policy of that department, college, school, or division.

Course Repeat Policy - Graduate Students

Graduate students may repeat once any course previously taken for which the grade received was below a B. If repeated, only the hours and grade points earned the second time the course is taken will be included in the computing of the GPA and meeting degree requirements. Graduate students may repeat only two courses under these conditions. While graduate students may normally repeat once any course previously taken, they may repeat a repeated course a second time to satisfy completion of a required course. Under these circumstances, the hours and points are averaged with the hours and points received for the first repeat of the course in computing the student's GPA.

The above course repeat policy does not apply to a course(s) for which a grade(s) was issued as a sanction due to a violation of the University Academic Integrity Policy. If such a course is repeated, the course will not be designated as a repeat and both course grades will be averaged into the cumulative graduate grade point average. The course grade received as a sanction will remain on the student's transcript.

Credit by Examination

The credit by examination program offers an opportunity to obtain college credits for knowledge gained by methods other than traditional classroom experiences. Knowledge may be acquired through self-study, on-the-job experiences, or business and industrial training programs.

Credit by examination may be awarded by an academic unit based on the successful completion of an examination prepared by that academic unit. The development and offering of such examinations are at the discretion of the individual academic unit. To apply for credit by examination you must: complete the appropriate form (available from the Office of the Registrar); schedule the examination with the participating academic unit; pay a nonrefundable \$25 fee at the Office of the Bursar; take and pass the examination. Signatures of the examiner and the department chair are required to indicate successful completion of the examination. The completed form is presented to the Office of the Bursar with a payment of \$25 per credit hour. You must then return the form to the Office of the Registrar for posting to the permanent record.

College credit may be earned by taking College Level Examination Program (CLEP) subject exams from the approved list or through Advance Placement (AP) examinations available through high schools.

A particular course requirement may be waived through the successful completion of a proficiency examination. You may also be able to register for a higher-level course as a result of a proficiency examination. To apply for a proficiency examination, you must: complete the appropriate form (available from the [Office of the Registrar](#)); schedule the examination with the participating academic unit; pay the nonrefundable \$25 test fee at the [Office of the Bursar](#); and take and pass the examination.

Dean's List

The chief academic officer of each college or school recognizes outstanding academic performance each quarter. To be named to a Dean's List, you must have at least a 3.5 GPA for the quarter and for that quarter must have earned at least 12 credit hours of courses in which a grade of A, B, or C was earned. A grade of D, F, X, N, U, M or I must not have been received. The categories for Dean's List are highest honors (3.9 and above), high honors (3.7 and above), and honors (3.5 and above).

Developmental Education

If you feel you need some extra help to get the most out of your classes, you may take advantage of the services offered by the Office of Developmental Education, located in the 032 Rike Hall.

Services offered by Developmental Education include courses in fundamental English skills, basic mathematics, elementary algebra, and college study strategies.

Fundamental English Skills

Basic Writing Skills II and Fundamental English Skills are courses designed to assist students who experience difficulty in English composition or who need to improve their writing skills. One hour each week of one-on-one tutoring in the University Writing Center is also linked with these basic skills classes to help provide techniques for improving writing. The courses are taught during fall, winter, and spring quarters, and carry four to six credit hours. Students are required to take these courses prior to enrollment in English 101 only if writing placement test scores indicate a need. Students needing to take these courses should register for DEV 082 or 092.

Basic Mathematics

Basic Mathematics II and III are offered fall, winter, and spring quarters. DEV 095 Elementary Algebra is also offered during these three quarters plus during summer sessions A and C. These courses are designed to help students learn basic math and to develop the skills necessary for the successful completion of DEV 095 Elementary Algebra. Enrollment in these three to five credit hour courses (DEV 083, 093 and 095) is based on placement test results.

College Study Strategies

The five-week, one credit hour course offers practical "how to" advice on topics such as note taking, time management, preparing for exams, textbook skills, memory training, and library usage. The course, offered during fall, winter, and spring quarters, provides intensive study skills training in a compact format but is not a developmental education course. To include this class in your schedule, register for UVC 100.

Dismissal from the University

If you remain on academic probation for two quarters, you may be dismissed from the university for unsatisfactory academic performance. Also, if you enroll in developmental education courses and do not successfully complete more than one-half of the course work over three quarters, you will be subject to dismissal. Dismissal action is taken by the chief academic officer of the college, school, or division to which you are assigned in consultation with the head of the respective program unit or the academic advisor. In taking dismissal action, the academic officer will generally consider the progress toward meeting degree requirements as well as overall academic performance.

Notice of dismissal from the university will be sent to you by the chief academic officer of the college, school, or division to which you are assigned.

Graduate students who were granted admission on conditional status, were admitted in nondegree status, or who were placed on probationary status, are subject to dismissal from the [School of Graduate Studies](#) and their academic program if, while in that status, they did not complete the first 12 hours of graduate course work with a 3.0 cumulative graduate GPA. In

addition, at the completion of one year of graduate work or 24 credit hours, whichever comes first, each student will be evaluated by the program faculty. This evaluation will be based upon performance in courses, research, and seminars and will be forwarded to the graduate dean. On the basis of the evaluation, a student will be: (1) recommended for continuance in the graduate program; (2) placed on probationary status; (3) required to discontinue graduate study at this university. Students will be notified of any dismissal action by a notice on their grade reports and by letter from the School of Graduate Studies.

Dropping or Adding a Class

Any changes to your schedule of classes must be made officially by using one of the following methods:

- WINGS Express, by logging onto WINGS at <http://wings.wright.edu>, then selecting the WINGS Express link.
- Completing the appropriate form in person at the registration windows of the Registrar's Office.

Nonattendance of classes or notification of the instructor, advisor, or university staff member does not constitute official withdrawal. If you have a legitimate reason to drop a class, you should talk with your academic advisor, but advisor approval is not required to drop a class.

Students are expected to complete all registrations, including adding courses, by the end of the first week of a quarter (by the first day of the class for summer quarter and winter intercession classes). A late registration/add fee of \$250 will begin on the 16th day of each quarter (for summer quarter and winter intercession classes, check the Registrar's website).

Specific deadlines for dropping a class can be found in the quarterly class schedule which is available online and in print. All students have until the end of the seventh week of the quarter to drop classes. The drop deadlines for accelerated summer quarter and winter intercession classes are adjusted accordingly. After this time, if extenuating circumstances are involved, you should discuss with your academic advisor the possibility of petitioning to drop a class or completely withdraw.

Good Standing

Undergraduate students who have earned a 2.0 or higher cumulative GPA or have not been on probation for more than two consecutive quarters, are considered to be in good standing. Graduate students are considered to be in good standing if they have earned a 3.0 or higher cumulative graduate GPA. Graduate students who have been admitted in regular degree status and who have completed at least 12 quarter hours of graduate course work and have less than a 3.0 graduate GPA are placed in probationary status. A student on probation must achieve good standing within the next 12 quarter hours of graduate course work from the time he or she was placed on probation. Graduate students will be notified that they have been placed on probation by a notice on their grade reports. Students will also be notified by letter from the School of Graduate Studies.

Petitioning for Exception to a Scholastic Regulation

Any student may appeal for an exception to any scholastic regulation. Undergraduate students appeal to the university Undergraduate Petitions Committee. Petition forms are available in the [Office of the Registrar](#) and, when complete, should be returned to that office. You are encouraged to discuss the petition with your academic advisor before submitting it. The petition is first acted on by the petitions committee of the college or school in which you are enrolled, then reviewed by the university Undergraduate Petitions Committee. The committee has the authority to affirm or reverse the decisions of the college committees. The Office of the Registrar will notify you of the committee's decision. The University Undergraduate Petitions Committee meets once per month during the regular school year. Ordinarily, a petition will be acted on within two to five weeks after it has been submitted.

You may petition for an exception to a scholastic regulation if you have encountered circumstances beyond your control and have been unable to fulfill the regulation or requirement. You may also petition for an exception if you consider a regulation inappropriate for your situation. Some of the most commonly requested exceptions include permission to remove hours and points, withdraw from classes after the deadline, substitute one course for another, and waive a course requirement.

Students petitioning to drop a class with a grade of W or to completely withdraw from a quarter must submit the petition to the Registrar's Office before the end of the quarter in which the withdrawal is requested. If the petition is submitted after the quarter has ended and it is approved, the petition will be approved only for the removal of hours and points from the GPA. In this case the course and original grade will remain a part of the student's record.

It is important in submitting a petition to state very specifically what you are petitioning to do. It is also important to include any reasons or justification for the exception from the regulation. Personal illness or illness in the immediate family should be substantiated by a physician's statement. Psychological and emotional problems must also be verified by the attending psychologist. Domestic afflictions that may have placed you under unusual emotional stress or responsibilities should be verified. Change in working hours or location required by an employer must be substantiated by a statement from the employer. In cases of petitioning to substitute or waive some course, the student should document the hardship that compliance with the regulation would create.

Graduate students who wish to appeal for an exception to graduate school policies and procedures may do so by submitting a petition to the [School of Graduate Studies](#). Petition forms are available in the graduate school office, and may be e-mailed to students upon request. Students should include all supporting documents and should have the recommendation of the advisor, the instructor (if applicable), and the appropriate department or college. The completed form should be returned to the School of Graduate Studies. The petition will then be forwarded to the appropriate college's or school's petitions committee (or equivalent), which will review the petition and advise the School of Graduate Studies of its decision. Upon concurrence of the dean of the School of Graduate Studies, the decision will become final. Written notification of the final decision on the petition is sent by the School of Graduate Studies to the student within 10 days of the decision. Unresolved differences between the student, the college or school, and/or the dean of the School of Graduate Studies shall be appealed to the Graduate Student Affairs Committee. An action taken on a petition will not be considered as a precedent for any future action. Petitions of program requirements, as opposed to graduate school requirements, need not come to the School of Graduate Studies.

Petitioning for Readmission After Academic Dismissal

If you have been dismissed from the university for academic reasons, you may not enroll for courses at the university for a period of one year. After the one-year period, you are required to petition for readmission. Readmission is not automatic.

Petitioning for readmission is accomplished by completing a petition form and an undergraduate application form by the deadline date indicated for each quarter. These forms are available from the [Office of Undergraduate Admissions](#), E148 Student Union. On the petition form, clearly state any evidence of your ability to perform academically at a higher level in the future than in the past. The petition form and undergraduate application should be returned to Office of Undergraduate Admissions. Office of Undergraduate Admissions will inform you of the decision.

If the petition is approved, you may be required to meet special conditions upon readmission.

Probation

Scholastic action is determined on the basis of cumulative GPA. The registrar takes scholastic action by placing on probation those students whose cumulative GPA drops below 2.0. You will not be placed on probation until you have attempted six or more credit hours. Whenever you subsequently attain a cumulative GPA of at least 2.0, you are removed from probation.

If you are on probation, you must have your advisor's approval of your course selections before registering for classes, and of all drop/add transactions as well. Your course load may be limited if the advisor feels such a restriction is necessary. Counseling, remedial work, course repeats, enrollment restrictions, and other steps may be required by an advisor.

Receiving Grades for Classes

Grade reports are no longer be mailed to students. The sources of official WSU grades are:

1. WINGS Express, by logging onto WINGS at <http://wings.wright.edu>, then selecting the WINGS Express link. Once in WINGS Express, select the "Students and Financial Aid" link, then the "Student Records" link.
2. Official transcripts issued by the Office of the Registrar. Procedures for ordering an official transcript can be found online at <http://www.wright.edu/registrar/transcripts.html>.

Standardized National Tests

Students who want to take any of the following national tests should contact University Testing, 180 University Hall, to obtain information and application materials: ACT, ACT PEP, GRE, HRCI, LSAT, MCAT, MAT, NTE, PPST, and CFP. Wright State University is a testing site for many standardized tests. Call (937) 775-5770 for more information.

Student Academic Success Center (SASC)

The Student Academic Success Center (SASC), part of University College, is comprised of the University Writing Center, the University Math Center, and Tutoring Services. Located in the Annex of Dunbar Library, SASC provides academic support services for Wright State students. The hours of operation are below:

Fall, Winter, and Spring Quarters

Mondays-Thursdays 9:00 a.m.-6:00 p.m.

Fridays 9:00 a.m.-3:00 p.m.

Intersession and Summer Quarter

Mondays-Thursdays 9:00 a.m.-3:00 p.m.

The Center for Teaching and Learning

The [Center for Teaching and Learning \(CTL\)](#) provides a comprehensive set of services in support of on-site and distance learning instruction. The center provides training for faculty and graduate students on teaching strategies and instructional technology. The CTL designs, installs, and maintains the computer and audio/visual equipment located in the general classrooms. Students and faculty can also contact the center to have computer and audio/visual equipment delivered to the classroom. In addition, students, staff, and faculty can check out a wide range of instructionally related equipment from the center.

The CTL provides a wide range of support services to the entire campus community. The center can provide audio/visual support for group meetings on campus. The center also provides a full range of photographic, video, graphic design, and multimedia production services.

The center's Web site lists the full range of services provided to faculty, staff, and students; the types of equipment available for either delivery or checkout; and, the procedures to follow for ordering or checking out the equipment.

023 Dunbar Library

(937) 775-3162

(937) 775-3152 (fax)

<http://www.wright.edu/ctl/>

The Grading System

Your academic achievement is indicated by the following letter grades and points used in calculating GPAs.

- A Highest quality; 4 points per credit hour
- B Second quality; 3 points per credit hour
- C Third quality; 2 points per credit hour
- D Lowest quality; 1 point per credit hour
- F Failed; 0 points per credit hour
- X Failure to complete a course for which registered, without officially withdrawing; 0 points per credit hour

A GPA is obtained by dividing the number of quality points earned at Wright State by the number of hours attempted.

- L Audit; given only if arranged when registering
- N No report; the instructor did not report a grade
- P Passing; given only for separately approved courses
- M Satisfactory performance; final grade assigned upon completion of the project
- U Unsatisfactory performance

- I Incomplete; given only when part of the required work is missing and arrangements have been made with the instructor to complete the work. If the work is not completed by the end of the following quarter, the I grade is automatically converted to an F, and the course grade is recalculated unless the instructor submits another I grade. Work for an incomplete received spring quarter does not have to be completed until the end of the following fall quarter.
- W Withdrew; given when students withdraw or drop a course during the fourth through seventh week of classes or equivalent or for courses in which students successfully petition for withdrawal.

University Honors Program

The [University Honors Program](#) is a comprehensive, university-wide effort to enhance the undergraduate experience for Wright State's brightest, hardest working, most ambitious and most creative students. From Honors sections of General Education courses to interdisciplinary seminars for juniors and seniors, the program offers a stimulating and challenging alternative academic program. Small classes populated by capable and highly motivated students and led by dedicated, dynamic instructors inevitably produce a good learning environment. Honors classes emphasize student participation through discussions, group projects, and presentations. Service-learning classes are offered regularly. Reading, writing, and thinking skills receive especially close attention in Honors classes. Honors classes don't necessarily mean more work, but rather a different kind of work. Students tend to earn the same grades in Honors classes that they do in their other courses.

To Apply

Students may apply for admission to the University Honors Program at any time during the school year. Applications are available from the University Honors Program Office, 243 Millett Hall; University College, 180 University Hall; or on-line at www.wright.edu/academics/honors. First-year students who meet any two of the following three criteria will be accepted into the program: (1) high school GPA of at least 3.25, (2) rank in the top 10 percent of graduating class, (3) score on the ACT or SAT in the 90th percentile or higher. Continuing or transfer students should have a college GPA of at least 3.0. Students who do not meet these criteria may supply other information that would predict successful performance in Honors classes.

To Register

Information about Honors classes is available on WINGS Express. Additionally, a list of Honors classes and registration information is e-mailed each quarter to active Honors students. Those who are actively pursuing Honors degrees have priority registration.

To Graduate with Honors

Students who complete any eight Honors courses with an A or B in a combination that includes at least one course from the UH201, 202, 203 sequence; at least two other general education courses; and two 400-level Honors seminars; and who satisfy departmental or college Honors program requirements will graduate as *University Honors Scholars*.

Students who earn A's or B's in eight Honors courses in the distribution described above and maintain an overall GPA of at least 3.5 (for students entering Fall 2006) will graduate as *General Studies Honors Scholars*.

To earn Departmental Honors, students must complete the requirements of their particular major. Departmental Honors projects usually involve conducting research under the direction of a faculty mentor. Consult the Honors office for more detailed information about individual departmental Honors requirements.

All Honors designations are recorded on your transcript and listed in the commencement program.

Additional Opportunities

The University Honors Program offers students many co-curricular opportunities to build their social, communication, and leadership skills. The two student organizations affiliated with the University Honors Program, the Student Honors Association and Phi Kappa Phi, are active on campus and in the community. Parties, student/faculty mixers, trips, service projects, and fund raisers keep the membership busy. Wright State Honors students are regular participants in the Mid East Honors Association annual conference, where they often present workshops and routinely win awards at the talent show.

The Honors Community is an attractive option for campus living. It features an electronic classroom, a 25-station computer lab, a convenience store, hair salon, coffee shop and fitness center. The building also houses a kitchen, TV lounge and game room.

Special programming and advising is provided by the Honors Faculty-in-Residence who lives in the building.

Scholarships

The University Honors Program offers a variety of scholarship opportunities for continuing students. News about deadlines and requirements is available from the Honors Office. Opportunities are announced on the Honors student e-mail lists, in the Honors Community and through the Financial Aid Office.

Students interested in applying for external scholarships - such as the Truman, Rhodes or Goldwater-should consult the National Scholarship Resource Center (NSRC) Web site at www.wright.edu/academics/honors/nsrc.

For more information about the University Honors Program, visit the Honors Office in 243 Millett Hall or consult the Web site at www.wright.edu/academics/honors.

University Libraries

The [Wright State University Libraries](http://www.wright.edu/libraries) consist of the Paul Laurence Dunbar Library and the Fordham Health Sciences Library. Together their collections are among the largest in the Dayton metropolitan area. In addition, the University Libraries are a member of OhioLINK, an advanced computer network providing access to a significant array of online resources as well over 45 million library items in academic libraries throughout Ohio. Students can request books and other materials on-line from OhioLINK libraries and receive them for checkout within two to three days.

The University Libraries' website (<http://www.libraries.wright.edu>) provides on-line access to a wide variety of information resources for student research projects. Students can find complete articles on-line as well as e-books and selected Internet resources. Required course readings, called "Course Reserves," are also on the Libraries website which is available 24 hours a day, seven days a week, from campus computer labs, residence halls, and off-campus locations.

Reference staff members are available during most of the hours that the Libraries are open to assist students in using resources. Discussing a project with a reference staff member at the outset can help students make better use of our growing collection of electronic resources. In addition to providing individual assistance, the Libraries also offer credit courses about using the electronic library (EDT 110) on topics such as creating with multimedia and building basic research skills.

The Paul Laurence Dunbar Library also houses the STAC (Student Technology Assistance Center). In the STAC, students can use new information technologies and multimedia to create original academic and creative works, such as presentations, web pages, digital videos, podcasts etc.

To check out materials at the Libraries, students must present a valid Wright 1 Card. Most library materials circulate for four weeks and can be renewed. To avoid fines for overdue materials, students can re-new materials on-line by using the "View Your Own Record" feature on the Libraries' website.

When classes are in session, the University Libraries maintain the following hours:

Dunbar Library

Monday-Thursday 7:30 a.m.–midnight

Friday 7:30 a.m.–6 p.m.

Saturday 10:00 a.m.–6 p.m.

Sunday 1:00 p.m.–midnight

Fordham Library

Monday-Thursday 8:00 a.m.-11:00 p.m.

Friday 8:00 a.m.-8:00 p.m.

Saturday 10:00 a.m.-6:00 p.m.

Sunday 1:00 p.m.-11:00 p.m.

For additional information on library locations and hours, go to www.libraries.wright.edu/about/lohours/.

University Writing Center

The University Writing Center, (937) 775-4186, located in 031 Dunbar Library, offers free help to students with writing assignments in courses across the disciplines and personal writing projects like application letters and resumes. Students may also work with consultants on MLA or APA format and specialized writing tasks such as essay exams.

Students may work with peer writing consultants on a scheduled or walk-in basis or use one of our 13 networked computers to write and revise independently.

A Writer's Hotline, (937) 775-2158, is also available for students, staff, and area businesses to phone in questions about grammar and other mechanical concerns. Hotline hours are Monday through Friday, 9 a.m. to 4 p.m. Students may also send brief questions to our on-line writing lab (OWL) via our web site, <http://www.wright.edu/academics/writingctr/>.

University Math Center

The University Math Center (937)-775-2273, located in Dunbar Library 023, offers free, walk-in assistance with the following math courses: DEV 083, DEV 093, MTH 126, MTH 127, MTH 128, MTH 129, MTH 130, MTH 131, MTH 228, MTH 229, and MTH 230. The University Math Center

collaborates with the Department of Mathematics and Statistics to coordinate appropriate assistance. Students may also borrow graphing calculators to use in their classes.

University Tutoring Services

University tutoring services will assist students in finding a tutor for most courses in which they are experiencing difficulty. Freshmen each receive one hour of free tutoring weekly during the first year at Wright State. Free walk-in tutoring for individuals and small groups in selected courses is provided on a first-come, first-serve basis. Students may be responsible for paying for additional private tutoring sessions. The Tutoring Office can also direct students to the help rooms provided by various departments, where "walk-in tutoring" is available. In addition, Tutoring Services oversees and administers the Supplemental Instruction (SI) program on campus. SI sessions are offered in conjunction with selected courses. SI sessions are held outside of class meetings and are free for students to attend. Led by trained SI leaders, the SI sessions help students better understand course content through the use of small study groups. UVC 100: "College Study Strategies," is a five-week, one credit hour course offering practical "how to" advice on topics such as note taking, time management, preparing for exams, textbook skills, memory training, and library usage. The course, offered during fall, winter, and spring quarters, provides intensive study skills training in a compact format.

For additional information, please call (937) 775-2280 or go to <http://www.wright.edu/academics/tutor/> to visit our Web site.

Section I - Student Services

Lake Campus Student Services

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Lake Campus Student Services

About Lake Campus

For students seeking an alternative to the Dayton campus, Wright State University's [Lake Campus](#), located on 173 scenic acres on the north shore of beautiful Grand Lake St. Marys between Celina and St. Marys, is an excellent option. Easily accessible to the residents of Allen, Auglaize, Darke, Mercer, Shelby and Van Wert counties, the Lake Campus enables students to maintain ties to local communities and families. With an enrollment of about 900 students and an average class size of 15, it is also a good option for students who prefer a smaller school.

The Lake Campus offers numerous [associate](#), [bachelor's](#), and [master's](#) degrees, plus a variety of general education courses and pre-professional and [certificate](#) programs. The Lake Campus also participates in the Ohio Transfer Module, which simplifies transferring credits to other universities, and can be found at www.transfer.org.

Although the Lake Campus is a commuter school, many students take advantage of the opportunity to be involved in [student activities](#) beyond the classroom—both a great resume builder and a chance for new experiences and new friends.

In July of this year, the Lake Campus began a \$9 million construction and renovation project. Estimated for completion in September of 2009, the project adds over 12,000 square feet to the existing Lake Campus facilities, and includes renovation to the majority of the current classrooms.

Quarterly class schedules for Lake Campus classes are available online through [WINGS Express](#), our website or by contacting the Lake Campus Office of Student Services at 800-237-1477 or 419-586-0330.

Obtaining Information

Student Services offices including [Admissions](#), [Registrar](#), [Financial Aid/Bursar](#), Academic Advising, and testing have been temporarily relocated to Trenary Hall, or the library building, due to the construction. Information, schedules, directions, etc., may be obtained from the university receptionist located at the entrance to this area. The receptionist is also available to schedule academic advisor and placement testing appointments.

Offices of the dean and associate dean are in a temporary location in a modular unit adjacent to the library on the southeast side, until construction is complete.

Placement Testing and Advising Policy

During each registration period, placement testing in English and mathematics is given for students new to the university. Results of these tests help identify present skill levels and aid in selecting appropriate courses for initial enrollment.

The following guidelines have been developed:

1. All students must take the placement tests before registering for English or math classes.*
2. If the placement test results indicate the student needs developmental course work, certain courses must be completed before registering for college level classes. The academic advisor will aid the student in registering for the appropriate classes.

3. First time college students must take the placement tests before meeting with the academic advisor.

*Transfer students with earned credit in mathematics and English need not take these tests.

Services

Academic advising is available to all Lake Campus students. Through this service, advice is offered in planning the schedule of courses to be taken during one's college career. General Education requirements, classes in specialized fields, courses which must be taken in sequence and electives are considered. The academic advisor recommends quarterly schedules in accordance with the chosen career path so that the students will have the necessary credit hours in the appropriate classes to obtain their degrees.

Technology, Academic/Instructional Programs, and Services

Technology, Academic/Instructional Programs, and Services, formerly known as Academic and Instructional Services, provides opportunities for students, staff and faculty to ensure their academic success.

For *students*, at all levels of academic proficiency, such opportunities include tutoring, study sessions, and independent/individualized instruction in conjunction with another department and/or through TAPS itself. These services are free of charge to any WSU-Lake Campus student who wishes to participate in them. Students experiencing hardships that prevent them from taking their examinations during regular class times are able to take make-up exams through TAPS on Fridays during the quarter (Thursdays during the summer). Computers and materials allow students opportunities to improve their basic skill deficiencies or allow more advanced students to progress more rapidly in certain subjects or skills. In addition, TAPS assists disabled students in the realization of their potential by providing supplemental services on their behalf. Such services may include readers, scribes, extended testing arrangements, test proctoring, tutoring, and textbooks on CD.

Technology Assistance (TA) is an individualized instructional service in TAPS that provides students, staff and faculty at Wright State University Lake Campus an opportunity to become familiar and comfortable with a variety of technological tools to ensure successful learner-centered experiences. For example, using either a Windows or Macintosh environment, visitors can design and create original multimedia assignments, presentations, and displays to augment their academic and professional goals.

As a result, the Lake Campus will become more technologically savvy and capable of being successful and competitive in our increasingly tech-dependent global society. Trained student lab assistants will be available to assist participants on a first come/first served basis. It is our hope that those acquiring these marketable and specialized skills will gain an edge for successful learning/teaching experiences, future employment and lifelong achievement.

For *staff*, TAPS provides the opportunity to become acquainted with the latest technological tools to better serve the university community. This service is provided in a relaxed and welcoming atmosphere where learning can vary according to the needs and desires of the participants

For *full-time and adjunct faculty*, (TAPS) focuses on enhancing instructional practices and fostering an understanding of academic policies/procedures, as well as providing opportunities to become acquainted with the teaching expertise of other educators and colleagues at Wright State University and beyond. Our goal is that TAPS will facilitate the faculty's exposure to different

modes of instruction utilizing technology to teach the necessary skills needed by students in today's world.

For further information, please contact John Wolfe at 419-586-0326.

Job Placement

The primary purpose of the job placement service is to assist students in locating suitable employment prior to or upon graduation. Employers occasionally contact the Lake Campus for both full-time and part-time positions. A job placement board is updated on a regular basis. During their final year on campus, students are encouraged to complete a Credential File which may contain the students' resume, transcript, faculty references or other personal data information.

Lake Campus students can access to the Dayton Campus's [Career Services Office](#) for career advising and job placement assistance.

Veterans Benefits

The staff in the office of the registrar at the Lake Campus will assist qualifying individuals to prepare the necessary forms, and will follow through with the regional VA office to ensure benefits are received.

The Veterans Administration requires that educational assistance benefits to veterans and other eligible persons be discontinued if the student ceases to make satisfactory progress toward graduation. Benefits will be terminated if the student's cumulative GPA falls below 2.0 for more than two quarters, without an improvement in academic standing.

Library

A vital part of the Lake Campus is the library. The Lake Campus library is a full-service facility offering full text versions of over 5,000 journals, 125 databases, and access to 40 million books via OhioLINK. The library has approximately 30,000 volumes on hand and can obtain interlibrary loans from over 4,000 libraries in the United States. Library staff members are available to assist patrons with OhioLINK and other databases.

The Library is also where students may obtain their Wright1 student identification cards.

Bookstore

The Bookstore is operated by Wright State for the convenience of Lake Campus students, providing textbooks, academic supplies, WSU apparel, and gifts. When a student purchases texts for a given quarter, the following suggestions should be kept in mind:

- Bring the printed class schedule
- Do not write in any book until certain that the book is the one required for a specific class section and that you don't intend to drop the class.

Refund and book buy-back policies are as follows:

- Unmarked and undamaged books may be returned for full refund within ten days from the date classes start if accomplished by the cash register tape.
- Books being used the following quarter may be bought back from students during an announced period before the quarter begins. The bookstore also purchases texts for used book companies all year round.

Activities

Athletic Programs include women's volleyball and softball, men's or women's basketball, and golf. Open tryouts are held in August (volleyball) and October (basketball) and any student who meets eligibility requirements is welcome to tryout. For more information and team schedules, go to www.wright.edu/lake/athletics.

Business Professionals of America (BPA) is the national organization for students preparing for work in the business world. BPA is for students at Wright State University-Lake Campus who are interested in developing personal, leadership, and office skills. Lake Campus students have won numerous awards at national BPA competitions.

The College Community Arts Council is supported by the Lake Campus, local corporate gifts, grants from the state of Ohio, and ticket sales. Performances include not only drama and music of all types but also ballet and residencies specifically for area public schools. Lake Campus students can attend all Arts Council functions at no cost.

Colleges Against Cancer (CAC) is the collegiate branch of the American Cancer Society (ACS), a voluntary health organization dedicated to eliminating cancer, saving lives and diminishing suffering from cancer through research, education, advocacy and service. Each spring, the Lake Campus CAC chapter hosts a collegiate "Relay for Life," which is a signature fundraising event for the ACS.

Cultural Enrichment Club gives students and faculty the opportunity to work together to broaden our horizons and better appreciate diversity through such activities as attending theatre and music productions, visiting museums, going to movies, enjoying ethnic food, traveling, dancing, and, in general, experiencing cultural events throughout the area. Cities visited include Chicago, Dayton and Cincinnati.

Phi Theta Kappa International Honor Society recognizes students for their outstanding academic record at induction and graduation. Students are also recognized for outstanding leadership and service while involved in the chapter. Participating in such a program helps students develop mutually beneficial relationships with their colleges and universities while broadening their educational experiences and developing leadership skills that last a lifetime.

Psychology Club was formed to support more in-depth exploration of various topics in psychology, with related activities.

Rotaract, sponsored by Rotary International, is an organization for college students who are interested in being tomorrow's leaders in their communities. Rotaract is an opportunity for developing leadership skills, networking with area leaders, and developing an ethic of concern for the greater community.

Student Senate helps provide a voice for students. Officers and senators are elected annually, and they work with the director of student activities to provide fun and enriching student-guided events and to address concerns.

University Chorus meets each Thursday evening of the ten-week quarter. It is a professionally directed chorus comprising student and community members. Participants may earn credit for singing in the chorus, or they may participate for the joy of singing ensemble. An end-of-the-quarter concert is presented each quarter.

University Orchestra gives students and community members an opportunity to maintain their string and wind instrument skills by practicing and performing with a professional director. Their weekly meetings culminate in a quarterly concert.

FREE Membership to YMCA Available for Students

All Lake Campus students can take advantage of the Auglaize-Mercer County Family YMCA, absolutely FREE. Just bring your valid course schedule to the YMCA at the beginning of the quarter to receive your membership. Your membership is renewable each quarter, as long as you are enrolled in classes.

The YMCA's Physical Training Room includes nautilus machines as well as elliptical trainers, stair climbers, tread mills and stationary bicycles. There are two basketball courts, two walking tracks, racquetball courts, a swimming pool and whirlpool, and the men's and women's locker rooms each have a dry sauna. Students are also welcome to play games in the lobby such as foosball, ping pong, pool and air hockey.

Students can also take classes like aerobics, spinning, swimming and more at the reduced rate that members receive. For more information or a current class schedule, please contact the YMCA at 419-586-YMCA.

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Why Get Involved?

There are many opportunities for co-curricular involvement at Wright State.

Through participation in student organizations and activities, you can develop your talents, interests, and leadership abilities; grow personally and in relation with others; and achieve a greater sense of belonging to the campus.

Ways to get involved on campus include:

- departmental clubs
- social fraternities and sororities
- honorarys
- religious clubs
- residential organizations
- sports clubs
- coordinating organizations
- media
- special interest clubs
- musical activities
- theater activities
- participation in varsity sports and intramurals

If you want information on joining a club, organization, or activity, stop by the Office of Student Activities, W036 Student Union; or visit: <http://www.wright.edu/studentactivities/studentorgs>.

Athletics

Participating in Varsity Sports

Student athletes are provided the opportunity to participate in 17 intercollegiate varsity sports at Wright State University, which include eight sports for men's programs and nine for the women's. Sports offered for women include soccer, volleyball, and cross country in the fall; basketball, swimming, and indoor track in the winter; and softball, tennis and outdoor track in the spring. The men compete in soccer and cross country in the fall; basketball and swimming in the winter; and baseball, golf, tennis, and outdoor track in the spring.

An NCAA Division I member since the 1987-88 sports season, Wright State University is a member of the [Horizon League](#). The winner of the post-season conference tournament receives an automatic bid to the NCAA post season tournament in baseball, men's and women's basketball, men's and women's soccer, men's and women's tennis, golf, softball, and volleyball. Students interested in team membership should contact the coach of the respective sport in the Department of Intercollegiate Athletics, located in the [Ervin J. Nutter Center](#). In addition, the athletic department monitors a dance squad, cheerleaders, and pep band. Contact spirit coordinator Joyce Whitaker, (937) 775-2771, for more information on any spirit groups.

Wright State students are admitted to all home athletic events free of charge. For most events, presentation of a validated WSU I.D. at the gate is all that is required for admission. For men's basketball games, students can pick up tickets from the Nutter Center Box Office the day before a game through game time. For example, for a game time of Thursday at 7:00 p.m. you may pick your two free tickets on Wednesday's start of business. For a game time of Saturday at 7:00 p.m. you may pick up your two free tickets on Friday's start of business.

You will be given two free tickets the night of the game at the door if you do not have a chance to get advance tickets.

The Student Athletic Promotions Board (S.A.P.B.) is a recently developed board of Wright State students who help promote all the athletic events to the student body, university faculty and staff, as well as the surrounding community. Those interested in joining the club should contact the athletic department at (937) 775-2771 or visit our website at <http://www.wsuraiders.com>.

Campus Recreation

The Office of Campus Recreation provides a variety of sports and recreational opportunities in response to the interests and needs of Wright State University students, faculty, and staff. All sports and recreational activities are inclusive, so please contact our office if you require assistance or need adaptations to participate fully in any of our programs. The Office of Campus Recreation is located in E009 Student Union. For a full description or schedule of Campus Recreation programs and facilities, go to <http://www.wright.edu/crec>. For more information on any of the facilities or programs listed below, come by or call the Office of Campus Recreation at (937) 775-5815.

Programs and activities enhance knowledge, interests, and behaviors that promote:

- Healthy Activities styles
- Productive leadership skills
- Positive human relationships
- Sportsmanship and fair play

Recreational Facilities

Student Union and Event Services Recreation

The Student Union and Event Services provides a variety of recreation and fitness opportunities for the active student. All facilities are located on the lower level of the Student Union, adjacent to the atrium. For your safety, students are required to attend an orientation before using the fitness center. Court reservations and orientation appointments may be made by calling the Recreation Desk at (937) 775-5505.

Student Union and Event Services recreation areas include:

- Fitness Center
- 25-yard swimming pool
- Gymnasium
- Locker rooms and Sauna
- Four racquetball
- Three squash courts
- Billiards room
- Arcade
- Outdoor playfields (football, soccer, softball)
- Spinning Room
- Outdoor Resource and Adventure Center

Climbing/Rappelling Tower

Located on scenic Achilles Hill, the new 60 foot climbing/rappelling tower is a great facility for team and individual challenges, climbing skill development or recreation. Amenities include two climbing walls equipped with artificial hand holds and intermediate and advanced rappelling walls. Let our staff help you learn the basics of harnessing, knot tying, belaying, wall climbing and rappelling.

Ervin J. Nutter Center

The [Ervin J. Nutter Center](#) houses offices for Nutter Center administration, WSU Athletics, the Department of Health, Physical Education, and Recreation, and evening Campus Recreation activities. The Nutter Center is also home of the Wright State University Raiders and Dayton Bombers hockey team. The arena also hosts a variety of events including concerts, family shows, high school athletics, and other various events.

Open recreation and intramural sports leagues are held at the Nutter Center from 7-10 p.m. on weekday evenings, and 10 a.m.-4 p.m. on weekends. All facility users must show their WSU ID at the Rec Check located on the first floor (Gate nine entrance). WSU community members are permitted pre-registered guests during open recreation for a fee.

Nutter Center recreational facilities include:

- McLin Gymnasium (four courts)
- Indoor running track (1/8 mile)
- Weight room
- Six outdoor tennis courts
- Locker rooms

Campus Recreation Programs

Intramural and Recreational Sports

Any group of students may form an intramural team. Entry forms and starting dates are available in the Campus Recreation office located in E009 Student Union. Special events and sports tournaments are held on a seasonal basis.

Special Events and Tournaments

Special events and sports tournaments are held on a seasonal basis. For more information, contact the recreation coordinator at (937) 775-5825.

Outdoor Recreation

Outdoor recreation trips and instructional clinics are offered on a seasonal basis. The Outdoor Resource and Adventure Center is also available for your outdoor rec needs and is conveniently located off the Student Union and Event Services Atrium.

Adapted Recreation

The adapted recreation program provides a variety of recreational activities and competitive sports for individuals with physical and sensory impairments to learn Activitieslong leisure skills; improve fitness; play intramural sports; or compete in local, regional, and national events.

These activities include the following:

- Aquatics
- Billiards
- Fitness
- Handball
- Table Tennis
- Outdoor Activities
- Basketball
- Bowling
- Football
- Racquetball
- Tennis

For more information, contact the adapted athletic coordinator at (937) 775-5816.

Rec Fit

This new fitness program is designed to provide incentives to WSU family members at all levels of fitness. Programming includes aerobics, walking, spinning, and fitness education. Personal training is also available for a nominal fee.

Sport Clubs

Sport clubs are student organizations formed by students for the purpose of furthering their common interests in a sport or recreational activity through participation and/or competition.

These clubs offer leadership experiences for the students through their participation in activities such as budgeting, fundraising, publicity, promotion, scheduling, and team development.

Currently there are sport clubs for the following groups, sports, and activities:

- Adapted Swim
- Karate
- Fencing
- Lacrosse
- Ninjutsu
- Paintball
- Ranger Challenge
- Skiing
- Table Tennis
- Volleyball (Men's & Women's)
- Wheelchair Quad Rugby
- Wrestling
- Racquetball
- Raider Officials
- Rugby (Men's & Women's)
- Soccer (mens & Co-Rec)
- Taekwondo
- Ultimate Frisbee
- Wheelchair Basketball
- Wheelchair Track
- Wright Outdoors

For more information concerning an already-existing sport club, or to start a new club, contact the sports clubs coordinator at (937) 775-5816.

Student Employment in Campus Recreation

Students with previous experience and/or strong interests in fitness, Activities-guarding, sports, officiating, planning activities, and supervision are invited to inquire about employment opportunities with Campus Recreation. For more information, stop by E009 Student Union and Event Services or call (937) 775-5815.

Entertainment at the Ervin J. Nutter Center

The Ervin J. Nutter Center at Wright State University is southwest Ohio's premier sports and entertainment complex. The Nutter Center, a state-of-the-art facility, is home to Wright State Athletics and Dayton Bombers Hockey.

The Nutter Center's standard of excellence and versatility has made it one of the premier stopping points for over 20 national touring concerts and performances each year including musicians from every genre and world renowned family shows. It has also become home for high profile sporting events including regional and state high school volleyball and basketball. The Nutter Center also hosts National Motor Sports events and Professional Wrestling events.

In addition to the main arena, the Nutter Center also houses four basketball courts, a recreational running track, 60,000 square feet of exhibit space, several classrooms and dressing rooms. The contemporary Berry Room holds 250 people for weddings, receptions, conferences, and seminars.

With a maximum seating capacity of 12,000, the Nutter Center is continually ranked nationally for venues of its size.

For a list of upcoming Nutter Center events, please visit our website at www.nuttercenter.com.

Performing Arts

Artist Series

The Wright State University Artist Series offers a wide variety of performing arts programs throughout the year. It is committed to presenting the performing arts to educate; enrich; and provide enjoyment for students, staff, faculty, and the community. Tickets may be purchased for individual events or for the entire season and are available in the Student Union Box Office. Wright State students may purchase tickets at a special student rate. For more information call (937) 775-5544 or (937) 775-2346.

Musical Activities

The Department of Music at Wright State University sponsors various performance ensembles to assist music majors in refining their performance skills and to provide opportunities for nonmajors and community members to continue their musical activities. Students may obtain academic credit for their participation.

Each ensemble usually performs on campus at least once per quarter. Some ensembles also perform at other special campus and community events. Some ensembles require an audition, other have open enrollment. Students interested in membership in any of the following ensembles should contact the Department of Music, or the following faculty:

Wind Symphony and Chamber Players
Dr. Dave Booth (937) 775-2545

Symphonic Band,
Dr. Shelley Jagow (937) 775-2178

Concert Band (no audition required)
Mr. William Jobert (937) 775-3170

Varsity Pep Band
Mr. Ryan Tarjanyi, (937) 775-2346

Jazz Band
Mr. Ryan Tarjanyi, (937) 775-2346

University Chamber Orchestra
Dr. Jackson Leung, (937) 775-2386

University/Community Orchestra
Dr. In-Hong Cha, (937) 775-7866

Paul Laurence DunbarChorale
Dr. BrendaEllis, (937) 775-2072

Collegiate Chorale
Dr. Hank Dahlman, (937) 775-3721

Women's Chorale
Mr. Drew Collins, (937) 775-2309

Chamber Singers
Mr. Drew Collins, (937) 775-2309

Dayton Philharmonic Orchestra Chorus
Dr. Hank Dahlman, (937) 775-3721

Men's Chorale
Dr. James Tipps, (937) 775-3772

University Chorus (no audition required)
Mr. Drew Collins, (937) 775-2309

Many concerts and recitals are free; a copy of the quarterly schedule is available in the Department of Music office, M153 Creative Arts Center, (937) 775-2346.

Another opportunity for musical growth and exploration is the noncredit Community Music Division of the Department of Music. A 10-week program of noncredit classes and private lessons is offered each quarter. Private lessons are available on most orchestral instruments, as well as guitar, piano, and voice. These lessons are taught by faculty, advanced teachers, and selected university students majoring in music. Students must provide their own instruments. A brochure and registration form are available from the Community Music Division Office, M153 Creative Arts Center, (937) 775-2787.

Theatre Activities

The Wright State [University Theatre](#) presents a variety of productions yearly, including drama, musical, comedy, and dance performances, in the Festival Playhouse and The Dorothy M. and Isabel Herbst Theatre. All students, regardless of major, may audition for the productions. Auditions for the various productions are announced on the theatre call board, located in the Creative Arts Center.

Auditions also take place for films made by students in the motion picture area. Information about these auditions can also be found on the call board.

Usher sign-up sheets are also posted on the call board. Any Wright State student may usher for University Theatre productions and thereby can be admitted free.

Tickets for individual plays or coupon sets for the entire season may be purchased at the theatre box office in the Creative Arts Center. Wright State students may buy tickets at a special student rate. For additional information, please call the theatre office at (937) 775-3072 or the box office at (937) 775-2500.

Religious/Spiritual Services

There are members of all the world's major religions at Wright State University. Several student organizations exist which promote the values and goals of these different religious traditions (Newman Catholic Student Association, Baptist Collegiate Ministry, Jewish Student Union, United Methodist Student Movement, etc.) The [Campus Ministry building](#) is a privately owned facility. It is a focal point for information about religious activities both on and off campus. A Catholic Mass is held every Sunday at 11 a.m. and 6:30 p.m. at the Campus Ministry building. Service projects, social events, and programs of spiritual and human enrichment are also offered. Pastoral counseling and help with referrals are also available. The center is open during the day and evening. Students are always welcome! The center and its activities are open to the entire university community. It is located between Allyn Hall and the Woods, near the Visitors Parking Lot.

Student Activities

The Office of Student Activities supports student success and development by offering programs and services to enhance the quality of Activities on campus and increase student involvement. Student Activities supports the university's enrollment and retention initiatives by serving as advocates for students. A brief overview of programs and services follows. For more information, please contact the Office of Student Activities, 019 Student Union, (937) 775-5570, or at <http://www.wright.edu/students/studentActivities/>.

The Office of Student Activities

Phone: (937) 775-5570

E-mail address: student_Activities@wright.edu

Web page: <http://www.wright.edu/students/studentActivities/>

Leadership Initiatives

The Office of Student Activities offers workshops and leadership programs for students to gain insight into their leadership potential and to increase their self-awareness. Leadership development at Wright State University is a process whereby students attend workshops, retreats, classes, or experiences to learn skills such as goal setting, motivation, time management, leadership styles, conflict resolutions, and problem solving. A variety of specialized leadership programs are available to accommodate students' needs and schedules.

WSU Student Organizations

The Office of Student Activities is responsible for advising and registering all Wright State University student organizations. For membership information, contact the Office of Student Activities, W036 Student Union, (937) 775-5570. Student organizations are a great way to get

involved on campus. Student can choose from academic, special interest, honorary, religious, student media, and residential organizations as well as sports clubs and social fraternities and sororities. All current student organizations are listed at the end of this section.

Social Fraternities and Sororities

When students join a Greek letter fraternity or sorority at Wright State University, an Activities-long commitment of friendship, service, leadership, and academic achievement is made. Students who participate in fraternity and sorority life perform hundreds of hours of services to the community and contribute thousands of dollars to charitable organizations. Chapters also sponsor social and educational programs and participate in major events at the university.

Membership in sororities and fraternities is open to all interested and academically eligible students. Coordination among the chapters is provided through the Greek Advisory Council (GAC), the InterFraternity Council (IFC), the National Pan-Hellenic Council (NPHC), and the Panhellenic Council (NPC).

NPC sororities conduct formal fall quarter rush and open rush during the other quarters. NPHC and IFC seek new members throughout the academic year.

For Greek students who achieve academic excellence, membership is offered in the Order of Omega, a national honorary organization.

Student Media

Media Opportunities

Media opportunities on campus include a radio station, a newspaper, and a literary journal. All students are eligible for participation and are encouraged to talk to the appropriate editor or general manager to become involved.

WWSU 106.9FM, the campus radio station, provides opportunities for disc jockeys, news writers, broadcast engineers, and business management people, both with and without experience. WWSU is located in W016 Student Union, (937) 775-5554.

The Guardian weekly newspaper provides opportunities for students as writers, editors, advertising salespersons, desktop publishers, and photographers. The Guardian is published once a week during the fall, winter, and spring quarters. The Guardian office and production facilities are located in W016 Student Union, (937) 775-5536.

Nexus, the literary journal, has a staff of student editors and solicits material for publication from the entire university community. Nexus also publishes off-campus material. Nexus contains poetry, fiction, essays, photography, and other two-dimensional art. The Nexus office is located in W016 Student Union, (937) 775-5533.

Rainbow Alliance

Rainbow Alliance is a student organization that serves to support, educate, and provide outreach and advocacy to the gay, lesbian, bisexual, transgendered, and questioning community and their heterosexual allies. Rainbow Alliance works to provide education and programming with other organizations to obtain this goal. Rainbow Alliance creates a safe and healthy atmosphere that nurtures personal growth between all of its members. Rainbow Alliance creates a mutual support network that encourages pride, respect, and trust among all members in the organization.

Student Government

Wright State University Student Government, the representative student assembly, exists to advocate widely and deeply felt student interests. As designated by the Board of Trustees, the representative assembly is responsible to officially communicate the collective viewpoint of the student body with regard to any aspect of university policy or operation. The representative student assembly is responsible for appointing students to university committees and other decision making groups, recommending allocations of the student activities funds, representing student interests and serving as a conduit of information from the university to the student body. Student Government shall also represent the student body on state and national issues of interest to students.

The House of Representatives is comprised of registered student clubs/organizations at WSU. The House of Representatives assists student groups in program collaboration, allows student groups to apply for funding, reserve rooms, and/or use the student organization office space.

University Activities Board (UAB)

The [University Activities Board](#) is the student organization responsible for providing most of the student entertainment programming at Wright State University, including concerts, comedians, cultural events, films, videos, recreational activities, May Daze, and other activities.

Members have the opportunity to assist with the selection and planning of activities sponsored by UAB. They are encouraged to participate in various aspects of programming events on campus.

Members may serve on any number of UAB committees:

Cinema and Video

The Cinema and Video Committee selects a variety of films including anything from music videos, to newer releases and classic titles. Past programs have included: *Pink Floyd's The Wall*, *Audrey Hepburn Fest*, *Sunday Night Football*, and *Get on the Bus*. Other activities may include drive-in or laser disc movies, and video contests.

Concerts

The Concerts Committee offers a wide range of musical events such as bands and solo musicians, and co-sponsors our annual Battle of the Bands. Committee members program a variety of music including rock, reggae, country, jazz, and alternative.

Cultural Arts

The Cultural Arts Committee is responsible for providing cultural activities, including pop and ethnic culture, and issues-oriented programs. This can be accomplished through a variety of events such as major lecturers, workshops, cultural road trips, ethnic dance troupes, poetry night, and any other arts-related programs.

Novelty

The Novelty Committee offers programs that include roadtrips to Cincinnati Reds games; Kings Island; away WSU men's basketball games; tournament competitions in various areas such as eight ball, table tennis, chess, and euchre; and a college bowl, in which winners advance to regional competition. Activities may include euchre and spades tournaments, air hockey, and other recreational contests.

Special Events and Mainstage

The major responsibility of this committee is coordinating all the operation arrangements

for Wright State's oldest student programming tradition, Fall Fest, which is held the first Friday of fall quarter, and May Daze, which is held the first Friday of May. Other activities this committee may sponsor include professional jugglers, comedians, casino nights, and coffee houses. Many of these activities are held in the Rathskellar as part of the *Rat Series*.

Student Organizations

Academic

Accounting Club
African American Women In Professional Psychology
American Institute of Professional Geologists
American Society of Mechanical Engineers
Association of Black Business Students
BioMedical Engineering Society
C.J. McLin Scholars Assoc.
Chemistry Club
Economics Club
English Graduate Student Org. (EGO)
Finance Club
Institute of Industrial Engineers
International Business Club
Management Club / SIFE
Marketing Club
National Society of Black Engineers
Nursing Student Council
Psychology Club
Public Relations Student Society of America
Rehabilitation Club
Science & Mathematics Council
Social Work Club
Society of Women Engineers
Student National Medical Association
Wright Engineering Council
WSU Student Nurses Association

Coordinating

Asian/Hispanic/Native American Council
Black Student Union
Greek Affairs Council
House of Representatives
InterFraternity Council
Rainbow Alliance
National Panhellenic Conference
National Pan-Hellenic Council
Panhellenic Council
Residential Community Association
Student Government
University Activities Board

Cultural

African Students United

African American Residential Caucus (AARC)
Alpha Psi Lambda (Hispanic Interest Group)
Asian Student Association
Association of Native American Students
Bangladesh Student Association
Black Men on the Move
Black Women Striving Forward
Chinese Students & Scholars Association
French Club
Latinos Involved in Further Education (ACTIVITIES)
Spanish Club
Taiwanese Students Association

Honoraries

Alpha Delta Mu (Social Work)
Alpha Lambda Delta (Freshman)
Golden Key International Honour Society
National Residence Hall Honorary
National Society of Collegiate Scholars
Omicron Delta Kappa Interest Group
Phi Alpha Theta (History)
Phi Delta Epsilon (Pre-Medicine)
Phi Rho Sigma Medical Fraternity
Psi Chi (Psychology)
Sigma Gamma Epsilon/GeoSci
Student Honors Association

Media

Guardian
NEXUS
WWSU Radio Station

Recreational

Adapted Swim Team
Aviation Club
Karate Club
Raider Officials Club
Rugby Club
Skydiving Club
Sports Club Council
Student Athletic Advisory Council
Tae Kwon Do Club
Tai Chi Club
Wheelchair Basketball Club
Women's Club Volleyball
Women's Rugby Club
Wright Outdoors
Wright State Racquetball Club

Religious

Athletes in Action
Baptist Collegiate Ministries
Campus Bible Fellowship
Campus Crusade for Christ
Chi Alpha Campus Ministries
Chinese Christian Fellowship
Crave Campus Ministry
InterVarsity Christian Fellowship
Jewish Student Union (Hillel)
Activities and Truth
Lutheran Student Fellowship
Muslim Student Association
Newman Catholic Student Association
PAGANS
REZIN
Wright Word

Residential

African American Residential Caucus (AARC)
College Park
Forest Lane Community
Hamilton Hall
Honors Hall Community Council
National Residence Hall Honorary (NRHH)
Residential Community Association (RCA)
University Park/ Village Community Council
Woods Community Council

Social

Alpha Kappa Alpha
Alpha Phi Alpha
Alpha Xi Delta
Beta Phi Omega
Beta Theta Pi
Delta Sigma Theta
Delta Tau Delta
Delta Zeta
Iota Phi Theta
Kappa Delta
Phi Beta Sigma
Phi Kappa Tau
Phi Sigma Phi
Sigma Gamma Rho
Sigma Phi Epsilon
Zeta Phi Beta
Zeta Tau Alpha

Special Interest

A Gathering of Lost Voices
Amnesty International

Big Brothers/Big Sisters
Campus Girl Scouts
Circle K
Classics Club
College Democrats
College Libertarians
College Republicans
Commuter Student Association
Dr. Harley E. Flack's Community Leaders
Green Party of WSU
Habitat for Humanity
Intentional Healing Outreach
Peer 2 Peer
Pre-Vet and Animal Careers Club
President's Ambassadors Club
Reiki Club
Simply Pleasure
Student Alumni Association
Student Entrepreneurs United
Traveler's Society
WSU Army ROTC

Student Government

The [Student Government](#) is an elected representative student assembly that officially acts and speaks on behalf of the student body. Student Government represents students on various university committees and welcomes committee volunteers from the student body. Student Government consists of an elected assembly of 12 student senators and eight cabinet members. Additional student government information can be obtained in 029H Student Union or by calling (937) 775-5508.

Student Support Services

Director: Katie Deedrick
022 Student Union
(937) 775-3749
Website: [Student Support Services](#)

Student Advocacy

A key purpose of the Office of Student Support Services is to assist students in achieving their educational goals through a high quality, enhanced university experience. Student Support Services is responsible for facilitating students' interactions with the university, aiding in improving the quality of campus life, increasing student satisfaction, building strong relationships between students and the university, and offering advocacy and assistance in resolving students' concerns. Through a network of key professionals across the university, prompt response and personal attention is provided to help students resolve their concerns in a welcoming and supportive environment. Student Support Services also serves as an advocate for the parents and families of Wright State students. For more information, please contact the Office of Student Support Services, 022 Student Union, (937) 775-3749, or online at <http://www.wright.edu/students/studsupport/> .

Alcohol and Other Drug Education and Prevention

The Health and Wellness Program in Student Support Services has been established to assist in educating the university community about the responsible use of alcohol as well as the misuse/abuse of alcohol and other drugs. Various programs are available for presentation to student clubs and organizations, as well as other university groups.

In addition, Student Support Services collaborates with the Wright State University Counseling and Wellness Services to offer an educational program for students who may be experiencing problems or concerns with alcohol and/or other substances. Students who have a concern about their alcohol or other drug use are welcome to contact the Office of Student Support Services for more information about the substance abuse education program. In addition, referrals from faculty and staff are also accepted. Students may be referred to the program through the disciplinary process.

Sexual Assault Education and Prevention

Wright State University is committed to educating and increasing awareness of students, faculty, and staff about incidence of sexual assault, prevention, and intervention. The university has established the Sexual Assault Education and Prevention program to provide educational programming, crisis intervention, advocacy, and referral services for students who have been victims of sexual assault.

Commuter Student Services

Wright State University implements several programs to serve the needs of the large number of commuter students enrolled at the university. Commuter Appreciation Day is held annually during Welcome Week to raise awareness of the needs of commuter students who comprise the majority of our student population. A commuter lounge is located in the Student Union, outside the Office of Student Support Services, for students to relax and study between classes. Additional programs for commuters include Good Morning Commuters, Good Evening Commuters, and Finals Survival. These programs are held several times each quarter and provide an opportunity for commuter students to stay in touch with current campus happenings and get information about various departments and services on campus. A Commuter Student Association is active on campus. Those interested in joining should contact the Office of Student Support Services at (937) 775-3749.

Off-Campus Housing

A wide variety of off-campus housing is available close to campus and in the Dayton metropolitan area. The prices vary as greatly as the variety of options.

A list of registered off-campus housing units available to rent is maintained by the Office of Student Support Services. There are also lists maintained of students who are available as roommates or who are seeking roommates. Mediation of tenant/landlord conflicts is available if the landlord is registered with the Office of Student Support Services. The lists are available from the Off-Campus Housing Information Board outside the Rathskellar in the Student Union. Mediation can be requested by contacting the Office of Student Support Services at (937) 775-3749.

Parents' Association

The Wright State University Parents Association supports student success by promoting communication between parents and family members of Wright State students and the university. The Parents Association meets throughout the academic year and co-sponsors the annual Parents Weekend. The organization also sponsors a scholarship for the students of association members. Membership information and other resources are available at www.wright.edu/parents

Peer 2 Peer, Peer Health Education

Office of Student Support Services, 022 Student Union
Coordinator: Katie Deedrick
(937) 775-5742

The focus of this program is for the student participants (“mentors”) to promote health education such as wellness, sexual health, and alcohol and other drug awareness to various student groups and gatherings throughout campus.

The participants are recruited a number of ways: through the summer orientation program; campus activities; advertisements; and by other program participants. Active members learn valuable skills such as public speaking, listening, and program development. All interested students are welcome to inquire.

Student Union and Event Services Box Office

The Student Union and Event Services Box Office, located on the lower level of the atrium of the Student Union, provides ticket sales for Wright State University Music Department events, Madrigal Dinner, University Activities Board events, Raider Basketball games, all Nutter Center events, Campus Recreation events, and other activities sponsored by university organizations and the Dayton area community. Students may rent tunnel lockers at the Student Union and Event Services Box Office. For information, call (937) 775-5544.

Section 3 - Policies and Procedures

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General Policies and Procedures

Introduction

The "General Policies and Procedures" section provides information regarding student conduct and regulations governing university facilities. Another section in the Student Handbook delineates policies governing student organizations. Both the General Policies and Procedures and the Student Organization Policies and Procedures are to be considered equally in force, not mutually exclusive, even when one set of policies does not specifically cite regulations listed in the other.

This handbook has been prepared by the Division of Student Affairs and put online by the WSU Web Team. The university reserves the right to update, revise, and promulgate these and other policies at any time. Final interpretation of these policies remains with the university. Every effort is made to keep this website updated.

Written copies of the Student Handbook are available in the Office of Student Support Services, 022 Student Union and (937)775-3749 or by e-mailing [Student Support Services](#). This online publication is the most current and official version of the Student Handbook. Questions and concerns may be addressed to the Office of Student Support Services.

Academic Grievance Process

This process is applicable only to those areas for which no special grievance procedure has been established and is intended to address the resolution of student concerns related to classroom issues and other academic matters. Specific colleges and schools may have academic grievance policies and procedures that supercede this process. The Director of Student Support Services (022 Student Union) is available at any point to assist students with identifying the applicable grievance process and addressing concerns.

To initiate resolution of an academic grievance, students should:

- 1) discuss their concern with the involved faculty member, in a timely manner.
- 2) if resolution is not achieved, discuss the concern with the chair of the faculty member's department, in a timely manner.
- 3) If resolution is not achieved, discuss the concern with the dean of the college or school or the college designated representative responsible for addressing student academic grievances, in a timely manner.
- 4) If resolution is not achieved, discuss the problem with the Provost or designee, in a timely manner.

Administrative Grievance Process

This general process is applicable only to those administrative actions for which no special grievance procedure has been established. Special processes have been established for, but may not be limited to, certain academic, disciplinary, athletic, and employment related matters.

Students desiring to appeal actions of University administrative offices should:

- 1) discuss the concern with the administrator involved, in a timely manner.
- 2) if resolution is not achieved, discuss the concern with the office director or supervisor of the administrator involved, in a timely manner.
- 3) if resolution is not achieved discuss the concern with the appropriate vice president, in a timely manner.
- 4) if resolution is not achieved, discuss the concern with the Provost or designee, in a timely manner.
- 5) if resolution is not achieved, the President of the University or designee is available for further appeal of administrative grievances, if necessary.

The appeal must follow the University administrative hierarchy as established in university reporting structures. Questions relating to the operation of this process should be directed to the Office of Student Support Service, 022 Student Union. The Director of Student Support Services is at any point to provide assistance.

Bicycle, Skateboard, Roller Skate, Roller Blade, and Scooter Regulations

Bicycle Regulations

- I. General Regulations
All bicycle riders are required to comply with the State of Ohio motor vehicle laws and are subject to penalties as defined by the Ohio Revised Code.
- II. Operation of Bicycles
 - A. Persons operating bicycles on university-owned or university-managed property are expected to keep bicycles in safe operating condition. All riders need reflectors and a headlight one-half hour before sunset and until one-half hour after sunrise.
 - B. Bicycle riders are encouraged to ride with the traffic flow on roads designated for motor vehicles, but may utilize service drives and main pedestrian routes with caution, yielding to pedestrian right of way in these areas.
 - C. Bicycle riders must abide by traffic control devices, signs, and markings.
 - D. Bicycle riding is not permitted on grass or inside buildings and/or tunnels.
 - E. Bicycle riders must yield the right-of-way to pedestrians.
- III. Parking of Bicycles
 - A. Bicycles must be parked in bicycle racks. Bicycles shall not be parked in campus buildings (except student residence hall rooms) or locked on trees, lamp posts, fences, handrails, etc.
 - B. Bicycles must not be parked in a manner that hinders safe flow of pedestrian or vehicular traffic.
 - C. Bicycles parked in violation of this section may be removed by the university and their owners fined.
- IV. Penalties for Bicycle Owners and Operators
- V.
 - A. Traffic offenses (i.e., speeding, traveling wrong way on roadway, disregarding traffic control devices, failure to yield to a pedestrian, etc.) \$20 for each offense, reduced by \$5 if paid within seven days of Vehicle Violation Notice.
 - B. Failure to have appropriate safety devices (brakes in working order, reflectors, light, safe tires, etc.) \$10 for each offense
 - C. Parking improperly (see section III) \$10 for each offense
 - D. Hazardous operation (reckless operation) \$20 for each offense

Skateboard, Roller Skate, Roller Blade, and Scooter Regulations

Skateboards, roller blades, roller skates and scooters are permitted on university-owned property in accordance with regulations for bicycle operation, except that skateboards, roller blades, roller skates and scooters may not be used in areas of motor vehicle congestion, motor vehicle traffic lanes, or other areas of campus where these activities are restricted by signs.

Bulletin Boards, Signs, and Posting

Policy number: 3003

Subject: **Bulletin Boards, Signs, and Posting**

Date issued: Revised/December 1999

Authority: Provost; Vice President for Business and Fiscal Affairs

References: Facilities Planning and Management; Office of Student Life

3003.1 Bulletin Boards, Signs, and Other Objects

Permanent or temporary installation of bulletin boards, signs, or other objects in hallways, stairways, doors, or windows located in general circulation areas and student study lounges must have prior written approval from the dean or administrator responsible for those areas. Objects installed in violation of this policy will be removed. This policy does not apply to private offices and areas dedicated for use by designated individuals and/or units.

3003.2 General Posting

Bulletin boards titled **General Posting** have been placed in public areas throughout the campus and are available for the temporary placement of announcements. All posters, flyers, literature, banners, etc., to be posted must be approved in advance of posting by a representative from the Office of Student Life. All posters, flyers, literature, banners, etc., which have not been approved for posting by the Office of Student Life will be removed. Posting on bulletin boards assigned to a specific department may only be done with the permission of that department.

Code of Conduct

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- Section II Jurisdiction
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 - B. Judicial Review Panel.....
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 - D. Alcohol and/or Drug Violations Sanctioning Guidelines
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- Section XI Appeals
- Section XII Distinguishing the Student Code Provisions from Local, State
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- Section XIII Student Disciplinary Files and Records
- Section XIV Operating Procedures.....
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 - B. Records.....
 - C. Family Educational Rights and Privacy Act
 - D. Maintenance and Storage
 - E. Elimination.....
- Section XV Implementation and Revisions

Section I—Purpose

As part of its educational mission, Wright State University establishes the Code of Student Conduct and student judicial system. The Code and related system serves to educate students as to their civic and social responsibilities as members of the campus community as well to provide students with the opportunities for service and leadership; to resolve, disputes in a cooperative, educational, and non-adversarial manner; to facilitate informed participation in the judicial process; and to increase awareness of and respect for differences of culture, gender, religion, race, sexual orientation, and ability.

The University also has the obligation to conduct its affairs in an orderly and efficient manner. Actions by individuals or groups that interfere with orderly functions or threaten health or safety will not be tolerated. In prescribing the student judicial system, the rights and responsibilities of the individual are considered concurrently with institutional rights and responsibilities. Unacceptable behavior is defined and the consequences of such behavior explained.

Wright State University has established standards of student conduct and procedures for enforcement. The standards of conduct are published as the Code of Student Conduct. The commission or attempted commission of any of the acts enumerated in the Code will be considered violations of accepted conduct. In the enforcement of the Code, all students minimally will have the right to receive notice of the alleged violation(s) and the time, date, and location of the opportunity to respond to the alleged violation(s).

The Code applies to Wright State University undergraduate, graduate and professional students and all student organizations. A student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Students will also be held accountable for their conduct, even though the behavior may have occurred before classes began, after classes ended, or if it was discovered after the student graduates. Additionally, inappropriate behavior during the academic year, between academic terms or during periods of suspension or dismissal is not permitted. All policies, processes and procedures outlined in the Code shall also apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Student organizations shall be responsible for the conduct of its members from the time of application for recognition until such time as they are no longer recognized by the Office of Student Activities. Organizations and/or its individual members shall be held accountable for their conduct, even though the behavior may have occurred before classes began, after classes ended, or if it was discovered after the student graduates. Additionally, inappropriate behavior during the academic year, between academic terms or during periods of suspension or dismissal is not permitted. The Code shall apply to an organization even if the organization disbands while a disciplinary matter is pending.

Section II—Jurisdiction

The Code of Student Conduct and judicial system outline the rights and responsibilities of students and student organizations. This Code addresses misconduct that takes place on University premises and addresses off-campus conduct when the behavior may have or has had an adverse impact upon the University community. Moreover, the procedural rights of students and student organizations, as well as possible sanctions are also enumerated within the Code.

The Code also applies to University sponsored events, activities, trips, etc., which may occur off campus. A student who violates the Code and breaks the law is subject to University, civil, and/or criminal authorities. The University, at its sole discretion, may pursue disciplinary action against a student while the student is also subject to criminal proceedings. The University reserves this right even if criminal charges are pending, reduced, or dismissed.

The Wright State University judicial system is the responsibility of the Vice President for Student Affairs. The director or designee of the Office of Student Judicial Services has specific responsibility for the day to day operation and administration of the judicial system. The Director or designee shall develop policies for the administration of the student conduct system and procedural rules for the conduct of any hearing or conference that are not inconsistent with provisions of the Student Code. The director or designee, in consultation with appropriate University officials and students, will revise and update all regulations and processes; conduct training sessions for hearing officers and bodies; and manage and maintain all student disciplinary records. Under the oversight of the director or designee, other members of the University's residential, student activities and Greek Affairs staff may also have responsibilities within the judicial system.

Section III—Definitions

- A. Academic Integrity Hearing Panel (AIHP)** – A group of trained students, faculty, and staff who examine information presented to them in order to determine a violation(s) of academic integrity took place and, if so, what sanction(s) should be assigned.
- B. Academic Misconduct** - Engaging in an act that violates the standards of academic integrity policy as described in the Code of Student Conduct or in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- C. Appeal Hearing Panel** - A group of trained students and faculty who examine information presented to them in order to ensure a decision made by a conduct officer or a hearing panel was fair and/or to ensure University policies and practices have been followed. All appeals of decisions made by a conduct officer will be made to the director or designee. The appellate decision of the director or designee will be final. All appeals involving violations heard by the director or designee, judicial review panel, or AIHP will be made to the University Appeals Board. The appellate decision of the University Appeals Board is final.
- D. Behavioral Misconduct** - Any behavior that is inconsistent with University policy or community standards as outlined in the Code of Student Conduct, *Residence Hall Source Book*, *Student Handbook*, or other University publication.
- E. Category “A” Violation** - A relatively minor violation for which any sanction other than separation from a residential community or the University may not be assigned as a sanction. Category “A” violations involving residential students are usually adjudicated by a residence services conduct officer. Category “A” violations committed by a non-residential student(s) and/or when alleged to have taken place off-campus, are usually heard by a student affairs conduct officer.
- F. Category “B” Violation** - A serious or repeat violation for which any sanction in the code may be assigned. These violations are processed exclusively through the director or designee. Category “B” violations may entail a hearing before a conduct officer or hearing panel.
- G. Conduct Conference** - A process in which the facts of an alleged violation of the Code of Student Conduct are presented to Conduct Officer to determine if a violation(s) took place and what sanction(s) are appropriate.
- H. Conduct Officers** - Professional staff and graduate students trained to adjudicate violations of the Code of Student Conduct.

- I. Complicity** - Complicity is condoning, supporting, or encouraging any violation of the Code of Student Conduct. Students who anticipate or observe any violation of the Code are expected to remove themselves from association or participation in any such inappropriate behavior.
- J. Family Educational Rights and Privacy Act (FERPA)** - A federal law passed in 1974 which defines educational records and indicates who may have access to disciplinary records and under what circumstances.
- K. Fundamental Fairness** - A standard that includes minimally the right to receive notice of the alleged violation(s) and the time, date and location of the opportunity to be heard.
- L. Judicial Body** - Any person or panel authorized by the University to determine whether a student has violated the Code of Student Conduct and to assign appropriate sanctions.
- M. Judicial Review Panel (JRP)** - A group of trained students, faculty, and staff who review cases in which information of an alleged category “B” violation are presented in an effort to determine if a violation(s) took place and what appropriate sanction(s) should be assigned.
- N. Ohio Revised Code 3345.23 (Trigger Offense)** - A state law that mandates certain state action if a student at a public university is arrested for specified crimes. (See Section XII—Distinguishing the Student Code Provisions and Local, State, and Federal Laws for more information)
- O. Preponderance of Evidence** - A standard of proof that indicates that the information provided leads the Conduct Officer or panel member that “more likely than not” a violation did or did not occur.
- P. Sanction** - An outcome imposed for the violation of the Code of Student Conduct. Generally, sanctions are educational in nature and intended to modify the student’s behavior as well as build an awareness of personal responsibility and community standards.
- Q. Sexual Misconduct** - Any attempt or actual unwanted sexual contact, physical or nonphysical, in the absence of clear and voluntary consent. Clear and voluntary consent is consent that is given freely and actively in mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not clear or voluntary if it results from the use of physical force, threats, intimidation, or coercion. It is a violation of policy to have sexual contact with someone who is known to be, or should be known to be incapable of making a rational, reasonable decision.
- R. Student** - An individual who has been accepted to the University, or taking courses at Wright State University on a full-time and/or part-time basis. Also, persons who are not officially enrolled for a particular term but who have previously enrolled and have a continuing relationship with the University are also considered students.
- S. Student Organization** - The term “Student organization” means any number of persons who have complied with the formal requirements for Wright State University recognition.
- T. University Appeals Panel (UAP)** — A panel is composed of trained faculty and students who review any case that is appealed by a student to ensure University policies and practices have been followed.
- U. University Official**— Any individual who is employed by the University.

V. University Premises—The premises of Wright State University includes all land, buildings, facilities, and other property in the possession of, owned, used, managed, or controlled by the University (including adjacent streets and sidewalks).

Section IV—Judicial Bodies

Each person involved in the administration of the student judicial system at Wright State University will set as a goal the fair, objective, and humane approach to all cases. While consistent and equitable treatment in the disciplinary process is another goal, each case must be dealt with based on the circumstances of that particular situation. Those involved in the judicial system should also be aware that their efforts are directed toward:

- Protecting the integrity and order of the institution.
- Preserving the health and safety of the University community.
- Educating the students involved so that they may gain insight into the reasons and consequences of their behavior, learn self-discipline, and accept the responsibilities of membership in the University community.
- Identifying and acting upon factors, environmental and/or personal, which may have contributed significantly
- To the unacceptable behavior.

The following officials and judicial panels shall review and process issues of student conduct.

A. Conduct Officers

Student Affairs Staff

- Composition: Members of the Division of Student Affairs administrative staff, including professional and/or graduate staff members within the department of Residence Services, Student Activities, Greek Affairs, and Student Union.
- How Appointed: Appointed by the Director of Student Judicial Affairs and/or assumed as part of his/her job responsibilities.
- Jurisdiction: Adjudication of category “A” offenses.
- Term of Service: Duration of employment at Wright State University.
- Authority: May assign any sanction excluding those that terminate a student from his/her current residential agreement or enrollment at the University.

Director of Student Judicial Services

- Composition: The director is a member of the Office of the Vice President for Student Affairs administrative staff.
- How Appointed: Assumed as a function of job responsibilities.
- Jurisdiction: Adjudication of cases involving “B” violations where it has been determined that the case will be resolved through a conduct conference. Additionally, he/she will also serve as the appellate option for students involved in “A” violations and Health and Welfare Conferences.
- Term of Service: Duration of employment at Wright State University.

Authority: May assign any sanction provided for in the code.

B. Judicial Panels

Judicial Review Panel (JRP)

- Composition: Composed of five members of the University community, including one faculty member, one staff member, and three students. One student will be designated by the director or designee to serve as the chair. Quorum for any JRP hearing shall consist of at least one faculty or staff member and two students.
- How Appointed: Faculty members are appointed by the Faculty Senate. Staff and student panel members are appointed by the director or designee.
- Jurisdiction: Adjudication of any category "B" violations.
- Term of Office: One academic year. (Appointment for additional years of service is permitted)
- Authority: May assign any sanction provided for in the Code.

Academic Integrity Hearing Panel (AIHP)

- Composition: Composed of three faculty members, one of whom is designated as the chair, and two students.
- How Appointed: The University Faculty Senate president and director will collaborate to recommend a chair, two at-large members, and one alternate member to the Faculty Executive Committee for approval by the Faculty Senate. The director or designee will appoint two student representatives and one alternate member.
- Jurisdiction: Adjudicates cases of academic dishonesty when a resolution has not been reached during a meeting between the student and faculty member.
- Term of Office: The chair will serve for a term of two academic years. All other panel members will serve a term of one academic year. (Appointment for additional years of service is permitted)
- Authority: May assign any sanction provided for in the code.

Appeals Panel

- Composition: Comprised of two faculty members, including the chair, and one student.
- How Appointed: The University Faculty Senate president and director will collaborate to recommend a chair, one at large member, and one alternate member to for Faculty Senate ratification. The director or designee will appoint the student representative.
- Jurisdiction: Serves as the appellate body of any case adjudicated by a hearing panel or the Director/designee of Student Judicial Services. The panel is responsible for Determining if fundamental fairness was followed; verifying if decisions were adequately supported by the documentation, witnesses, etc and for reviewing sanction(s) imposed for appropriateness.
- Term of Office: The chair will serve for a term of two academic years. All other panel

members will serve a term of one academic year. (Additional years of service is permitted)

Authority: The appeal panel may affirm any part of or entire decision of a hearing panel or director/designee; remand back the case to the original hearing panel or director/designee; reduce or nullify any sanctions assigned or dismiss the violation. The appellate decision of the panel is final.

Section V—Conduct Policies: Code of Student Conduct

- A. The Code of Student Conduct is divided into two categories of violations. Category “A” violations are typically first-time violations or minor violations, while category “B” violations are typically repeat violations or major violations. A/B Violations 1–18 listed below may be considered at the director’s or designee’s discretion, as either “A” violations or “B” violations depending upon the particular circumstances of an incident. Violations B1–8 will always be considered type “B” violations.
- B. Students notified of an alleged category “A” violation(s) will have their cases adjudicated through a Conduct Conference. The director or designee will determine the most appropriate conduct officer for the case. Students notified they may have violated a category “B” violation(s) will have their cases adjudicated by the director or designee or by a hearing panel.
1. A/B Violation of written University policy or regulations contained in any official publication or administrative announcement of Wright State University (i.e., Student Handbook, Residence Hall publications, etc).
 2. A/B Violations, alleged or convicted, of local, state, or federal law whether on University premises, or off-campus when such violation of the law has or may have an adverse impact upon the University community.
 3. A/B Disruption of the operations of the University. Disruption is an action or combination of actions by an individual or a group that unreasonably interferes with, disrupts, hinders, obstructs, or prevents the right of others to freely participate in its activity, program, or services (e.g. teaching, research, etc...).
 4. A/B Any act of academic dishonesty including, but not limited to, forgery, alteration, destruction, or misuse of University documents, records, identification cards, or papers. (Note: see Section X, page 14—Academic Integrity)
 5. A/B Furnishing false information to the University or other similar forms of dishonesty in University-regulated affairs, including knowingly making false oral or written statements to any University official, conduct officer, or judicial body.
 6. A/B Students are required to cooperate with, comply with the direction of, and present identification to any University official when that official has identified him or herself and is acting expressly within their authority to uphold a University policy. University officials include faculty and staff of the University. Also included are student employees who are carrying out assigned work responsibilities. Cooperation includes, but is not limited to, appearing at offices for appointments and/or leaving areas when requested to do so, etc.
 7. A/B Sale, use, possession, distribution, or being under the influence of alcoholic beverages, except as permitted by law and University policy.
 8. A/B The University is committed to maintaining an educational environment free of illegal drugs. Wright State University prohibits the use, manufacturing, purchase of or possession of (including possessing drug paraphernalia) any controlled substance(s), prescription drug(s) that are not prescribed to you, or other illegal drugs of any kind. Furthermore, making available, giving away, selling or serving any illegal drug(s) or drug paraphernalia or using any drug in a manner not legally prescribed to any person is also prohibited.
 9. A/B Gambling for money or other items of value.

- 10. A/B Unauthorized entry into, or use of University-owned, -contracted or -managed facilities/property.
- 11. A/B Unauthorized use of University-owned or -contracted computer systems including, but not limited to, failure to comply with license agreements, contracts or agreements governing acceptable use standards, network software and hardware use, unauthorized commercial or personal gain, harmful intrusion or invasion of privacy, destruction, alteration or prevention of rightful access.
- 12. A/B Unauthorized entry into, or misuse of University-owned or -contracted telecommunication services or auxiliary services including, but not limited to, the inappropriate use of personal identification numbers, voice mail, and theft of service.
- 13. A/B The theft of any property is prohibited. Furthermore, the possession of any stolen property or property obtained or used without the owner's permission is also prohibited.
- 14. A/B Damage to property of the University or to property of any of its members or visitors.
- 15. A/B Violating the terms of any disciplinary sanction.
- 16. A/B Failure to exercise reasonable care toward any person(s) or their property.
- 17. A/B Attempting to commit and/or complicity in any prohibited act(s) of the Code of Student Conduct.
- 18. A/B The forging, duplication, alteration, destruction, or misuse of University documents, records, identification cards, keys, or papers.
 - 1. B Intentional infliction or threat of physical harm to any person(s) or their property.
 - 2. B Hazing or the commission of any act that causes unnecessary risk to the physical or mental health of another, or that injures frightens, degrades, or disgraces any person.
 - 3. B All hostile, threatening, or intimidating behavior that by its very nature would be interpreted by a reasonable person to threaten or endanger the health, safety or well being of any person is contradictory to the University's mission and therefore not acceptable. Examples of such behavior may include, but are not limited to:
 - a. An act(s) that alarms or seriously disrupts another person's ability to participate in any aspect of University life is prohibited; or
 - b. Communicating verbally, by telephone, regular or electronic mail, voice mail or any verbal, mechanical, electronic or written communication in a manner likely to cause causes injury, distress, or emotional or physical discomfort is also prohibited.
 - 4. B The use, possession, or carrying of weapons, including, but not limited to, pistols, rifles, shotguns, airsoft guns, paintball guns, pellet guns, dangerous knives, ammunition, any stun device, or other dangerous weapons is prohibited while on University-owned or controlled property, or at University-sponsored or supervised activities, except by police officers and other persons specifically authorized by the University.
 - 5. B The use or possession of explosive devices, including, but not limited to pipe bombs, bottle bombs, incendiary devices, smoke devices, fireworks and ammunition, are strictly prohibited from all university-owned or controlled property, or at university-sponsored or supervised activities except by university or other persons specifically authorized by the University.
 - 6. B Disorderly conduct or lewd, indecent, or obscene conduct on University premises or at University-sponsored or -supervised activities including, but not limited to, academic classes and activities.
 - 7. B Any unwelcome sexual advance and all forms of sexual misconduct including but not limited to deliberate touching of another's sexual parts without consent, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's participation in any aspect of university life.
 - 8. B Bias Related Incidents: Any violation of the Code motivated by a consideration of race, sex, color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation may subject the student to the imposition of a sanction more severe than would be imposed in the absence of such motivation.
 - 9. B Judicial System Abuse: Any act(s) by a person(s) that inhibits or disrupts the University

judicial process including but not limited to, intimidation or harassment of witnesses, attempting to influence the impartiality of a representative of a hearing panel or conduct officer, failure to participate in a hearing or conduct conference, and/or providing false or misleading information to a hearing panel or conduct officer.

Section VI—Sanctions

The following are University sanctions that may be assigned as a result of a student found in violation of the Code of Student Conduct. Sanctions may be imposed independently or in combination with other sanctions. Sanctions can be assigned to an individual student, groups of students, and student organizations.

A. Warning

A finding that the behavior violated a community standard and a written or verbal warning was issued to the student that any repetition of the behavior will result in more severe disciplinary action.

B. Educational Sanction

An order requiring the student or student organization to perform mandated service or to participate in an educational program or activity, including, but not limited to, an educational seminar, a treatment program for alcohol or drug abuse, psychological counseling, or other program/task designed to assist the student in learning more about how their behavior impacted themselves and/or the community.

C. Parental Notification

A letter or phone call notifying a parent or guardian of a student who is under 21 years of age (at the time the letter will be sent) that he/she has committed a violation of law or University policy pertaining to drugs or alcohol.

D. Alcohol and/or Drug Violations Sanctioning Guidelines

Incident results in:

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, Substance Abuse Assessment, and probationary period., \$50 fine, and Parental Notification	Written warning, Alcohol Edu, or Marijuana 101 Workshop, \$50 fine, probationary period, and possible Parental Notification
Second Offense	Completion of intensive outpatient substance abuse program and Probationary status for no less than three academic quarters. \$100 fine and Parental Notification	Substance abuse assessment, probationary status for no less than three academic quarters. \$100 fine and Parental Notification
Third Offense	Suspension from school for no less than three academic quarters, \$150 fine and Parental Notification. Further violations may result in dismissal or expulsion.	Completion of outpatient substance abuse program, possible removal from campus housing, probationary status for at least three academic quarters, \$150 fine and Parental Notification. Further violations may result in suspension or dismissal

The above sanctions are guidelines. Sanctions may be increased or decreased based on the severity of the incident, the impact upon the community, and/or the student’s judicial history.

E. Restitution

Requires a student to pay for damages to property, or the property of members or of visitors to the University, or for misappropriation of University funds, or for other expenses incurred as a result of violations of the Code of Student Conduct. Such reimbursement will be charged to any student who alone, or through group activities, organizes or knowingly participates in the events causing the damages or costs. Restitution may be imposed separately or in addition to any other sanction(s).

F. Fine/Administrative Fee

A fine requires a student to pay a sum of money (not to exceed \$200). An administrative fee is assessed to assist with costs associated with an educational workshop or program. The judicial body shall determine the amount of the fine. Fines may be imposed separately or in addition to any other sanction(s).

The fines or fees listed below will automatically be assessed.

<i>Amount</i>	<i>Reason</i>
\$25	Fine due to failure to attend a meeting/conduct conference or complete a sanction by the required date.
\$25	Fee to cover costs associated with an educational workshop, (Anger Management, Ethics Workshop, etc.).
\$35	Fee for Alcohol Edu. or Marijuana 101 programs.
\$50	Fine due to failure to attend or cancel within 24 hours a scheduled appointment or assessment with the Center for Psychological Services.
\$50	Fine due to 1 st alcohol or drug violation.
\$50	Fee to cover costs associated with a drug and/or alcohol assessment.
\$100	Fine due to 2 nd alcohol or drug violation.
\$150	Fine due to 3 rd (and each subsequent) alcohol or drug violation.

G. Probation

A trial period during which a student must behave in a manner acceptable to the University. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate University officials. Conditions of probation may be set forth which restrict the student's participation in co-curricular activities such as holding a student leadership position, competing in a sporting event(s), being employed on campus or other specified activities. Disciplinary probation status may also affect qualifications of some awards, prizes, or financial aid, particularly those stipulating conduct acceptable to the University. Established proof of a violation of the terms of probation, or of a further incident of misconduct while on probation, may result in separation from the University for not less than one academic quarter.

H. Loss of Privilege

The withdrawal of a privilege, use of a service, participation in a program, event, or activity for a specific period of time. The loss of privilege may prohibit a student or organization from participating in co-curricular or athletic activities, continuing a degree program, and/or prohibit a student from enrolling in a class or classes. This sanction may be imposed separately or in addition to any other sanction(s).

I. Termination of Recognition

An order terminating University recognition of a registered student organization for a specific or indefinite period of time.

J. Suspension

An action which excludes the student from registration, class attendance, residence in University-owned or -managed housing, and use of University facilities for a specified period of time normally not to exceed three academic quarters. The privilege of the use of University facilities/property is withdrawn by this action unless specific permission otherwise is obtained

from the conduct officer.

When the suspension action is decided upon after the eighth week of the quarter and the presence of the student on campus is deemed not to be a threat, the suspension may be deferred until the end of the quarter at the discretion of the hearing panel or Director. Should the student be readmitted, established proof of a further incident of misconduct will result in additional suspension periods, dismissal, or expulsion. Additionally, the failure to observe the terms and conditions of a suspension may cause the extension of the suspension period or in further disciplinary action.

Any student who is suspended is entitled to a refund of fees in accordance with the University refund schedule. Furthermore, a notation will be placed on a student's transcript indicating disciplinary suspension for the entire duration of the student's suspension. Lastly, upon completion of the period of suspension and fulfillment of all disciplinary requirements, the student must comply with all academic admission standards then in effect in order to re-register.

K. Summary Suspension

In certain circumstances, the vice president of Student Affairs or his/her designee has the authority to summarily suspend a student or student organization from the University, pending a hearing before the Director of Student Judicial Services or hearing panel. A student or organization will be summarily suspended to ensure the safety and well-being of members and/or property of Wright State University, ensure the student's own physical or emotional safety and well-being, or protect the community if the student poses a threat to the normal operations of the University. The hearing following summary suspension will be held according to the procedure set forth in Section VIII of the Code of Student Conduct.

In the event that the hearing body finds the student committed the violation for which he/she was charged, any sanction imposed shall take effect from the date of the summary suspension. The fact of summary suspension and subsequent disciplinary action shall become part of the student's disciplinary record. If the hearing body concludes that there is insufficient evidence to support a finding that the student committed the violation for which he or she was charged, no record of the summary suspension shall be maintained.

L. Residential Summary Suspension

In certain circumstances, the director of residence services or his/her designee has the authority to summarily suspend a student from all residential communities pending a hearing. A student may be summarily suspended from all residential communities to ensure the safety and well-being of members and/or property of Wright State University, ensure the student's own physical or emotional safety and well-being, or protect the community if the student poses a definite threat to the normal operations of the University.

M. Deferred Suspension

This sanction is a suspension that is delayed pending specified behavioral performance. A definite period of observation and review occurs during deferred suspension. If a student is again found responsible of violating the Code of Student Conduct, the suspension will take place immediately without appeal.

N. Dismissal

The withdrawal of the privilege of registration, class attendance, and residence in University-owned or managed housing with no promise, implied or otherwise, that the student may return at any future time. The use of University facilities and/or property is withdrawn by this action. A student who has been dismissed may be readmitted only with the permission of the Vice President for Student Affairs or designee. He/she is not eligible for readmission sooner than one calendar year from the academic quarter that the dismissal is applied. Any student who is dismissed may be entitled to a refund of fees in accordance with the University refund

schedule as published in the quarterly class schedule. Furthermore, a notation will be placed on a student's transcript indicating disciplinary suspension for the entire duration of the student's dismissal.

O. Expulsion

The permanent loss of the privilege of registration, class attendance, and residence in University owned or managed housing. The privilege of the use of University facilities or property is also withdrawn by this action. A student who has been expelled is not eligible for readmission. Any student who is expelled may be entitled to a refund of fees in accordance with the University refund schedule as published in the quarterly class schedule. Lastly, a notation will be placed on a student's transcript indicating disciplinary expulsion.

P. Academic Sanctions

With a finding that a student has engaged in academic dishonesty, one or more of the following may be imposed in conjunction with or separately from the sanctions previously listed:

1. **Mark of zero** is the minimum penalty for academic dishonesty associated with a term paper, or other academic product, quiz, laboratory report, examination, etc.
2. **A grade of "F"** for the course is the minimum penalty for academic dishonesty associated with term paper, final examination, or other academic product constituting a significant portion (to be determined by the instructor) of the student's grade for the course.
3. **Removal of Credit**
An order withdrawing academic credit previously granted to a student.
4. **Academic Integrity Notation on a Transcript**
A notation on a transcript made may be imposed if the academic integrity hearing panel (AIHP) determines that a student has committed a violation of the Academic Integrity Policy. The AIHP may impose the sanction of a notation, which is placed on the student's academic transcript indicating that he/she received a failing grade in the course or was suspended/expelled due to a violation of academic integrity. A notation of this type will be reserved for cases in which the violation of the Academic Integrity Policy is determined by the AIHP as serious, or when the violation is a repeat offense.
5. **Revocation of Degree** may be imposed by the AIHP when a student has been found responsible of a serious violation of the Academic Integrity Policy. Generally, plagiarism of a graduate thesis or dissertation discovered after a student has graduated would result in revocation of the student's degree.

Section VII—Student Rights

A. Rights of the Accused

1. The right to receive notification of the section(s) of the Code allegedly violated and the date, time, and place of any conference or hearing on the alleged violation.
2. The right to challenge the objectivity or fairness of any of the persons serving on a hearing panel. The decision to uphold any challenge made by the accused rests with the chair of the proceedings.
3. The right to consult an advisor before, during, and after any conference or hearing.
4. The right to review a copy of each document pertinent to the alleged violation.
5. Upon request, the right to notification of the name of each person expected to testify at any conference or hearing.
6. The right to introduce documents, to call witnesses, and present other evidence. The right to call witnesses is accompanied by the obligation to provide the name of each

witness, in writing, two business days in advance of a conference or hearing to the conduct officer or director or designee.

7. The right to be present at any hearing or conference on the alleged violation and to make or refrain from making statements.
8. The right to ask questions of any person participating in or providing information at a conference or hearing. All questions asked by the accused are to be directed towards In certain circumstances, questioning may be done outside the physical presence of those participating in the conference or hearing.
9. The right to receive written notification of any decision made.
10. The right to appeal the decision of a hearing or conference in accordance with University procedures.
11. The right to review the record of any hearing in accordance with all state laws and the Family Educational Rights and Privacy Act.
12. The right to request postponement of a hearing for good cause shown. In most cases, a postponement will only be granted due to an academically related commitment. The decision to postpone a conduct conference rests with the hearing officer. The decision to postpone a hearing rests with the director or designee of Student Judicial Services.

B. Rights of Complainant

1. The right to be kept informed of the status of proceedings throughout the process.
2. The right, in all disciplinary hearings and proceedings, to have the presence of a support person, counselor, or adviser. This person may consult with the student but not address the board or participate directly in the hearing.
3. The right to request the ability to answer questions posed by the accused out of the presence of the accused. The Director or Designee will determine if such a request will be granted.
4. The right to submit, orally or in writing, an impact statement to any judicial body.
5. The right to receive timely notification of any decision made (only in sexual and physical assault cases).
6. The right to be granted, if these changes are reasonably available, a change in living assignment, academic arrangement, or other steps necessary to prevent unnecessary or unwanted contact.

In Cases of Sexual Misconduct Only

A Complainant who reports an alleged violation of sexual misconduct is provided the following additional rights:

1. The right to answer questions posed by the accused out of the presence of the accused.
2. The right to remain present throughout the entire hearing except deliberations.
3. The right to not have his/her past behavioral history discussed during the hearing. The hearing chair shall determine questions of relevancy.
4. The right to be granted a change in living assignment, academic arrangement, or other steps necessary to prevent unnecessary or unwanted contact.
5. The right to be informed, in writing of the outcome of the conference or hearing decision and any sanctions that may have been assigned.

Section VIII—Process**A. Violation Notification and Hearings**

1. Any person may file a complaint against a student or organization for misconduct. The complaint must be prepared in writing, signed, and directed to the director or designee or to another conduct officer. All complaints should be submitted as soon as possible after the event takes place.
2. Upon receipt of a complaint, the conduct officer will review the report to determine if a violation has occurred and what type of violation (A or B) it may be. If, based on the review, there is not sufficient evidence to substantiate the complaint, the complaint will be dismissed.

B. Conference and Hearing Processes

1. In cases where the complaint suggests that a category “A” violation may have occurred, the conduct officer will schedule a meeting with the student or organization’s president to investigate the incident. Upon discussing the situation with those involved and reviewing all information, the conduct officer will either provide the student with a notice of alleged violation or dismiss the case. If issued, all alleged violations will be presented to the accused student in written form and a conduct conference scheduled. In most cases, the student shall be entitled to receive notice of a conference at least three days in advance. The student has the ability to waive his/her right to timely notice if a meeting can be scheduled earlier at a mutually agreeable time. Minimum and maximum time limits for scheduling conferences may be reduced or extended at the discretion of the conduct officer. The student may call witnesses during the conference. If the student fails to attend the initial meeting with the conduct officer, a determination as to whether to proceed or dismiss the complaint will be made in the student’s absence. In the event that the conduct officer determines there is enough information to proceed with the disciplinary process, notice of the alleged violation(s) and the time, date, and location of the conduct conference will be sent to the student.
2. If the student, during the investigation or conduct conference, admits responsibility for violation(s), the conduct officer will determine an appropriate sanction and the incident shall be considered resolved. In the event that the student denies that a violation took place, the conduct officer, based on a preponderance of the evidence, will either dismiss the case, or hold the student responsible and assign an appropriate sanction(s).
3. In cases where the complaint suggests that a category “B” violation may have occurred, the case will be processed by the director or designee. The director or designee will investigate the incident and schedule a meeting with the accused student. Upon discussing the situation with the student and reviewing all relevant information, the director or designee will either provide the student with a notice of alleged violation or dismiss the case. If issued, all violations will be presented to the accused student in written form. Once notified, the student may choose to waive his/her right to a hearing, and agree that the director or designee adjudicates the case or may request a hearing. (The director or designee has the right to refer any case and all materials to the judicial review panel.)

If the student fails to attend the initial meeting with the director or designee, a determination as to whether to proceed or dismiss the complaint will be made in the student’s absence. In the event that the director or designee determines there is enough information to proceed with the disciplinary process, the director or designee will determine if the student shall participate in a conduct conference or hearing. Notice of the alleged violation(s) and the time, date, and location of the conduct conference or hearing

will be provided to the student.

In the event that the student requests a hearing, the director or designee will schedule a judicial review panel (JRP) hearing. In most cases, the student shall be entitled to receive notice of a JRP hearing at least three days in advance. The student has the ability to waive his/her right to timely notice if a meeting can be scheduled at a mutually agreeable time.

When a student or organization is directed to participate in a hearing or conduct conference, a date and time will be set as soon as possible. Minimum and maximum time limits for scheduling of conferences or hearings may be reduced or extended at the discretion of the director or designee. If a charged student or organization fails to respond to directions from a conduct officer, the director or designee or hearing panel relative to participating in an investigation, conference, or hearing, a \$25 nonappearance fine will be imposed, and the case adjudicated without the involvement of the student. Furthermore, no student may graduate, receive grades, or have transcripts released until all pending judicial matter(s) are resolved.

If a student is found responsible for violating the Code of Student Conduct and fails to respond to directions from the conduct officer, director or designee, or hearing panel relative to completing a judicial sanction(s), a \$25 noncompliance fine will be imposed, a hold will be placed upon the student's University record and he or she may face additional disciplinary action.

If an organization is found responsible for violating the Code of Student Conduct and fails to respond to directions from the conduct officer, director or designee, or hearing panel relative to completing a judicial sanction(s), a \$25 noncompliance fine will be imposed, the organization shall lose its recognition until all sanctions are complete and may face additional disciplinary charges.

4. Hearings and conduct conferences will be conducted in a fair and reasonable manner and will not be restricted unduly by rules of evidence and procedure.
 - a. Hearings and conferences will normally be conducted in private. At the request of the accused student, along with the agreement of any other student participants and subject to the discretion of the conduct officer or chairperson of the judicial body, the hearing may be open.
 - b. Admission of any person to the hearing will be at the discretion of the conduct officer or judicial body chair. In hearings involving more than one accused student, the conduct officer, at his or her discretion, will determine if hearings or conferences concerning each student will be conducted jointly or separately.
 - c. The accused student has the right to consult an advisor of his/her choice before, during, and after any conference, hearing, or appeal. Advisors are not permitted to speak or to participate directly in any hearing, conference, or appeal.
 - d. The complainant, the accused and the conduct officer or judicial bodies have the privilege of presenting witnesses, subject to the right of questioning by all parties.
 - e. Pertinent records, exhibits, and written statements may be accepted as information for consideration.
 - f. In hearings and/or conferences involving nonresidential students, it shall be presumed that the notice of a hearing/conference has been received if the notice is furnished in one of the following ways: Notice is sent by regular, registered or

electronic mail to the local address provided by the student to the Office of Student Judicial Services or that is on record in the Registrar's Office.

- g. In hearings/conferences involving residential students, it shall be presumed that the notice of a hearing and/or conference has been received if the notice is furnished in one of the following ways: Notice is delivered in person, placed in their student mailbox, signed for by a roommate, or delivered underneath the entrance door to their residence. Notice may also be sent by regular, registered, or electronic mail to the address provided by the student to the Office of Student Judicial Services or that is on record in the Registrar's Office.
- h. All questions regarding the interpretation of a procedure pertaining to a conference or hearing are subject to the final decision of the conduct officer or chair. Questions which may arise during a conference or hearing pertaining to University policy will be subject to the final decision of the director or designee.
- i. At the conclusion of a conference or hearing, the conduct officer or hearing panel will determine whether the student has violated each section of the Code of Student Conduct for which the student is charged. Decisions of any hearing panel will be determined by a majority vote. All decisions shall be made on the basis of a preponderance of the evidence
- j. If it is determined that a student has violated the Code, the conduct officer or judicial body must determine the appropriate sanction. In doing so, the student's past judicial history will be considered.
- k. No student may be found to have violated the Code solely because the student failed to appear before a judicial body. In all cases, the information in support of the charges shall be presented and considered.
- l. There will be a single verbatim record, such as a tape recording of all JRP and Academic Integrity hearings. The record shall be the property of the University and will be maintained in accordance with the department's records retention policy. Conduct conference records may be written or recorded at the discretion of the conduct officer.
- m. The director or designee is the liaison to students who have been placed on probation or separated from the University and is responsible for informing the student of the procedure for reinstatement. The director or designee has the authority to place holds on registration and transcripts of students as a result of disciplinary action.

Section IX—Health and Wellness Conference

The director or designee may require a student to participate in a mental health conduct conference when an alleged violation of the Code of Student Conduct has occurred (either A or B violations) in which the student demonstrates evidence of a physical and/or emotional condition which would preclude an effective resolution of the situation through the judicial conduct process. Any student who participates in a mental health conference is entitled to the same rights and has the same responsibilities as any other student who participates in any other judicial conference, hearing or appeal (See Section VII Student Rights for more information).

Once a determination is made to refer the student to a mental health conference, the student will meet with a professional staff member from the Division of Student Affairs who will serve as a conduct officer and a mental health consultant from Counseling and Wellness Services. This

conference shall take place at the first available time after the student has received notice that a mental health conduct conference is necessary.

If, during the conference, it is determined that the student accepts responsibility or is found responsible for the violation(s), the conduct officer, in collaboration with the mental health consultant will determine an appropriate intervention/sanction(s). The conduct officer may impose any sanction provided for in this code. A student found responsible for violating the Code of Student Conduct as a result of a mental health conduct conference may appeal the decision to the director or designee. (See Section XI Appeals for more information)

In the event that a determination is made that a student should not remain in school and/or in campus housing, there will be no academic penalty for the term in which the student is enrolled and a full refund of all tuition and fees will be provided. Any student dismissed from school, in accordance with this policy, will be advised in writing of the procedure for applying for readmission to Wright State University.

Application for readmission after withdrawal due to a mental health conduct conference will require a formal letter of request for readmission to the director or designee accompanied by a written treatment evaluation from either a mental health consultant from Counseling and Wellness Services at WSU ("WSU" do we use the abbreviation here and there or all the time- I think we should be consistent) or a previously agreed upon mental health professional. The decision to readmit a student will be determined by the director or designee in collaboration with a mental health consultant from the Counseling and Wellness Services. The director or designee is responsible for monitoring the completion of all sanctions imposed.

Section X—Academic Integrity

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the University to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct.

A. The following recommendations are made for students:

1. Be honest at all times.
2. Act fairly toward others. For example, do not disrupt or seek an unfair advantage over others by cheating, by talking, or by looking at other individuals' work during exams.
3. Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
4. Do not turn in the same work in more than one class unless permission is received in advance from the professor.
5. Unless permitted by the instructor, do not collaborate with others on graded course work, including in class and take-home tests, papers, or homework assignments.
6. Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, cite the source(s).
7. Know the policy—ignorance is no defense. If you have any questions regarding academic misconduct, contact your instructor. Those who violate campus rules are subject to disciplinary action.

B. Academic Integrity Policy and Process

Approved by Faculty Senate on May 1, 2000, and General Faculty on May 9, 2000

The judicial process for violations of academic integrity is activated whenever an undergraduate or graduate student is accused of violating Section V, Category 4 A/B of the Code of Student Conduct pertaining to academic integrity. Students who are participating in a professional practice program may be held accountable to additional standards and should refer to all relevant policies and procedures pertaining to their particular school or college.

Any member of the community may report an alleged violation. A violation may be reported to the instructor of the course in which the alleged act occurred, the chair or dean (or equivalent academic administrator) of the college/school with which the course is affiliated, or a member of the staff of the Office of Student Judicial Services. An individual who suspects a student of cheating may at any time contact the Office of Student Judicial Services at (937) 775-4240 to receive assistance with any aspect of the academic integrity process. All reports must be in written form to be adjudicated.

A student accused of a violation of academic integrity is not permitted to drop or withdraw from the course giving rise to the charge of academic dishonesty unless the matter is resolved in the student's favor. Once notified by the professor, the Office of Student Judicial Services is responsible for notifying the Office of the Registrar that there is an alleged violation being considered. If the alleged violation cannot be resolved prior to the date upon which final grades must be reported to the Office of the Registrar, the instructor of the class with the advice and counsel of the department chair or equivalent, will assign a grade of "N." In the event that a student is exonerated as a result of an academic integrity investigation, the student may choose to either complete the course, with the opportunity to make up any work missed, or withdraw from the course without any notation of the course on the student's academic transcript.

When a student is suspected of committing an act of academic dishonesty, the instructor should utilize the procedures listed below.

C. Faculty-Student Meeting Procedures

The faculty member will document the alleged violation utilizing an Academic Integrity Violation Form. He/she will then send the student an Academic Integrity Conference Notification Form to notify the student of the allegations and the need for a meeting to discuss the incident. A copy of the Academic Integrity Violation Form should be included with the Notification Form. Either the student or the faculty member may invite the department chair (or equivalent academic administrator) to attend the conference.

If the student chooses to not schedule or attend the meeting with the faculty member, the faculty member, in the student's absence, shall make a decision as to whether the student is responsible or not for the violation using all available information. Furthermore, upon receipt of the documentation, the Office of Student Judicial Services will bill a \$25 noncompliance fee to the student's bursar account and he/she will be referred to the academic integrity hearing panel (AIHP) for consideration of further sanctioning.

If, as a result of the meeting with the student, the faculty member believes that no violation took place, the faculty member will dismiss the case and the issue will be considered resolved. Both judicial forms regarding the incident should be destroyed. However, if after discussing the incident with the student, the faculty member still believes that "more likely than not" a violation did occur; the faculty member determines whether the student should receive a zero for the assignment, examination, paper, or project, or a grade of "F" for the course.

If the student and faculty member agree that a violation took place and the sanction imposed is appropriate, the faculty member will complete the Academic Integrity Resolution Form documenting the mutually agreed-upon outcome. The student will then be asked to sign the Resolution Form indicating that the information on the form is an accurate reflection of the decision(s) made during the meeting. A completed copy of the Resolution Form will be provided to the student. Additionally, the faculty member should retain his or her copy and forward all remaining copies of all forms to the Office of Student Judicial Services. If, after reviewing all of the information, the faculty member believes that the seriousness of the incident warrants additional action beyond a grade sanction, the Resolution Form should be completed indicating that the case will be referred to the AIHP for further sanctioning. Furthermore, any student who has previously been found responsible for committing an act of academic dishonesty according to the records maintained within the Office of Student Judicial Services will also be referred to the AIHP for further sanctioning.

In the event that the student denies the charge(s) and/or does not accept the faculty member's sanction during the initial meeting with the faculty member, the faculty member will inform the student that the case will be forwarded to the AIHP for adjudication. The faculty member will then complete the Academic Integrity Resolution Form indicating a referral to the AIHP, have the student sign the form, and provide the student with his/her copy. All remaining documentation is then sent to the Office of Student Judicial Services. The Office of Student Judicial Services is responsible for the scheduling of the hearing.

D. Academic Integrity Hearing Panel (AIHP)

The AIHP consists of five panel members of whom three are faculty members, one of whom serves as the chair, and two of whom are students. Faculty panel members are nominated by the Executive Committee of Faculty Senate and approved by the Faculty Senate membership. The Office of Student Judicial Services is responsible for the selection of the student representatives. The AIHP hearing is an opportunity for the student and faculty member to present views, call witnesses, and present documents and other evidence. The student accused of violating the academic integrity policy is required to represent himself/herself at the hearing. An advisor of the student's choice may accompany him/her to the hearing, but is not permitted to address the panel. The university may be represented by the instructor of the course giving rise to the alleged incident, by the chair of the department offering the course, or by the dean or designee of the college or school with which the course is affiliated. An advisor who is not permitted to address the panel may also accompany the University's representative.

The AIHP will consider the documents, testimony, or other evidence presented to it by the student charged and the faculty representative. Based upon the standard of a preponderance of the evidence ("more likely than not"), the AIHP will render a decision. The AIHP will confer in private to determine whether the student committed an act of academic dishonesty and, if so, the proper sanction(s). If the AIHP finds in favor of the student, the grade of "N" previously assigned to the student's record shall be expunged. The AIHP will refer the matter back to the faculty member who gave rise to the charge with the instruction to reevaluate the student's work based on its merits.

If the AIHP finds against the student, it may impose any of the sanctions set forth in the Code in addition to the letter grade sanction that was issued by the faculty member. The student's cumulative disciplinary history will be taken into account during the sanctioning phase of the process. The AIHP shall mail to the student written notice of its decision and the student's appellate rights within three business days of the hearing date. The student may appeal the decision of the AIHP to the University Appeals Board in writing, within five business days from the date of the decision letter. All appeals should be delivered to the Office of Student Judicial Services. (See Section XI)

Additional Information Regarding Academic Misconduct

E. Examples of Academic Dishonesty includes, but is not limited to the following behaviors:

1. Using external assistance during an examination unless expressly permitted by the instructor, including:
 - a. Communicating in any manner with another student during an examination;
 - b. Copying material from another student's examination;
 - c. Permitting another student to copy from your examination;
 - d. Using notes, calculators, or other devices during an examination without express permission from the instructor; and
 - e. Utilizing the assistance of a third party in completing a "take-home" exam when such assistance is not expressly permitted.
2. Falsifying information for inclusion in an assigned paper or exercise, including:
 - a. Inventing or altering data for a laboratory experiment or field project;
 - b. Altering the content of a graded paper and resubmitting it to the instructor under the pretense of an error in grading;
 - c. Creating a fictional citation for a research paper.
3. Taking credit for the work of others, including:
 - a. Quoting, paraphrasing, or otherwise using the words or ideas of another as your own without acknowledging or properly citing the other (commonly called plagiarism);
 - b. Submitting as your own work any paper, homework assignment, take-home examination, computer program, artistic work, or other academic product created wholly or in part by, provided by, or obtained from another.
4. Engaging in improper conduct such as:
 - a. Obtaining or reading a copy of a confidential examination in advance of the time it will be administered without the knowledge and consent of the instructor;
 - b. Submitting a paper or essay prepared for one class in another class without the knowledge and consent of the instructor of the latter;
 - c. Creating or making changes to your academic record or changing grades; stealing, changing, destroying, or impeding the academic work of another student.

Section XI—Appeals

The appellate process is designed to ensure the integrity of the deliberations and decisions of the University hearing panel(s) and/or the decisions of a conduct officer.

- A. A student participating in a conduct conference due to a Category “A” violation or a Health and Welfare Conference may appeal the outcome of the conference to the director or designee. The appellate decision of the director or designee will be final.
- B. A student who has participated in a conduct conference with the director or designee, a judicial review panel hearing, or an academic integrity panel hearing may appeal the outcome of the conference or hearing to the University Appeals Panel. The appellate decision of the University Appeals Panel is final.
- C. In all cases, a detailed, written appeal must be submitted within five business days after the date of the conference or hearing decision has been made. The appeal must be in writing and delivered to the Office of Student Judicial Services. The director or designee is responsible for processing all appeals as described in this code.
- D. A student may request an appeal on one or more of the following grounds:
 - 1. The student has been deprived of his or her rights as defined herein.
 - 2. The facts appear to be insufficient to establish the violation.
 - 3. The sanction(s) imposed by the officer/body of original jurisdiction was not justified by the nature of the offense.
 - 4. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

The appeal should state in plain and simple language that the decision is being appealed. An appeal also should describe, in plain and simple language, each error of procedure or fact allegedly made by the conduct officer or hearing panel and the facts that support the student's assertion that an error was made.

In cases appealed to the director or designee, he/she may request such submissions or oral arguments as deemed necessary to render a decision. The appellate decisions of the director or designee are final. In cases referred to the University Appeals Panel, the panel examines the hearing or other records to determine whether the procedures employed were proper, whether the decision is adequately supported by the documents, testimony, or other evidence, or the propriety of any sanction imposed, or new evidence presented. The Appeals Board may approve the decision of the hearing panel or director or designee, return the matter to the panel or Director or designee for further action, or reduce or dismiss the charge against the student. If the Appeals Board finds no substantive error(s), the original decision of the panel shall stand.

The appellate process differs from that of the hearing. The Appeals Board does not hear testimony from witnesses; consider documents or other evidence not previously considered by the hearing body unless the appeal is based upon the discovery of new information and/or evidence. The Appeals Board may, however, permit the student who has appealed and the conduct officer to make oral arguments and answer questions posed by the board.

Appeals hearings are closed unless the student specifically requests an open hearing. After oral arguments and questioning are completed, the Appeals Board will meet in closed session to review records, including any tapes or transcripts, and to determine whether the procedural and substantive decisions made were proper. If there was no procedural or substantive errors made which would have significantly affected the outcome of the hearing, the decision of the hearing panel will be upheld.

If, however, there were procedural or substantive errors significantly affecting the outcome of the hearing, the Appeals Board may remand the case to the hearing panel or director or designee for appropriate action, or dismiss the complaint against the student. The findings of the Appeals Board will be mailed to the student within five business days of the date of the decision. The decision(s) of the Appeals Board is final.

Section XII—Distinguishing the Student Code Provisions and Local, State, and Federal Laws

Members of Wright State University and its visitors are subject to all University rules and regulations, including those contained in the Code of Student Conduct. Additionally, students are also simultaneously subject to all local, state, or federal laws. Any conduct that involves violation of local, state, or federal law may result in University disciplinary action as well as civil and/or criminal action. The Board of Trustees has delegated to the president and to the president's designated representatives the authority to seek the assistance of appropriate law enforcement officers, in addition to the University's Department of Public Safety to enforce University regulations and state laws for the preservation of good order on the campus.

On January 1, 1974, the Ohio Campus Disruption Act, which was originally introduced as House Bill 1219, became part of the Ohio Revised Code. House Bill 1219 contained sections that pertain to "control of campus violence." A Wright State University student arrested for one or more crimes of violence as listed under Ohio Revised Code Section 3345.23 (or an equivalent offense under a municipal ordinance) will be afforded a hearing in accordance with the ordinance to determine whether he or she will be suspended from the university. The law mandates that such a hearing is to take place within five days of the arrest (continuances may be granted, which may not exceed a total of 10 days) and is to be conducted by a referee appointed by the Ohio Board of Regents.

If the hearing produces a preponderance of evidence indicating that the student did commit the offense, the referee may suspend the student from the university or place the student on disciplinary probation with restrictions. The period of suspension or probation is in effect until the student is acquitted or convicted in a court of law. If the student is convicted, he or she will be dismissed from the university for not less than one calendar year, and may not attend any state of Ohio College or university for that period.

Students so convicted may be readmitted or admitted to any other Ohio tax-supported college or university, at the discretion of the college or university's board of trustees, but only after the lapse of one calendar year following dismissal and only upon terms of strict disciplinary probation. If the student is acquitted, he/she will be reinstated "in good standing" by the university, and the record of suspension or probation will be expunged. The initiation of a 1219 proceeding against a student does not prohibit the university from taking university disciplinary action against that same student under the Code of Student Conduct for the same conduct that gave rise to the 1219 proceeding.

Ohio Revised Code 3345.23 Offenses

1. Aggravated Murder
2. Murder
3. Voluntary Manslaughter
4. Involuntary Manslaughter
5. Felonious Assault
6. Aggravated assault
7. Assault
8. Permitting child abuse
9. Aggravated Menacing
10. Menacing by stalking
11. Menacing
12. Kidnapping

13. Abduction
14. Extortion
15. Rape
16. Sexual Battery
17. Gross sexual imposition
18. Aggravated Arson
19. Arson
20. Aggravated Robbery
21. Robbery
22. Aggravated Burglary
23. Burglary
24. Inciting to Violence
25. Aggravated Riot
26. Riot
27. Inducing Panic
28. Domestic Violence
29. Intimidation
30. Intimidation of attorney, victim or witness in criminal case
31. Escape
32. Improperly discharging a firearm at or into habitation or school safety zone
33. Endangering children

* The above list of Ohio Revised Code Offenses many change without notice. Please refer to the most recent addition of the Ohio Revised Code for further information.

Section XIII—Student Disciplinary Files and Records

A. Disciplinary File

An incident file is created in the name of each student or student organization alleged to have violated the Code and follows the student or organization through any conference or hearing.

B. Disciplinary Records

A student is considered to have a disciplinary record when any of the following occurs: (1) a hearing panel or conduct officer finds the student responsible for violating one or more of the policies set forth in Section V of the Code and any appeal taken by the student results in an affirmation of the hearing panel's or conduct officer's decision or the student is the subject of a hearing pursuant to Section 3345.23 of the Ohio Revised Code and is found guilty of the charges that gave rise to the hearing.

C. Family Educational Rights and Privacy Act

The following information is published as a public service for the Wright State University community. Federal regulations require annual notice to students on this subject.

Wright State University has for many years regulated access to student records. The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended sets forth requirements designed to limit the disclosure of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records.

This information includes the regulations designed to explain the rights of students with respect to records maintained by the University. This information also outlines the University's procedures to comply with the requirements of FERPA. Copies of FERPA, the federal regulations adopted pursuant to it, and this notice are available for review in the Office of the Registrar. A digest version of FERPA can be found in the *Student Handbook* and *Undergraduate and Graduate Catalogs*.

1. Definition of Educational Record

“Educational Records” include, with certain exemptions as listed below, those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any employee of the university. The following categories of information are not considered “educational records:”

- a. Records created by university personnel which are in the sole possession of the maker, are not used for purposes other than a memory or reference tool, and are not accessible or revealed to any other person.
- b. Records maintained by the Department of Public Safety for law enforcement purposes.
- c. Records maintained or made by a physician, psychiatrist, psychologist, or other recognized professional, professional in training, or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity or maintained or used solely for the purpose of treatment or accommodation. (e.g., records in Disability Services, Psychological Services, and Health Services).
- d. Records exclusively containing information about an individual after he/she is no longer a student (e.g., Alumni Association). Records of that individual while a student continue to be considered educational records.

2. Release of Record Without Consent

Prior consent is not required and the university may release information without consent in the following circumstances:

- a. Requests from faculty and staff of Wright State University who have a legitimate educational interest on a “need to know” basis. This includes student employees of the institution who may be authorized by the University to conduct official business. Legitimate educational interest includes performing a task related to the regular duties of the employee, the student’s education, the discipline of a student, a service or benefit for the student, or maintaining safety and security of the campus.
- b. Requests in compliance with a lawful subpoena or judicial order upon the condition that a reasonable attempt to notify the student is made in advance of the compliance of the subpoena unless specifically prohibited by the subpoena or judicial order.
- c. Requests in connection with a student’s application for or receipt of financial aid if the information is necessary for the purposes of determining eligibility for the aid, determining the amount of the aid, determining the conditions for the aid, and/or enforcing the terms and conditions of the aid.
- d. Requests by state authorities and agencies are specifically exempted from the prior consent requirements of the act. Organizations conducting studies on behalf of the university, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations, and/or if the personal identification data is destroyed when no longer needed are also exempt.
- e. Information submitted to accrediting organizations.
- f. Requests by parents or legal guardians of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954. Section 152 of the Internal Revenue Code defines a dependent as, any son, daughter or dependent of the taxpayer who receives over half of his/her support, for the calendar year in which the taxable year of the taxpayer begins.

- g. In the case of emergencies, to appropriate persons to protect the health or safety of a student or other persons.
- h. In cases where a student who is under 21 years of age (at the time of notification) has committed a violation of law or University policy pertaining to drugs or alcohol.
- i. In cases where a student is found responsible for a violation of the University's Code of Student Conduct pertaining to an act of sexual or physical assault.
- j. To authorized federal officials who have need to audit and evaluate federally supported programs.
- k. Requests for "Public Information" (see section 3).
- l. Information requested by officials of other institutions in which the student seeks or intends to enroll provided the University gives the parent or eligible student, upon request, an opportunity for a copy of such records and an opportunity for a hearing to challenge the record.

Note: Degrees (any honors, majors, minors, and specializations) are considered Public Information since they are conferred in a public ceremony. Additionally, the University reserves the right to verify the accuracy of any information contained in either what is believed to be an official university document (e.g., a transcript or diploma) or is provided to a third party.

3. Public Information

Wright State University, in accordance with the Act, has designated the following information about students as Public Information (directory):

- a. Student's name
- b. All addresses including e-mail
- c. Telephone listings
- d. Major field of study
- e. Number of hours registered
- f. Full or part-time status.
- g. Class standing (freshman, sophomore, junior, senior, graduate, or professional)
- h. Dates of attendance
- i. Degrees awarded and total hours earned
- j. Special honors and awards
- k. Most recent previous educational agency or institution attended by student
- l. Participation in officially recognized activities and sports
- m. Weight and height of members of athletic teams

Information identified as public information will be released without the student's consent. Students, however, have the right to have this information withheld from the public if they so desire. Each student who wants this information to be withheld (including items to be published in the *Student Directory*) shall so indicate by completing a "Request to Prevent Release of Public Information" form which can be obtained from the Office of the Registrar. At least 10 business days should be allowed for processing of these requests.

Note: Each fall quarter, the University publishes a telephone directory that is made public. This directory contains name, home and local addresses, e-mail address, and local telephone. To keep this information from being printed in the directory, a student

must notify the Office of the Registrar (in the manner described above) no later than the first Friday after the start of the fall quarter. Because the directory is published only once a year, requests to change a student's information release status after the first Friday of fall quarter (or in subsequent quarters), will not be reflected in the printed directory. However, changes will be applied to the student information system and affect disclosures from it.

4. Consent for Release of Record

Students wishing to have information released must submit, in writing, a request to the director or designee of the appropriate department/school/college maintaining the record, listing the specific information the student wishes to be released and to whom it is to be released.

5. Procedures for Review of Record

All records pertaining to students, which are maintained in University offices, are official University records, and as such, remain the property of the University. Each University unit has an obligation to keep a record of requests and disclosures of student record information except when the request is from the student, a university official with a legitimate educational interest, related to a request with consent from the student, or someone requesting directory information. A student has the right to review the record of requests and disclosures pertaining to that student.

Requests to review records must be made separately, in writing, to each office maintaining records. That office has 15 days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible. In the event that the student's only access to his/her records is through the mailing of such records, a fee may be charged unless the student can prove that the fee effectively prevents him/her or an eligible parent from exercising their rights.

Information contained in educational records will be fully explained and interpreted to students by University personnel assigned to, and designated by, the office holding the record. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

6. Exceptions to Right to Review Record

Students are granted the right to inspect and review all of their educational records, except the following:

- a. Financial records of parents
- b. Confidential letters and statements of recommendation placed in educational records prior to January 1, 1975.
- c. Confidential letters and statements of recommendation for admission, employment or honorary recognition placed in educational records after January 1, 1975, for which the student has waived his/her right of access.

7. Waiver of Right to Review Record

Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. The University may not require a student to waive his or her right of access for receipt of University benefits or services.

8. Right to Challenge Record

Students have the right to challenge the content of their educational records if they consider the information contained therein to be inaccurate, misleading, or inappropriate. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records. (See Section IX for more information)

Note: The right to challenge grades does not apply under FERPA unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

9. Procedures for Challenging Information in Record

Students challenging information in their records must submit, in writing, a request for a hearing to the director or designee of the appropriate department/school/college maintaining the record, listing the specific information in question and the reasons for the challenge. The director or designee shall notify the Office of the Registrar that a request for a hearing has been submitted. The Office of the Registrar will convene a panel of three university personnel who do not have a direct interest in the outcome, to conduct a hearing. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge. The panel will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed. Should the decision of the panel find in favor of the student, the record shall be amended accordingly.

Note: The School of Medicine and the School of Professional Psychology have separate procedures for challenging and adjudicating record disputes. Please refer to that specific school's student handbook for more information.

10. Appeal of Hearing Decision

In the event that the hearing panel denies a student's request to change information within his/her record, an appeal may be made. All appeals shall be in writing, and submitted to the Office of the Registrar within 10 business days of the hearing decision. An appeals panel of three disinterested senior University officials shall hear the appeal. A decision by the panel will be rendered, in writing, within a reasonable period of time to the student. Should the appeal be in favor of the student, the record shall be amended accordingly.

In the event that the appeal is denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the panel's decision, as long as the University maintains the student's record. Additional information regarding hearings can be obtained from the Office of the Registrar.

11. Concerns or Suggestions

A student who has a concern or suggestion is encouraged to contact the head of the department/school/college to attempt to resolve the issue. If any student has reason to believe that the University is not complying with the Act or this policy, he/she has the right to file a complaint with the U.S. Department of Education.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, S.W.
 Washington, DC 20202-4605

12. Type, Location, and Custodian of Student Records

Wright State University does not maintain educational records in one central office. Educational records are maintained in a variety of departments, colleges, and schools. Please contact the Office of the Registrar for further information regarding educational records.

D. Records Maintenance and Storage

The existence of all student disciplinary records and the contents of such records are kept and maintained by the director or designee in accordance with the federal Family Educational Rights and Privacy Act, all state of Ohio laws, and Wright State University's records retention policy.

The director or designee shall retain all files at least through the end of the fiscal year in which the incident occurred. The disciplinary records of students or organizations who have had a notation placed on their transcript due to academic dishonesty, have been removed from an academic college, suspended, dismissed, de-registered, found guilty in a court of law of the charges giving rise to a Section 3345.23 hearing, or who have failed to successfully complete all of their disciplinary sanctions, shall be retained indefinitely. At the close of each academic year, the director or designee will review all student disciplinary records for the purpose of eliminating those records that document disciplinary action taken against a student or student organization. Records may be eliminated if at least three of the criteria listed below are met:

1. The student has not been registered for classes at the University at any time during the prior five academic years or, if a student organization is the subject of disciplinary record, five full academic years have passed since the organization fully satisfied the terms or conditions of all sanctions imposed upon it.
2. The student or student organization has no outstanding financial or judicial obligations to the University (e.g., personal growth workshop, educational sanction).
3. The student or student organization has not been suspended, dismissed, de-registered, or found guilty of the charges giving rise to an ORC Section 3345.23 hearing.
4. One calendar year has passed since the student has graduated.

E. Record Elimination

A student or alumna/alumnus may request that the Associate Vice for Student Affairs or designee eliminate an incident or incidents from his or her disciplinary record and file kept within the Office of Student Judicial Services. This request must be in writing and may not be submitted earlier than two years from the time of the original incident(s). The decision to eliminate a record will be based on the violation(s), the individual's disciplinary history, and evidence of appropriate behavior since the violation occurred. Permanent expulsion may not be eliminated from a student's record.

Section XIV—Operating Procedures

The director or designee will develop written operating procedures for the Judicial Review Panel, Academic Integrity Hearing Panel, University Appeals Board, and any other entity given responsibility for implementing the University's judicial process after the effective date of this code. The operating procedures are intended to assist these entities in completing their responsibilities under the Code in an effective and efficient manner. The departure of any judicial entity from its operating procedures, in the absence of bad faith or gross error, is not grounds for reversing any decision made at the time of the departure.

Section XV—Implementation and Revisions

This Code shall take effect as of the first day of the fall quarter 2006. The Judicial Advisory Board shall review the Code of Student Conduct at least every three years under the direction of the director or designee. Wright State University reserves the right to make changes to the Code of Student Conduct as deemed appropriate by the Vice President for Student Affairs or his/her designee (see footnote 1).

Demonstrations and Marches

Policy number: 4007

Subject: **Demonstrations and Marches**

Date issued: Revised/March 2001

Authority: Wright State University Code of Regulations; General Faculty Meeting (May 19, 1992); Office of the President; Division of Student Affairs

References: Office of the Vice President for Student Affairs

4007.1 General Statement

Wright State University recognizes the exercise of the rights of expression, affiliation, and peaceful assemblage. Wright State students, faculty, and staff may express their views by demonstrating peacefully for concepts they wish to make known, and the university will make every reasonable effort to protect this right. The university also has an equal and simultaneous obligation to protect the rights and freedoms of those who choose not to participate in a demonstration. Additionally, the university has an obligation to protect its property and to assure continuation of the activities of students, university faculty and staff, and guests on campus.

4007.2 Policy

- a. Wright State University is committed to freedom of thought and freedom of expression. All members of the academic community have the right to express their opinions. Faculty, staff, and students should be free to discuss, debate, and express ideas and opinions in public or private forums as long as they do not disrupt university functions.
- b. A broad range of speech will be tolerated at Wright State, subject to consideration of the health, welfare, and safety of all faculty, staff, and students and the functioning of the university.

- c. Speech may be legitimately regulated with regard to time, place, and manner when it has the purpose or effect of substantially interfering with the educational environment, disrupting the functioning of the university, or inciting an immediate breach of peace.
- d. Conduct, the purpose or effect of which is not frightening, coercing, or intimidating specific individuals but is merely deemed offensive to certain groups, will not be grounds for regulation or punishment.
- e. The university is committed to the elimination of all forms of bigotry on campus.
- f. The university will consider each alleged violation of this policy on a case by case basis and will examine the time, place, pattern of conduct, and, where relevant, the existence of a specific relationship between speaker and target.
- g. The university encourages all faculty, staff, and students to exercise their free speech rights responsibly. Categories of speech should be consistent with the inclusive language in [Policy 4001.23](#) (Equal Educational and Employment Opportunity Policies and Affirmative Action Plan).

4007.3 Regulation of Time, Place, and Manner

Reasonable and orderly scheduling, assignment, and use of university facilities, resources, and personnel are necessary to assure continuation of educational programs and other activities, to accommodate the needs of all persons, and to respect the rights of all members of the university community.

4007.4 Operational Procedures

- a. To secure assistance in planning and obtaining university facilities, to ensure that other activities are not adversely affected, and to protect the rights of all members of the university community, as well as participants and non-participants in all demonstrations and marches, sponsors must register such events with the Office of the Vice President for Student Affairs and secure approval for use of any university facility.
- b. All sponsors of demonstrations or marches must register such events in the Office of the Vice President for Student Affairs not less than 24 hours in advance. Under compelling circumstances, the hour requirement can be waived by the vice president for Student Affairs or his/her designee. Items of information necessary to complete this process include:
 - 1. Desired location
 - 2. Desired date and time
 - 3. Route of march, if applicable
 - 4. Estimated attendance
 - 5. Sound devices to be used (e.g., bullhorns, musical instruments)
 - 6. Security plans and list of marshals
 - 7. Names and phone numbers of organizers
 - 8. Names of speakers (preferred for security purposes)
- c. The university will use its best efforts to register groups for demonstrations and marches and will take into consideration the health, welfare, and safety of all concerned. Registration will not be accepted if the requested space has already been reserved or if the university, using its best efforts, cannot make appropriate security arrangements necessary to ensure the health, welfare, and safety of its students, faculty, and staff.
- d. Organizers may also be requested to reschedule the event or modify the location or route or other arrangements, in order to achieve the objectives stated above.

4007.5 Prohibited Actions

- a. The laws of the state of Ohio and Wright State University's Code of Regulations prohibit the following actions:
 - 1. Obstructing or disrupting university teaching, research, or administration.

2. Causing, or threatening to cause, injury or harm to persons or property.
 3. Inciting riot.
 4. Obstructing the free flow of pedestrians or vehicular traffic.
 5. Possessing illegally or using firearms, explosives, or other weapons, chemicals, or fire extinguishers.
 6. Failing to comply with the orders or directives of university officials, police, or any other law enforcement officers acting within the scope of their duties.
- b. Use of sound amplification equipment within 500 feet of university buildings or in a manner obstructive or disruptive of university functioning is prohibited.
 - c. Demonstration activities may not occur inside university buildings, unless permission is granted by the vice president for Student Affairs or his/her designee and by the Chief of Police, at least 24 hours in advance of the planned activity.

4007.6 Violations

If the conduct of a demonstration or march violates any section of this policy, the event shall be subject to immediate cancellation and disbanding of all participants by order of the vice president for Student Affairs or his/her designee.

4007.7 Enforcement

- a. Any persons failing to disband from a demonstration or march upon being ordered to do so pursuant to section 4007.5 of this policy shall be in violation of this policy and subject to appropriate sanctions. Students and student organizations in violation of this regulation shall be subject to the sanctions of the "Code of Student Conduct" as defined in the *Student Handbook* and/or to arrest for violation of state law. Persons not registered as students who are in violation of this regulation shall be subject to arrest.
- b. In the event of an emergency situation in which, in the judgment of authorized Police Department personnel, riot or harm to persons or property is imminent, the on-duty supervisor may order dispersal of participants and cancellation of the demonstration or march prior to obtaining an order from the vice president for Student Affairs or his/her designee, as set forth in section 4007.5 of this policy.

4007.8 Appeal

Any individual or group convinced that arbitrary, unlawful, or unreasonable limitations have been imposed upon any demonstration or march under the provision of these regulations may appeal those limitations to the vice president for Student Affairs.

4007.9 Steering Committee on Campus Dissent/Disruption

- a. A steering committee, chaired by the vice president for Student Affairs, shall manage any periods of prolonged student dissent or disruption on campus. In addition to the vice president for Student Affairs, the committee will be comprised of the Chief of Police, director of Communications and Marketing, president of the Faculty Senate, president of Student Government, president of the Residential Communities Association, director of the Office of General Counsel, director of Residence Services, and the director of Student Life. The committee will meet as often as deemed necessary by the vice president for Student Affairs and shall determine appropriate action based on the input of all representatives.
- b. During periods of prolonged student dissent or disruption on campus, the vice president for Student Affairs will facilitate communication with activist leaders, serve as spokesperson for the university, and keep the president of the university fully apprised of the situation.

Drug-Free Schools and Communities Act

Policy number: 4005

Subject: **Drug-Free Workplace**

Date issued: Revised/October 1990

Authority: Drug-Free Workplace Act of 1988; University President (March 17, 1989); Drug-Free Schools and Communities Act Amendment of 1989 (October 1, 1990)

4005.1 General Background

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 require all federal contractors, federal grant recipients, and recipients of any federal funds whatsoever to implement a comprehensive substance and alcohol abuse policy. Wright State University is considered a federal contractor under these acts and as such shall comply with all provisions of them. This policy shall apply to the entire university community: faculty, staff, graduate assistants, and students.

4005.2 Policy

The university is committed to maintaining a workplace free of illegal drugs or the unlawful use of alcohol. The university prohibits the possession, manufacture, distribution, dispensation, or use of illegal drugs and the unlawful use, possession, or distribution of alcohol or controlled substances on all university property and at any locations where employees or students are conducting university-related business or activities and when using university vehicles or private vehicles on university business or in the conduct of university activities.

4005.3 Substance Abuse Counseling

Resource information regarding health and safety concerns about substance abuse and information regarding the availability of and/or referral to community-based approved substance abuse counseling and rehabilitation services are available through a variety of university and community-based services, including the:

- a. Raider Alcohol and Substance Abuse Awareness Program.
- b. Wright State University Psychological Services Center.
- c. Department of Human Resources.
- d. Greene Hall Chemical Dependency Treatment Services.

4005.4 Sanctions for Violation of Standards of Conduct

Wright State University has used and will continue to use progressive discipline in administering sanctions for violations of this policy; however, the university reserves the right to determine when the serious nature of a violation or arrest without adjudication requires that the university take immediate action. Such action may include but is not limited to:

- a. Faculty and Staff
 1. Written reprimands
 2. Transfer to other duties
 3. Suspension
 4. Demotion
 5. Termination

6. Referral to appropriate authorities for prosecution for violations of the standards of conduct described in this policy
- b. Students
 1. Disciplinary probation
 2. Suspension
 3. Dismissal
 4. Referral to appropriate authorities for prosecution for violations of the standard of conduct described in this policy
- c. Students, faculty, and staff may be referred to appropriate drug or alcohol abuse treatment facilities, as a condition of continued employment and/or student standing.
- d. Any member of the work force convicted of a violation of the criminal drug statutes occurring in the workplace shall notify the Assistant Vice President for Human Resources within five (5) such conviction. The university is obligated to notify federal contracting agencies/officials (if appropriate) within ten (10) days after receiving notice of the conviction. Within thirty (30) days after receiving notice of the conviction, the university shall take appropriate disciplinary action.

4005.5 University Noncompliance Sanctions

The federal government may suspend contract payments and/or terminate a contract. The government may suspend or debar (for a period not to exceed five years) the contractor if the head of the contracting agency determines:

- a. the contractor has made a false drug-free workplace certification.
- b. the contractor has violated the certification by failing to carry out the requirements.
- c. such a number of the contractor's employees have been convicted of criminal drug statute violations occurring in the workplace "as to indicate that the contractor has failed to make a good faith effort to provide a drug-free workplace."

4005.6 Related Department of Defense Rules

Contracts or grants issued by the Department of Defense on or after October 31, 1988, are subject to regulation under the Drug-Free Work Force Act (as well as compliance with the Drug-Free Workplace Act and OMB regulations).

4005.7 Policy Review

The Department of Human Resources with the assistance of the Office of Legal Affairs, the Division of Student Affairs, and the Office of Research and Sponsored Programs shall review this policy every two years to determine the effectiveness of the policy and to insure that sanctions are being consistently enforced. When recommended, changes shall be forwarded by the Department of Human Resources to appropriate authority for review and for amendment of this policy.

Equal Educational and Employment Opportunity Policies and Affirmative Action Plan

Policy number: 4001

Subject: **Equal Educational and Employment Opportunity Policies and Affirmative Action Plan**

Date issued: Revised/June 2008

Authority:

Board of Trustees Resolution 87-20 (November 26, 1986);
Board of Trustees Resolution 94-3 (October 6, 1993);
General Memorandum from the President of the University (January 14, 1987);
General Memo No. 3-Amended, ratified by the Board of Trustees (August 11, 1971);
General Memo No. 3-Amended (August 5, 1971);
General Memo No. 3 (June 1, 1971);
General Memo No. 1-Amended (July 1, 1970);
General Memo No. 1 amended by the Board of Trustees (June 17, 1970);
General Memo No. 1 (April 27, 1970)

References: Office of Affirmative Action Programs

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[4001.23 Inclusive Language Policy](#)
[4001.24 Checklist for Visual Materials](#)

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General Memo No. 1 amended by the Board of Trustees (June 17, 1970);
General Memo No. 1 (April 27, 1970)

References: Office of Affirmative Action Programs

4001.1 General Memorandum from the President of the University

Wright State University is committed to the success of its students, faculty, and staff. The supportive environment we provide is designed to encourage the academic pursuits of all members of our university community, including diverse abilities and educational backgrounds; ethnic and cultural heritages; family experiences and economic means; physical and learning differences; geographically mobile and place bound circumstances; and career and life aspirations.

Our shared objective is to forge this diversity into an environment of shared academic excellence. We recognize that the success of each individual strengthens our community. Thus all members of our university community, whether students, employees, or both, must have a full and equal opportunity to develop and utilize their potential.

The University thus firmly rejects discrimination on the basis of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation because such discrimination both subverts academic freedom and inherently undermines the full utilization of abilities and potential on which the university's shared pursuit of excellence is based.

A key element of the university's mission is to serve as a catalyst for transforming the lives of the students and communities we serve. Mindful of that mission and our responsibility to teach by example, we will maintain high ethical standards in all of our relationships and activities through open communication, trust, professionalism, and a spirit of collaboration.

Since Wright State is a public institution, our commitment to pursue academic excellence through full and equal opportunity is fundamental to our existence as a university. That commitment will be most effectively implemented with the full support and generosity of spirit which characterizes a collegial organization at its best.

It is therefore the policy of Wright State University not only to avoid discrimination, but to go further. The university will act affirmatively to identify and eliminate any artificial barriers that may exclude or impede members of certain groups in their pursuit of excellence. Such affirmative action will address the treatment of persons who are already members of the university community, as well as applicants for admission or employment.

It is therefore important that each of us make a personal commitment to join in our shared pursuit of these twin goals: vigorous pursuit of academic excellence through shared full and equal opportunity. Thank you for joining in this enterprise.

David R. Hopkins
President
June 2008

4001.2 Statement of Policy

a. Equal Opportunity in Employment

1. Wright State University provides equal employment opportunity. In its employment policies and practices, the university prohibits discrimination against any person or group on the basis of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation. Each contractor which deals with the university will be expected to establish and comply with the same prohibition.
2. This policy of equal opportunity applies to all aspects of employment, including initial hiring, position or work assignment, training, promotion, disciplinary action, and termination, of academic and non-academic employees. As indicated more specifically in Section 4001.19 through Section 4001.23 of this policy, it also extends to position descriptions and qualifications, so that cultural assumptions will not cause capable persons to be excluded from consideration unnecessarily.
3. Consistent with its objective of achieving and providing equal opportunity in employment, the university takes affirmative action to identify and eliminate any barriers to equal employment opportunity. For example, inadvertent barriers might exist in the use of inappropriate criteria in position announcements, the manner or place in which recruitment is conducted, the nature of interviews conducted, and so on. As indicated by Section 4001.23 of this policy, the university will take action to eliminate such barriers whether they are formal or informal.

b. Equal Opportunity in Education

1. Wright State University provides equal educational opportunity. In its educational policies and practices, the university prohibits discrimination against any person or group on the basis of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation. This prohibition extends to admissions, housing, financial aid, and all other university services or facilities.
2. An organization that excludes persons from membership on the basis of criteria relating to their race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation is considered to be in conflict with university policy and is not permitted to function at the university. However, it is understood that some organizations may be created for the purpose of deepening the religious faith of students within the context of a denominational or interdenominational grouping or for the purpose of perpetuating a national cultural tradition. These purposes are consistent with university policy, and, when they are clearly stated in the constitution or by-laws of a student organization, the organization may register through customary procedures.

4001.3 Organization for Affirmative Action Programs

Every member of the university community shall be a participant in and a beneficiary of these equal opportunity policies and this Affirmative Action Plan.

a. Director of Affirmative Action Programs

The president and the Board of Trustees appoint the director of Affirmative Action Programs. The duties of the office shall include:

1. Developing policy statements, affirmative action programs, internal and external communications;

2. Assisting divisions, departments, offices, and individuals in identifying and arriving at solutions to equal opportunity problems;
3. Designing and coordinating the implementation of audit and reporting systems to measure effectiveness of the programs and to indicate need for remedial action;
4. Serving as a liaison between the university and appropriate agencies;
5. Submitting periodic reports to appropriate agencies as required;
6. Keeping the president of the university informed of the latest developments in the entire equal opportunity area;
7. Directing or conducting inquiries and seeking constructive resolutions of disputes, in accordance with Section 4001.18 of this policy; and,
8. Chairing the Affirmative Action Advisory Council.

In the performance of these duties the director of Affirmative Action Programs will be responsible directly to the president of the university.

b. Affirmative Action Advisory Council

The president appoints the Affirmative Action Advisory Council.

1. The Council shall consist of twelve members representing the broad university community. In addition, the director of Affirmative Action Programs is a member ex-officio and serves as chair. The membership of the Council shall be publicized periodically, so that members of the university community may bring ideas, suggestions, and criticisms to the attention of the Council.
2. The Council shall meet once each quarter or more often if circumstances warrant.
3. The Council shall assist and advise the director in the planning, development, and implementation of the stated program. It shall also serve as a hearing body as necessary and appropriate.

c. Discrimination Hearing Board

1. Any person who believes that he or she may be experiencing discrimination may pursue the Complaint Procedure set forth in Section 4001.18 of this policy. As described in Section 4001.18, to the extent that complaints are not resolved informally, the person may choose to have the matter considered and decided by members of the Discrimination Hearing Board.
2. The composition of the Discrimination Hearing Board is set forth together with the Affirmative Action Complaint Procedure in Section 4001.18 of this policy.

4001.4 Policies and Programs Affecting Specific Groups

a. Policy Against Discrimination on the Basis of Race

It is the policy of Wright State University not to discriminate on the basis of race. Consistent with this policy, the university takes affirmative action to recruit or promote members of racial minorities into positions in which non-whites have previously been hired in numbers that do not fully reflect the availability of non-whites who are qualified for those positions.

b. Policy Against Discrimination on the Basis of Religion or National Origin

It is the policy of Wright State University not to discriminate against employees on the basis of their religion or national origin.

The university periodically reviews its personnel policies in order to ensure that applicants are employed, and employees are treated without regard to their religion or national origin. The university also accommodates employees' religious observances in the manner provided by state law, and the university's non-discrimination policy is disseminated to all employees.

c. Discrimination on the Basis of Sex

It is the policy of Wright State University not to discriminate against employees or applicants for employment on the basis of sex (including gender identity/expression).

The university recruits applicants of both sexes for all positions and expresses no preference for either sex, except in very unusual circumstances where the position genuinely requires that the person be of a particular sex.

In addition, the university does not make any distinction based on sex (including gender identity/expression) in establishing terms or conditions of employment. Consistent with this policy, the university takes affirmative action to recruit or promote women into positions in which women have previously been hired in numbers which do not fully reflect the availability of women who are qualified for those positions.

d. Affirmative Action for Persons with Disabilities

Wright State University has issued a comprehensive statement concerning its program for persons with disabilities. In brief, the university makes substantial efforts to accommodate disabilities and to avoid stereotyping based on disabilities. The full statement appears in Section 4001.20 of this policy.

e. Affirmative Action for Vietnam Era and Disabled Veterans

Wright State University has issued a comprehensive statement concerning its program for Vietnam era veterans and veterans with disabilities. In brief, the university invites such individuals to identify themselves for assistance and career planning and conducts an outreach program to recruit such veterans. The full statement appears in Section 4001.22 of this policy.

4001.5 General Equal Opportunity/Affirmative Action Programs

Recruitment and Training

- a. The university employs faculty, staff, and students on the basis of qualifications which measure individual competence and merit, without regard to race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation.
- b. Recruitment efforts will continue to focus on providing employment and advancement opportunities for minority group members.
- c. The university will continue to strengthen and develop new recruiting sources from among those specializing in or oriented to minority placement with a view toward increasing minority applicants--with emphasis on positions in which non-whites have previously been hired in numbers that do not fully reflect the availability of non-whites who are qualified for those positions.
- d. The university will continue to seek out female applicants who are qualified for all positions and especially for those positions which have historically or customarily been held predominantly by men.

- e. All sources of applicants, including public and private employment agencies, professional recruiting firms, high school and college placement offices, local churches, and community interest groups, will continue to be advised of the university's non-discrimination and affirmative action policies.
- f. Appropriate notices setting forth the university's equal opportunity and affirmative action policies are conspicuously posted in centers of employment and shall be included in all solicitations or advertisements for new employees. The statement, "an equal opportunity, affirmative action employer," is used on all recruiting and other employment publications.

4001.6 **Employment and Placement Practices**

- a. Wright State University is an equal opportunity employer where applicants for employment are selected solely on the basis of skill, ability, experience, training, and qualifications.
- b. Applicants are screened and considered without regard to race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation.
- c. Screening procedures, such as interviewing and testing, will be consistent with applicable laws and sound personnel practices.
- d. Employment application forms and other relevant personal records are in compliance with applicable federal and state laws.
- e. Regular meetings will be held between the director of Affirmative Action Programs and the Department of Human Resources staff to discuss the university's affirmative action commitment and to develop new concepts and insights about how best to achieve results in this area. Interviewers will be instructed to try to ascertain specialized or unusual work experience that women and minority applicants might not mention in the interview situation.

4001.7 **Promotion, Demotion, Layoff, Recall, and Transfer**

- a. In order to effect the full utilization of its available human resources, the university attempts, when circumstances permit, to fill open positions by:
 - 1. Filling vacancies above the entry level by promoting from within when practicable and consistent with its commitment to affirmative action;
 - 2. Promoting on the basis of ability, performance, behavior, and experience; and,
 - 3. Providing job training and educational opportunities to help employees perform better and prepare for advancement or new job opportunities.
- b. The university will ensure that members of minority groups, women, Vietnam era veterans, and persons with disabilities receive equal consideration for promotion at all levels.

Job categories will be reviewed annually, and, where there is underutilization of women or minorities, goals and timetables will be established to correct the situation. Underutilization means that the university workforce does not fully reflect the availability of qualified women or minority group members.

- c. Demotion, layoff, recall following layoff, and transfer will be made on a non-discriminatory basis in accordance with university practice and the terms of any applicable state civil service requirements or collective bargaining agreement to which the university is a party.
- d. The assistant vice president for Human Resources shall, in cooperation with the director of Affirmative Action Programs, continue to develop and maintain a staff planning and training program looking several years ahead to permit prudent personnel management decisions, as well as to provide an inventory and analysis of female and minority group employment in each category of employment, in order to achieve the full realization of the university's affirmative action programs.

4001.8 Compensation and Benefits

University compensation and benefit programs are administered without regard to race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation.

4001.9 Construction Projects

The university will continue its established program of requiring all contractors on university construction projects to sign an agreement of non-discrimination in accordance with the provisions of federal and state law.

4001.10 Subcontractors and Purchases

All subcontractors on university contracts and all suppliers of material shall be notified of the university's policy of non-discrimination. The university shall incorporate the equal employment opportunity clause contained in relevant federal regulations in each non-exempt first tier subcontract, in each purchase order having a face value of five thousand dollars or more, and in each university purchase contract.

4001.11 Placement Services

- a. Wright State University Career Services shall be administered in a manner which provides equal opportunity for the placement of university students and alumni.
- b. If University Career Services has reason to believe that any organization or individual with which it has dealings is, in fact, discriminatory in its hiring practices on the basis of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation, University Career Services shall notify in writing the director of Affirmative Action Programs. If the organization or individual fails to demonstrate that it does not so discriminate, University Career Services shall remove such organization or individual from recruitment opportunities at Wright State University.

4001.12 Facilities and Activities

With the exception of those few facilities which must be segregated on the basis of sex, all university facilities and activities will continue to be open and equally available to all persons without regard to race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation.

4001.13 Labor Relations

There shall be no discrimination, restraint, or coercion against any employee because of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation.

4001.14 Responsibility of Managers

- a. Deans and directors of operating units are responsible within their areas of jurisdiction to ensure full implementation of these policies and programs.
- b. It is the obligation of each employee of the university, in the employee's area of responsibility, to adhere to these policies and programs.

- c. The director of Affirmative Action Programs is responsible for overall coordination, clarification, and supervision of the implementing actions.

4001.15 Goals

In order to assess the university's progress in the implementation of its affirmative action programs, procedures must be established at all levels to provide a basis for evaluation and measurement. The director of Affirmative Action Programs will work with the appropriate managers to establish such procedures.

In each instance the purpose will be to measure the university's progress toward achieving equal opportunity. Unless otherwise established, equal opportunity will be considered to exist when the university student body fairly reflects the composition of the community served by the university, and the university workforce fairly reflects the pool (national or local) of qualified individuals from which it is drawn.

a. **General Procedures**

1. The university will continue its cooperative efforts with other segments of the regional community in working toward equal educational and employment opportunity.
2. The university will continue to offer counseling and encouragement to high school students who might feel excluded from the university on the basis of social or economic considerations.

b. **Workforce Analysis**

1. **Academic Units**

During the first week in November of each year, each school or division will confirm the workforce composition of each department as reflected in the university's records, by minority group status and sex, on forms to be provided by the Office of Affirmative Action Programs.

This inventory shall be submitted to the director of Affirmative Action Programs no later than November 15 of each year, and it shall include recommendations, if any, for further action.

2. **Non-Academic Units**

The appropriate administrative officer shall require each administrative department, during the first week of November of each year, to confirm its workforce composition, by minority group status and sex, on forms to be provided by the Office of Affirmative Action Programs.

Each administrative department shall submit its inventory to the director of Affirmative Action Programs no later than November 15 of each year, and the inventory shall include recommendations, if any, for further action.

c. **Employee Recruitment Goals and Timetables**

The director of Affirmative Action Programs shall annually review changes in the university's workforce for affirmative action progress. In those areas where the director finds underutilization of minorities or women, the director will work with the department or office involved to establish reasonable goals and timetables for eliminating the underutilization and an action-oriented recruitment plan for achieving those goals.

d. Student Services

The vice president for Student Affairs and Enrollment Services shall examine the areas of admission and enrollment in both undergraduate and graduate programs, scholarships, loans, fellowships, and work study programs and, during the first week in November of each year, submit to the director of Affirmative Action Programs a report of:

1. Current affirmative action progress in each area; and,
2. Recommendations, if any, for improving the effectiveness of affirmative action in each area.

4001.16 Reporting and Records

- a. The assistant vice president for Human Resources shall establish and maintain records from which data may be compiled on the nature and composition of the university workforce, including such factors as race, sex, and age.
- b. Each academic division and administrative department shall provide the assistant vice president for Human Resources and the director of Affirmative Action Programs such information and data as is necessary to carry out the requirements of these programs.
- c. The director of Affirmative Action Programs shall be responsible for the preparation and submission of all reports to the president, the Board of Trustees, and all federal and state agencies concerning the status of equal opportunity and affirmative action at the university.

4001.17 Applicable Law

Wright State University is a publicly funded institution which is a federal contractor and a recipient of federal funds. It is therefore subject to various federal and state requirements concerning equal opportunity and affirmative action, and the Affirmative Action Plan is intended to be consistent with all such requirements. This document sets forth the manner in which the university is meeting those obligations. Additional information concerning rights and duties established by federal or state law is available in the Office of Affirmative Action Programs.

4001.18 Affirmative Action Complaint Procedure

The successful achievement of affirmative action goals will require good faith efforts of the entire university community. As expressed in the Statement of Policy (Section 4001.2), no person shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of the Affirmative Action Complaint Procedure. The following procedure [paragraphs a) through m) of this section] has been devised to provide assistance and guidance for dealing with complaints of alleged discrimination; it establishes the sequence to be followed, except that a complaint may be withdrawn or resolved before the procedure is completed.

a. Criteria for Using the Affirmative Action Complaint Procedure

Any person claiming to be aggrieved by an unlawful employment practice or any other alleged discriminatory practice at Wright State University may file a complaint with the Office of Affirmative Action Programs.

1. Any person in the university community may bring a complaint.
2. A complaint may also be brought by a person outside the university community if the alleged offense occurred to the person with regard to application for

- admission as a student, with regard to inquiry or application for employment, or with regard to any other alleged discriminatory action by a university staff member acting in an official capacity.
- b. The person alleging that discrimination has occurred (called the complainant) will discuss the charges with a mediator designated by the director of Affirmative Action Programs. This preliminary discussion will serve to inform the Office of Affirmative Action Programs of all relevant information about the complainant and the complaint.
 - c. After the preliminary discussion with the complainant, the mediator will determine the disposition of the complaint. Each complaint, in order to be within the jurisdiction of the Office of Affirmative Action Programs, must meet the following criteria:
 1. The complaint must arguably involve discrimination on the basis of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation.
 2. An injury must have already occurred and not be merely anticipatory or speculative.
 3. The complaint must not be frivolous.
 4. The complaint must be filed within 180 days of the time the alleged discrimination occurred.
 - d. If any one of the above criteria is not met, the grievance will not be processed through the Affirmative Action Complaint Procedure. The mediator will, in any event, advise the complainant of any alternative grievance procedures which the mediator believes might be helpful in resolving the matter, within five working days from the date the complaint was filed.
 - e. The complainant's consultation with the mediator will be kept confidential by the Office of Affirmative Action Programs to the extent permitted by law.
 - f. **Informal Inquiry and Resolution**

The first communication between the mediator and the person whose action is the subject of the grievance (the respondent) will be informal. It is intended to clarify the source of conflict as well as to identify possible avenues of resolution.

1. This informal procedure is intended to open communications and to disclose key differences in the parties' perceptions of the situation which led to the grievance. For that reason, once the inquiry begins, the university will provide confidentiality to the extent permitted by law. This statement applies as well to an investigation under paragraph g) or a hearing under paragraphs h) and i) of Section 4001.18.
2. The mediator will describe the matters raised by the complainant, subject to any need for confidentiality expressed by the complainant, and will request a response from the respondent. The respondent may request another member of the university community to be present or available for consultation in responding to the mediator.
3. The respondent will explain his or her position to the mediator, and within a reasonable time not to exceed five working days, will provide any existing documentation in support of that position; however, the mediator may grant an extension. Such documentation may not be disclosed to the complainant unless the respondent agrees that it may be disclosed.
4. If the complainant is satisfied with the explanation provided by the respondent, the matter is resolved.
5. If the matter is not resolved by the respondent's explanation, the mediator will attempt to help each party communicate with the other and understand the other's view of the situation, in order to help the parties resolve the matter in a constructive manner that will best benefit the parties and the university.
6. If it appears to the mediator that there may be areas of flexibility which could lead to a resolution of the matter which is agreeable to both parties, the mediator will help the parties pursue these areas. The mediator will not act as an advocate for

either party but will help each party explain his or her position and understand the other party's position.

7. If the initial attempt at mediation does not successfully resolve the matter, the mediator will, upon written request by the complainant, conduct an impartial investigation into the alleged discrimination.

g. Investigation

This investigation is initiated by a written and signed complaint specifying the name of the respondent, the date of the incident, and the nature of the offending conduct.

1. The mediator will interview other individuals who may have knowledge concerning the matters alleged in the grievance.
2. The mediator will have access to any relevant documents.
3. Comments and documents provided to the mediator will be treated as confidential, as described in paragraph f) 1) of Section 4001.18.
4. After conducting the investigation, the mediator will help each party understand the strengths and weaknesses of the parties' positions, without disclosing any information received on a confidential basis. The mediator will again seek areas of flexibility and will attempt to mediate.
5. The investigation and subsequent counseling and mediation will be completed within ten working days; however, the mediator may grant an extension upon the approval of the director of Affirmative Action Programs.

h. Hearing

If the grievance is not resolved through mediation, the mediator will advise the complainant of formal complaint proceedings through the Discrimination Hearing Board. In order to pursue these proceedings, the complainant must sign a formal complaint form that specifies the circumstances and charges of the complaint and will be given a list of members of the Board.

[Effective March 24, 2008, Sec. 4112.023 of the Ohio Civil Rights Act, citing Fisher v. Peters 249 F.3d 433 (6th Cir. 2001), says that "if a person's civilian job is inherently military, the person must pursue military, rather than civilian, channels when pursuing employment discrimination claims." It adds that this rule "shall be applied when construing the prohibitions contained in this chapter against discrimination on the basis of a person's military status." A person to whom this rule may apply is encouraged to consult legal counsel.]

The mediator shall send the respondent a copy of the complaint, a list of the members of the Board, and a copy of the complaint procedure. The mediator will request that the respondent provide a written response to the complaint and that this written response be sent to the chairperson of the Board before the date of the Pre-Hearing Conference. The mediator will also inform the complainant and the respondent that further communication concerning the complaint will be received from and should be made to the chairperson of the Board or to the chief examiner once one has been chosen.

1. Appointment and Membership of the Discrimination Hearing Board

The members of the Board will be selected by the president from the university community at large in consultation with the director of Affirmative Action Programs. The Board will be composed of three classified employees, three unclassified employees, three faculty members, and two students (one student will be a graduate student, and one an undergraduate student).

The appointments will reflect the various experiences, abilities, and interests of the university community. New appointments will be made in the spring for the following academic year. The members (other than students) will serve on the Board for three years, with five members (one classified employee, one unclassified employee, one faculty member, and two students) being selected each year. The first year, members of the Board will elect by majority vote a chairperson and a vice chairperson to serve in such capacity for one year. At the beginning of each academic year, the vice chairperson will succeed the chairperson, at which time a new vice chairperson will be elected. If the previous year's vice chairperson is unable to serve as chairperson, the members of the Board shall elect a chairperson from the members who have had at least one year's service on the Board.

2. Service

The eleven members of the Board, at the beginning of the academic year, shall attend an informational seminar, which will be sponsored by the Office of Affirmative Action Programs. This seminar will inform the Board members of regulations, policies, and procedures including those at the university, state, and federal levels which are relevant to discrimination and equal opportunity and will inform the Board members of the authority and responsibility of the Board.

3. Discrimination Hearing Examiners

For each complaint, a panel of three discrimination hearing examiners shall be designated from the Board in the following manner. The complainant and respondent will each receive a list of members of the Board. Each party will select one Board member to hear the complaint and will submit the name to the chairperson of the Board within five working days after respondent receives a copy of the complaint. Those two members shall select a third member of the Board to act as chief examiner. If both complainant and respondent select the same person to serve as an examiner, that person shall be chief examiner, and each party will be allowed to select another. No Board member shall serve as an examiner in any proceeding in which that Board member is otherwise involved.

4. Confidentiality

As described in paragraph f) of Section 4001.18, the examiners will adhere to strict confidentiality. Cases will not be revealed to anyone outside the examiners except appropriate persons in the Office of Affirmative Action Programs. Details of complaints will not be discussed during general sessions of the Board. However, the nature of complaints may be discussed during the selection of the examiners.

i. Procedures for Hearing

1. The mediator will, within five working days of the formal complaint, provide the chairperson of the Board the complaint forms and the names, addresses, and phone numbers of the complainant and respondent. Correspondence initiated by any of the parties involved for the purpose of mediation will not be provided without the agreement of both parties. Information or documents provided to the mediator on a confidential basis will not be provided without the agreement of the person who provided the information or documents. Confidentiality is discussed in paragraph f) 1) of Section 4001.18.

2. Pre-Hearing Conference

Upon selection of the examiners, the chairperson of the Board will notify the complainant and respondent of the names of the examiners and identify the chief examiner. The chief examiner will set a date for a pre-hearing conference to be held within ten working days of his or her selection. This conference shall include the examiners, the complainant, the respondent, and their representatives, if any.

The pre-hearing conference will provide an opportunity for both the examiners and each party to simplify the issues, determine necessary documentation or any witnesses needed for the hearing, and consider other matters that may expedite the hearing. The date of the hearing will be set at this time.

3. Hearing

The date of the hearing will be no more than ten working days after the date of the pre hearing conference, unless otherwise agreed by the complainant and respondent during the pre-hearing conference. The examiners will maintain a taped record of the hearing, which will be kept in the confidential file in the Office of Affirmative Action Programs for one year after the complaint is closed.

4. It will be the responsibility of the Office of Affirmative Action Programs, in consultation with the Office of General Counsel, to act as monitor and advisor for the hearing. The Office of Affirmative Action Programs will inform the examiners of specific guidelines for maintaining communication with the complainant and the respondent and for following a timetable during the hearing. The Office of Affirmative Action Programs shall not serve as the advocate of either party but shall, upon request by the examiners, explain the basis upon which it was determined that the complaint was within the jurisdiction of the Office of Affirmative Action Programs.
5. Each party may have an advisor present who may participate in the hearing, subject to the reasonable limitations of the Board. Neither party should expect to have legal counsel present during these proceedings, which are not governed by formal rules of evidence or courtroom procedure. Parties may at their own expense have an attorney present, but the attorney may not participate in the proceedings. If either party feels the need to have legal counsel present, it is recognized that the other party should then also have a reasonable time to obtain legal counsel if he or she chooses to do so. The Office of General Counsel is the legal advisor to the examiners and will not represent a party in this proceeding.

j. Responsibilities and Authority

The examiners will have the responsibility for determining appropriate procedures for the hearing. The complainant will be given an opportunity to present and explain the allegation of discrimination, and the respondent will be given an opportunity to rebut the allegation. Each party will have a reasonable opportunity to present evidence, including testimony, in the presence of the other party. The hearing must be fair to the parties but will not be based on formal rules of evidence or courtroom procedure. Each party will have an opportunity to ask questions of the other party as permitted by the examiners. The hearing of a complaint may also include an investigation of matters relevant to the complaint which were not introduced by the complainant or respondent at the pre-hearing conference, but may not include correspondence or records initiated by the mediator to mediate the complaint. Investigative authority will include:

1. Authority to procure tangible evidence including confidential departmental records which have relevance to the complaint and which have not been introduced at the pre hearing conference.
 2. Authority to request attendance of witnesses whose testimony may be pertinent to the complaint and whose statement or testimony was not introduced by the complainant or respondent.
 3. Authority to act in conjunction with the Office of Affirmative Action Programs and the chairperson to request that the provost, appropriate vice president, dean, or director delay the appointment of a position which is disputed in a complaint, until such time as the complaint is settled. The response to such a request shall be final unless altered by the president.
- k. After considering both sides of a complaint, including any documentation or supporting testimony, the examiners will make a written finding, on the basis of the evidence presented, of whether there is probable cause to believe that the respondent discriminated (intentionally or otherwise) against or harassed the complainant. The examiners will confer with the director of Affirmative Action Programs in order to discuss their findings and possible recommendations. The examiners will then submit to the provost or relevant vice president (or designee), the complainant, the respondent, and the Office of Affirmative Action Programs their findings and any recommendations of appropriate remedial action. Final directives will be issued by the provost or relevant vice president (or designee) to the complainant and/or the respondent for resolution of the grievance. Directives will be issued not later than fifteen days from the last day of the hearing. The directed parties will demonstrate to the director of Affirmative Action Programs within the time limits specified in the directives that compliance with the directive has occurred.
- l. Findings of fact by the examiners are final and not appealable. Remedial action taken by the provost or relevant vice president may be appealed to the president within five working days after receipt of the provost's or vice president's action. The president has discretion to consider such an appeal or to dismiss it without review.

If after the formal hearing either party is not satisfied with the directed resolution, they retain access to the Office of Affirmative Action Programs for advice concerning further alternatives.

m. **SANCTIONS**

This procedure is intended to be remedial, not punitive. Its purpose is to identify discrimination, intentional or otherwise, and to provide a means of eliminating or correcting the discrimination. Consequently, any sanctions will be a matter between a person found to have discriminated and the person's supervisor or the provost or appropriate vice president, and the person to be sanctioned will have whatever rights are appropriate to such a sanction. For example, university employees who hold civil service (classified) positions will be entitled to a pre-disciplinary hearing through the Department of Human Resources before such a sanction could be imposed.

4001.19 Equal Employment Opportunity/Affirmative Action Recruitment Procedures for Faculty and Professional Staff

The [forms](#) linked to this document provide a simple yet thorough record of actions taken in the posting and filling of faculty and professional staff positions. These procedures apply to all positions, full-time or part-time, of at least three days' duration.

- a. The advertisement text and standard personnel form approved by the appropriate dean, provost, or appropriate vice president should be sent for review directly to the Department of Human Resources to have a pay grade assigned. Within twenty-four

- hours after receipt of the ad text and personnel forms from Human Resources, the director of Affirmative Action Programs will respond to the contact person and return the forms to the Department of Human Resources. Affirmative action postcards, requesting optional affirmative action information, will be provided by the Office of Affirmative Action Programs and should be sent by the search committee to all applicants.
- b. The search process then begins with approved advertisement sent to journals, newsletters, and other sources as outlined by the originating office. The Affirmative Action office does not place ads. A search for faculty or professional staff will be national in scope unless an exception has been approved by the provost or appropriate vice president.
 - c. After the application/nomination deadline, to which the search committee should adhere, the search committee screens out those persons who do not meet the advertised minimum required qualifications and decides which of the qualified applicants should be interviewed. At this time, the **Recruitment and Selection Precip Part I: Pre-Interview Summary** is completed (see [forms](#)) and sent to the Office of Affirmative Action Programs for review. The form is designed to help the search committee focus on specific, desired attributes of the applicants; it establishes also a record which permits the university to respond effectively to possible complaints from applicants. The Office of Affirmative Action Programs will review the **Precip** and indicate if all steps have been taken for interviews to begin.
 - d. After the interviews have been conducted and a judgment made as to the most qualified person, the search committee completes **Recruitment and Selection Precip Part II: Pre-Offer Summary** (see [forms](#)) and transmits it to the Office of Affirmative Action Programs. The review will be completed within twenty-four hours. An offer may be extended only after this procedural review and response. A Request for Contract, along with an accepted **Status of Position Offered** (see [forms](#)), should be submitted to the Records Section of the Department of Human Resources by the appropriate office. The **Status of Position Offered** (see [forms](#)) is completed by the department and sent to the Office of Affirmative Action Programs once an applicant declines.
 - e. The Office of Affirmative Action Programs will preserve the recruitment file of each search for at least three years.
 - f. The **Affirmative Action Recruitment Procedures Checklist** (see [forms](#)) is provided to assist search committees. Suggestions for improving the process are encouraged. Comments should be submitted to the director of Affirmative Action Program.

4001.20 Affirmative Action Program for Persons with Disabilities

a. Purpose

This policy statement is issued in accordance with federal regulations implementing Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It reaffirms Wright State University's commitment to affirmative action in order to achieve and maintain equal opportunity for persons with disabilities.

b. Policy

Historically, persons with various types of disabilities have been subjected to stigmas and cultural stereotypes. One consequence of these stigmas and stereotypes is that persons with disabilities have been denied the opportunity to realize their full potential, through a lack of equal educational and employment opportunity.

The university is committed to providing all individuals the opportunity to use, enjoy, and benefit from its educational programs and activities. Further, the university is committed to providing all individuals an equal opportunity to work, to advance, and to receive compensation on the basis of merit and ability.

It is therefore the policy of Wright State University that no qualified individual be discriminated against in opportunities for employment, for education, or for advancement in employment or education, on the basis of physical or mental disability. Responsibility for administration of this policy is assigned to the director of Affirmative Action Programs, and the university's program for implementing the policy is set forth in paragraphs c) through h) of Section 4001.20.

c. Terminology

Wright State University is a contracting party within the meaning of Section 503 of the Rehabilitation Act of 1973. That section is implemented by regulations issued by the Office of Federal Contract Compliance Programs of the [United States Department of Labor](#); these regulations concern affirmative action to achieve equal opportunity in employment for persons with disabilities.

Wright State University receives federal financial assistance within the meaning of Section 504 of the Rehabilitation Act of 1973. That section is implemented by regulations issued by the [Office for Civil Rights of the United States Department of Education](#); these regulations concern affirmative action to achieve equal opportunity in education for persons with disabilities.

- d. In general, a person with a disability is defined to include any person who has a physical or mental impairment which substantially limits one or more of the person's major life activities; any person who has a record of such an impairment; and, any person who is regarded as having such an impairment.
1. Major life activities include communication, ambulation, self-care, socialization, education, employment, adaptation to housing, and others.
 2. With respect to employment, a qualified person with a disability is a person with a disability who, with reasonable accommodation, can perform the essential functions of a particular job.
 3. With respect to education, a qualified person with a disability is a person with a disability who meets the academic and technical standards for admission or participation in a particular educational program or activity.
- e. **Affirmative Action/Equal Opportunity Program: Education**

No qualified person with a disability shall, on the basis of disability, be excluded from participation in or denied the benefits of any educational program or activity, or otherwise be subjected to discrimination in such a program or activity.

1. Separate or different programs, benefits, or services may be provided for persons with disabilities only if such action is necessary to provide qualified persons with disabilities programs, benefits, or services that are as effective as those provided to others. If separate or different facilities, benefits, or services are provided for persons with disabilities, a qualified person with a disability may choose to participate in a program, benefit, or service not designated for persons with disabilities.
2. The university will not knowingly aid or perpetuate discrimination against qualified persons with disabilities by providing significant assistance to any agency, organization, or person that discriminates on the basis of disability in providing any aid, benefit, or service to students.
3. No qualified person with a disability shall, on the basis of disability, be denied the opportunity to participate as a member of any planning or advisory board.
4. In determining the site or architecture of a facility, the university shall not make a selection which has the effect of excluding persons with disabilities or substantially impairs the equal opportunity of persons with disabilities to

participate in or enjoy the benefits of programs or activities conducted at the facility.

5. In addition to paragraphs 1) through 4) above, the university intends to comply in all respects with all applicable regulations of the Office for Civil Rights of the United States Department of Education. Those regulations are available in the Office of Affirmative Action Programs for review by any member of the university community, and a summary of the pertinent regulations will be posted conspicuously at various locations on campus.

f. **Employment**

The university does not discriminate in its employment practices on the basis of disability against any qualified person with a disability. This policy extends to recruitment, selection, termination, compensation, and advancement in employment.

1. The university will make reasonable accommodation to the known physical or mental impairment of an employee or applicant for employment. Since the extent of accommodation needed will vary among the positions and the individuals involved, whether the accommodation needed is reasonable will be determined on a case-by-case basis by the administrative official responsible for the position, in consultation with the director of Affirmative Action Programs. A necessary accommodation will be considered reasonable unless it would impose an undue hardship on the university, in terms of cost or disruption of necessary university functions or activities.
2. Since a qualified person with a disability is a person who can perform the **essential** functions of a particular position, the university will review its existing position descriptions to identify non-essential functions. In addition, in order to ensure that future position descriptions and statements of required qualifications do not exclude qualified persons with disabilities, all future vacancy announcements for unclassified positions (faculty and staff) will be reviewed and approved by the director of Affirmative Action Programs prior to issuance.
3. The university shall not use employment selection criteria that are not bona fide and valid occupation qualifications. Where alternative testing or selection criteria are available which can be used by individuals who have disabilities that impair their sensory, manual, or speaking skills, these alternatives will be used.
4. Advertising materials and activities used to recruit employees will be designed to attract applicants who are qualified persons with disabilities. The Department of Human Resources and the Office of Affirmative Action Programs will establish and maintain contacts with organizations that represent, are composed of, or communicate regularly with persons with disabilities, in order that such organizations may make referrals of qualified persons with disabilities for announced vacancies at the university. In order to allow ample time for referrals, the application deadline for a position shall be no less than seven working days after the vacancy is announced.
5. An annual survey of the university's workforce will be conducted, inviting university employees to identify any physical or mental impairment and to suggest any reasonable accommodation which would enhance their job performance or enable them to advance to other positions. The university recognizes that an employee's medical condition is a private matter and that certain impairments (e.g., cancer, AIDS, etc.), which do not necessarily prevent successful job performance, can stigmatize the individual affected. Therefore, the survey respondents will be assured of confidentiality if they request it, except that:

a.) First aid or safety personnel may be informed if emergency treatment may be required; and,

b.) Federal officials investigating the university's compliance with applicable law may be informed.

In addition, if the employee requests an accommodation for disability, the relevant supervisor may be informed of the reason for the request.

6. In addition to paragraphs 1) through 5) above, the university intends to comply in all respects with all applicable regulations of the Office for Civil Rights of the United States Department of Education and the Office of Federal Contract Compliance Programs of the United States Department of Labor. Those regulations are available in the Office of Affirmative Action Programs for review by any members of the university community, and a summary of the pertinent regulations will be posted conspicuously in various locations on campus.
- g. Any employee or applicant for employment who has reason to believe that he or she has suffered discrimination on the basis of a disability may file a complaint in accordance with the Affirmative Action Complaint Procedure set forth in Section 4001.18 of this policy.
- h. The procedures for requesting a reasonable accommodation are contained in the [Appendix to Section 4001.20](#).

4001.21 Policy Against Discrimination and Harassment

a. Statement of Policy

It is the policy of Wright State University that no member of the academic community (which includes all Wright State University faculty, students, residents, and staff, paid or voluntary, fully- or partially-affiliated) may in any respect discriminate against or harass any other member of the academic community (or any applicant for admission or employment) on the basis of the latter person's race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation. This policy is consistent with all state and federal regulations.

b. Purpose of Policy

Wright State University affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful--an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation as relevant to employee or student performance are damaging to this environment.

c. General Definitions

1. **Discrimination** includes, but is not limited to, any distinction drawn regarding any aspect of an individual's Wright State University employment or education solely because of that individual's race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation.
2. **Harassment** is conduct that has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment. Such conduct may constitute harassment even if done under the guise of humor.

d. **Sexual Harassment**

1. **Definition**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status; submission to or rejection of such conduct by an individual is used as the basis for an employment or educational decision affecting such individual; or, such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

2. **Examples**

Following is a non-exclusive list of practices which may constitute sexual harassment:

a.) Verbal: sexual innuendo, suggestive comments, insults, humor and jokes about sex or gender-specific traits, sexual propositions, threats.

b.) Non-verbal: suggestive or insulting sounds, leering, whistling, obscene gestures.

c.) Physical touching: pinching, brushing the body, coerced sexual intercourse, assault.

e. **Complaint Procedures**

Complaints relating to discrimination or harassment should be raised and resolved in accordance with the Affirmative Action Complaint Procedure (Section 4001.18 of this policy).

f. **RETALIATION PROHIBITED**

Any retaliatory action of any kind taken against any member of the Wright State University community as a result of that person's involvement in the university's Affirmative Action Complaint Procedure is prohibited and shall be regarded as a separate and distinct cause for complaint under the complaint procedures.

4001.22 Affirmative Action Program for Vietnam Era and Disabled Veterans

This policy statement is issued in accordance with federal regulations implementing Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (as amended by FR 1987, January 5, 1995). It is intended to reaffirm Wright State University's commitment to affirmative action to achieve and maintain equal opportunity for disabled veterans and veterans of the Vietnam era.

The Vietnam War was a source of heated and sometimes bitter controversy. The war itself was not widely seen as a great or successful undertaking, and returning veterans did not generally receive an enthusiastic welcome home from an appreciative public. Many of the wounds caused by the war have still not fully healed.

The bitterness and controversy surrounding the war made the readjustment to civilian life very difficult for many veterans, and the unemployment rate among veterans after the war was very high. Thus, as compared to their peers who did not participate in military service, many veterans suffered a double penalty in terms of career development.

In order to rectify the situation, Congress enacted legislation requiring affirmative action with respect to the employment of veterans of the Vietnam era and disabled veterans.

a. Policy

Wright State University is committed to providing all individuals an equal opportunity to work, to advance, and to receive compensation. Wright State University is also committed to taking affirmative action to achieve such equal opportunity for veterans of the Vietnam era and for disabled veterans. It is the policy of the university that no person shall be discriminated against in opportunities for employment, or for advancement in employment, on the basis of status as a veteran of the Vietnam era or as a disabled veteran. Responsibility for the administration of this policy is assigned to the director of Affirmative Action Programs, and the university's program for implementing this policy is set forth in paragraphs c) and d) of this section.

b. Terminology

The following definitions are directly relevant to the administration of this policy:

1. Wright State University is a contractor within the meaning of Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. That section is implemented by regulations issued by the Office of Federal Contract Compliance Programs of the United States Department of Labor.
2. Disabled veteran means a person who either:
 - a.) is entitled to disability compensation under Veteran's Administration regulations for a disability of at least 30 percent, or
 - b.) was discharged or released from active duty for a disability which was incurred or aggravated in the line of duty.
3. Veteran of the Vietnam era means a person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge or was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.

c. Affirmative Action/Equal Opportunity Program

In its employment practices, the university does not discriminate against any person on the basis of that person's status as a veteran of the Vietnam era or as a disabled veteran. This extends to recruitment, selection, termination, compensation, and advancement in employment.

1. The university lists with the state employment service all employment opportunities at the university which will not be filled internally and are not student positions. The university also lists such positions with the Dayton Urban

League, the local office of the Veteran's Administration, and local veterans' groups and veteran counselors.

2. The university invites all applicants and employees who are disabled veterans or veterans of the Vietnam era and who wish to benefit under the affirmative action program to identify themselves. The invitation states that identification and participation are voluntary, that the information will be kept confidential, and that no adverse treatment will result from a person's refusal to identify himself or herself or to participate in the program. Persons who identify themselves will be asked to identify any procedures or facilities or programs at the university which impair their full utilization and development as employees. Persons who identify themselves as disabled veterans will also be asked to identify their physical or mental impairment (on a confidential basis) and to suggest any reasonable accommodation by the university which would enhance their job performance or enable them to advance to other positions.
 3. The university periodically evaluates its total employee recruitment and selection process, including training and promotion, in order to ensure freedom from stereotyping disabled veterans or veterans of the Vietnam era in a manner which limits their access to jobs for which they are qualified.
 4. In addition to the foregoing items, the university intends to comply in all respects with all applicable regulations of the Office of Federal Contract Compliance Programs of the United States Department of Labor. Those regulations are available in the Office of Affirmative Action Programs for review by any member of the university community, and a summary of the pertinent regulations will be posted conspicuously at various locations on campus.
- d. Any employee or applicant for employment who has reason to believe that he or she has suffered discrimination on the basis of the person's status as a disabled veteran or veteran of the Vietnam era may file a complaint in accordance with the Affirmative Action Complaint Procedure set forth in Section 4001.18 of this policy. The complaint will be evaluated and the appropriate remedy implemented in accordance with the Wright State University Affirmative Action Plan.

4001.23 Inclusive Language Policy

a. The Policy

Wright State University, an institution of higher learning in a free society, believes communications should convey social equality, personal worth, and human potential regardless of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation.

1. As an equal opportunity institution, Wright State University shall refer to and portray all persons in non-discriminatory ways.
2. Communications issued by any university office or department shall contain no demeaning or discriminatory material, either verbal or pictorial. Whenever and wherever possible, representations shall include a cross-section of all racial, ethnic, and age groups, as well as members of both sexes. Furthermore, representations shall seek to include disabled as well as able-bodied persons and non-traditional as well as traditional students.

b. The Guidelines

To assist in the implementation of the above policy, the Task Force on Non-Discriminatory Communication has assembled the following guidelines for the university community:

1. Publications are available as reference sources regarding non-discriminatory communications. For additional information, or for assistance in locating reference materials, the Office of Affirmative Action Programs or the Office of Communication and Marketing may be contacted.
2. Consulting services are available to departments wishing to have materials reviewed in regard to these guidelines. The Office of Affirmative Action Programs may be called.

c. Language Considerations - Related to Gender

Traditional Term(s)	Alternative Terms(s)
best (man) for the job	person or candidate
cleaning lady/maintenance man	custodial worker, cleaner, state specific task
common man	ordinary person
Congressman/woman	representative, legislator, member of Congress, Congressional representative
gentlemen's agreement	informal agreement, contract
grow to manhood	grow to adulthood
housewife/househusband	homemaker
layman	average citizen, lay person, the non-specialist
male nurse	nurse
"man" a project	staff a project/post, hire personnel, employ staff
man hours	worker-hours, working time, workforce, labor hours, people hours, staff hours, personnel hours
man/mankind	humanity, human beings, human race, people, person(s), individual(s), men and women, women and men, humankind, figures, personalities, human species, all of us, society
man-made	manufactured, simulated, hand-built, hand-made, machine-made, synthetic, artificial, constructed
man on the street	average person
manpower	human energy, workers, workforce, human power, personnel, labor, staffing, staff power
spokeswoman/man	spokesperson, official, representative
woman doctor	doctor, physician
woman driver	driver

d. University-Related Terms

Traditional Terms(s)	Alternative Terms(s)
chairman	chair, chairer, chairperson, group leader, presiding officer, the chair, committee head, discussion leader, department chair
co-ed (as a noun)	student
freshman	first-year student

e. **Parallel Treatment**

Non-parallel Treatment	Parallel Construction
man and wife	husband and wife
men and girls	men and women, women and men
the men and the ladies	the men and the women, the ladies and the gentlemen, the boys and the girls
you and your wife/husband	you and your spouse
Dr. Ed Smith, Mary Miller, Mr. Joe Evans, Mrs. Pamela Adams	Dr. Ed Smith, Ms. Mary Miller, Mr. Joe Evans, Dr. Pamela Adams
Smith, Mary, Evans	Smith, Miller, Evans

- f. (use titles for females as well as males)
- g. Pronoun: The English language does not have a neutral pronoun in the singular. Traditionally, masculine pronouns have been used generically, e.g., "Everyone must search his conscience." A preferred alternative is to use the third person plural masculine-feminine pronouns, e.g., "Citizens must search their consciences" or first person plural, e.g., "We must all search our consciences."

he	he or she, she/he, he/she, s/he, one
his	his or her, one's
him	him or her

- h. (or use a specific noun referring to person: student, worker, employee, professor, secretary)
- i. **Occupations**

Traditional Terms(s)	Alternative Terms(s)
businessman/businesswoman	business executive, business manager, entrepreneur, business leader, the business community
cameraman	photographer, camera operator, videographer
fireman	fire fighter
foreman	supervisor
mailman	mail carrier, letter carrier
newspaperman	journalist, reporter
office girls	office workers
policewoman/man	police officer, security officer
real-estate man	real-estate agent
repairman	repairer, technician
salesman	salesperson, seller, sales representative

j. **Letter Salutations**

Traditional Terms(s)	Alternative Terms(s)
Dear Sir, Gentlemen,	Dear Madam or Sir Dear Correspondent Dear Credit Manager Dear Friend To Whom It May Concern Dear (department within the organization) Dear (organization's name)
gender unknown	Mr./Ms.
female's preference unknown	Ms.

k. **Language Considerations - Related to Disability**

Terms that Reinforce Stereotypes about People with Disabilities	Alternative Terms(s)
suffers, invalid, victim, unfortunate	a person who has . . . , who had
the deaf, the blind	persons who are deaf persons who are blind persons who are hearing impaired persons who are visually impaired
deaf and dumb, deaf mute (These out-of-date terms were used to describe a deaf person who also could not speak. Many deaf or hearing-impaired individuals can speak, although their speech may be hard to understand. Deafness does not make a person dumb or ignorant.)	a person who has a speech and hearing impairment, a person who is deaf
afflicted, crippled, maimed	a person with a disability, or who is physically limited, motion impaired; can be specific, e.g., with/who has paraplegia
dummy, dull-witted, retard, half-witted	developmentally disabled, mentally retarded
fits, spells, spastic, attacks	seizures, with/who has cerebral palsy, epilepsy, etc.
confined to a wheelchair	uses a wheelchair, wheelchair user

4001.24 **Checklist for Visual Materials**

a. **Planning**

1. Consider visuals in terms of total product, not individually.
2. Determine possible range of representation:

- a.) Race
 - b.) Gender
 - c.) Age
 - d.) Disability
 - e.) Ethnicity
 - f.) Non-traditional
3. Consider variety of roles/poses of photo subjects, e.g., female or Black in position of authority, disabled or older people in active participation.
- b. Implementing**
- 1. Arrange to have photo subjects available.
 - a.) Brief photo subjects on assignments and proper attire.
 - b.) Arrange for a shooting location and any essential props.
 - 2. Call Center for Teaching and Learning to schedule a photographer.
 - a.) Provide as much information as possible.
 - b.) Allow sufficient time for a multitude of shots.
 - 3. Attend the photo session.
 - a.) Work closely with the photographer to ensure that a wide variety of shots is produced.
 - b.) Assist in setting up the photos wanted for the product.
- c. Photo Selection**
- 1. Consider poses carefully.
 - a.) Academic/teaching
 - b.) Leadership/authority
 - c.) Research
 - 2. Avoid narrow or negative stereotyping.
 - a.) Women only taking dictation
 - b.) Blacks only playing basketball
 - c.) Disabled acting dependent

3. Watch for effects of props and clothing.

a.) Outdated clothing styles

b.) Hat obscuring face

c.) Inappropriate background materials

d. **Reviewing**

1. Does the total product provide a visually balanced representation?
2. Seek opinions of others, including minority members.
3. Planning/implementing/reviewing services are available through the Office of Affirmative Action Programs.

Firearms

Policy number: 4008

Subject: **Firearms**

Date issued: Revised/October 2001

Authority: [Ohio Revised Code](#), Chapter 2923; Vice President for Student Affairs

References: Wright State University Police Department

4008.1 General Policy

Firearms are prohibited from the campus of Wright State University, including university managed facilities.

4008.2 Exceptions

- a. Individuals who are exempted from this policy include Wright State University Police officers, other police officers (who are required to carry a firearm in accordance with Ohio Revised Code, Chapter 2923), participants in official ROTC unit activities, and individuals who have received prior approval to conduct classroom demonstrations.
- b. The course instructor and the director of the Chief of Police will review all requests to conduct a classroom demonstration of any firearm. They must authorize and submit to the vice president for Student Affairs **written** documentation outlining the plans for the firearm demonstration. The documentation must be submitted to the vice president for Student Affairs **one week** prior to the demonstration. The vice president for Student Affairs will inform the Chief of Police of approval.
- c. Any exceptions to this policy will be reviewed on a case by case basis at the discretion of the vice president for Student Affairs or his/her designee and at the discretion of the director of the Chief of Police.

Grill and Trash Can Policy

Any student organization or university group requesting the use of grills or trash cans are asked to e-mail Grounds at pp_grounds@wright.edu with the following info:

Group:
Contact Name:
Phone #:
of grills
of trashcans
Location
Date/time

All grill and/or trash can requests must be received via e-mail.

Hold on Records and Registration

A hold may be placed on records and registration for various reasons including, but not limited to, outstanding debts to the university or as a disciplinary sanction. While a hold is in effect, the student is not permitted to register for additional course work, obtain an official transcript or receive a diploma upon graduation.

Interim *Hangar* Table Policy

- 1) Reservations: The table inside the Hanger may be reserved by registered student organizations by contacting the Student Union and Event Services Administration Office at X5522.
- 2) Table Location: A permanent display table is located between the exterior glass entry and to the right of the entry of The Hangar. Tables are not permitted across from the exterior glass entry on the curved wall.
- 3) Quad Tables: Tables on site for the Quad (outside of The Hangar) must remain on the Quad. The Hangar is unable to serve as a location for Quad tables during inclement weather.
- 4) Traffic Flow: Only one table is permitted in the designated area and should be placed so that individuals visiting the table do not slow or block traffic flow into The Hangar.
- 5) Community Responsibility: In order to maintain The Hangar table privileges for all groups, organizations should contact the Student Union and Event Services Administration Office at X5522 if any other organizations or tables are set up during their reserved time. A campus phone is available at the entry opposite of The Hangar entrance toward the parking lot exit. The Hangar table is a location we wish to preserve for registered student organizations. Your assistance in helping managing this space in accordance with this policy is appreciated.
- 6) Organization Responsibility: If your organization or members in your organization use The Hangar table without authorization or bring another table into the Hangar area, your organization will lose all table reservation privileges on campus for the remainder of the quarter. Organizations are expected to clean up the area after use (i.e., pick up papers, soft drink containers, pizza boxes, etc.). Leaving the area with trash will also result in table reservation privileges on campus for the remainder of the quarter.

Key Authorization

Policy number: 3401

Subject: **Keys and Locks**

Date issued: Revised/May 2000

Authority: [Ohio Revised Code](#), Sections 3345.13 and 3345.99; Board of Trustees Resolution 78-21 (February 8, 1978); Administrative Memorandum 73-6 (February 22, 1973/Update October 12, 1982); Provost; Vice President for Business and Fiscal Affairs

References: Department of Physical Plant

3401.1 Control System for Keys and Locks

- a. Wright State University maintains a control system for issuing, installing, and using keys and locks. The purpose of the system is to provide maximum security of university facilities.
- b. The provisions of this policy are applicable for operations at all university facilities, except School of Medicine operations at the Veterans Affairs Medical Center and Residence Services housing units.

3401.2 Administration of the Control System

- a. The assistant vice president for facilities planning and management is responsible to the vice president for business and fiscal affairs for overall management of the control system for keys and locks.
- b. The director of the Department of Physical Plant is responsible for the following functions:
 - 1. Installing new locks, functional change of locks, and rebitting of locks, based upon approval by the appropriate vice president or dean.
 - 2. Manufacturing and issuing all keys.
 - 3. Accounting for all keys and locking devices.
- c. Vice presidents and/or deans are responsible for the following functions:
 - 1. Submitting requests through approved channels for lock installations and key authorizations.
 - 2. Assuring the return of keys to the Department of Physical Plant upon termination of space assignments or termination of a need for access by a key holder(s).
- d. Key holders are responsible for safeguarding and properly using each key issued to them. Key holders are subject to forfeiture of deposits for losing, damaging, or misusing keys. Deposits and possible other charges are outlined in subsequent sections of this policy.

3401.3 Authority

- a. Key approval

Type of Key	Request Initiated By	Approval Signature	Authorized Users
Great Grandmaster	Department	Provost	President; Provost; Vice President for Business and Fiscal Affairs; Police Department; Facilities Planning and Management; Physical Plant; Environmental Health and Safety; Planning--Engineering and Construction; Computing and Telecommunications Services
Grandmaster	Department	Provost; Vice	Dean or Designee;

		President	Building Manager
Master	Department	Dean; Assistant Vice President	Department Chair or Designee; Department Director or Designee
Individual/ Submaster	Department	Department Chair; Department Director	Faculty; Staff; Students

- b. **Only those signatures on file in the Department of Physical Plant shall be recognized as the approval signatures for a Key Request Form.**
- c. Lock approval
 - 1. Only personnel in the Department of Physical Plant have the authority to install locks or locking devices on university facilities.
 - 2. The following approvals are required for lock installation and changes:
 - a.) The director of the Department of Physical Plant or his/her designee must approve the installation of initial locking devices.
 - b.) The provost or appropriate vice president or his/her designee must approve the functional change of locks.
 - c.) A department chair or his/her designee must approve rebitting locks.
- d. Cutting and issuing keys
 - 1. Only personnel in the Department of Physical Plant have the authority to cut and issue keys for university facilities.
 - 2. Duplication of keys without the approval of the director of the Department of Physical Plant is strictly prohibited. Unauthorized duplication of keys may be cause for disciplinary action. Sections 3345.13 and 3345.99 of the Ohio Revised Code provide for a fine of not less than \$50 or more than \$150 for violations of this prohibition.

3401.4 Qualified Holders of University Keys

All full-time and part-time faculty, adjunct faculty, full-time and part-time staff, student employees, and other designated individuals are qualified to hold university keys, upon appropriate approval. The following restrictions apply:

- a. A key will be issued to and signed for by the key holder. Requests for more than one copy of a key must be justified in writing and approved by the director of the Department of Physical Plant.
- b. A key holder who separates from the university must return all university keys issued to him/her to the Department of Physical Plant.
- c. All part-time faculty, part-time staff, and all student employees requesting individual door or submaster keys must pay a personal deposit of \$25 for each key issued. They must pay a personal deposit of \$100 per key issued for master, grandmaster, or great grandmaster keys (no deposits are required for desk, file cabinet, or storage cabinet keys). The deposit must be paid to the bursar of the university, and a receipt of deposit must be presented to the Work Control Center of the Department of Physical Plant before the requested key(s) can be issued.

- d. If a faculty or staff member requests that a student be issued a key to a university office or laboratory, the key must be issued to the **student**. The student assumes responsibility for any lost or stolen key(s). Failure by a student to return a key upon request may warrant a hold being placed on the students' transcript until the key is returned.
- e. Keys may be issued to external contractors who are assigned to Wright State University. The Wright State University contract administrator is responsible for approving key issues to contractors and for retrieving all keys upon termination of a contract.

3401.5 Procedures

- a. Installing and changing locks

A department requesting new lock installations, functional lock changes, and rebitting changes are to submit a work request to the Work Control Center in the Department of Physical Plant. The costs of any such changes are the responsibility of the requesting department.

- b. Requesting electronic card readers and access systems

Any request for installation of an electronic access device must be submitted in writing and approved by the appropriate vice president or dean, by the director of the Department of Physical Plant, and by the Chief of Police. The cost of electronic equipment and its installation, repair, and maintenance is the responsibility of the requesting department. The Department of Physical Plant will coordinate and manage the process for coding electronic cards, readers, etc.

- c. Issuing initial keys and replacement keys

1. The requesting department is responsible for preparing a Key Request Form, indicating the status of the key recipient (i.e., faculty, adjunct faculty, staff, student employee), and securing approval by the signature authority.
2. The prospective key holder must present proper identification and provide an original signature at the Work Control Center for key pick-up.
3. The Department of Physical Plant will reference the computerized key system to determine if the requested key was issued previously to the requestor. If the key was issued previously, one of the following procedures will be followed:

a.) The holder of a worn or broken key must return the key to the Work Control Center in the Department of Physical Plant to receive a new or replacement key. There is no fee for replacing a worn or broken key.

b.) The holder of a lost or stolen key must report the missing key to the authorizing administrator, to the Wright State University Police Department, and to the Department of Physical Plant before a new key will be issued. The holder of a lost or stolen key who was required to pay an initial deposit will forfeit the original deposit and pay a new deposit before being issued a replacement key. Any costs associated with re-keying or re-bitting a lock or lock system for security purposes will be the responsibility of the department who authorized issuing the key.

4. An authorized key holder may pick up a key three working days after the Department of Physical Plant receives an approved Key Request Form, unless otherwise specified.

5. The Work Control Center in the Department of Physical Plant will issue a receipt to the key holder for returned keys. The key holder must present the receipt to the bursar for reimbursement of the original key deposit.

Occupational/Non-occupational Exposure to Blood-Borne Pathogens

Policy number: 6034

Subject: **Occupational/Non-occupational Exposure to Bloodborne Pathogens**

Date issued: Revised/October 2000

Authority: Occupational Safety and Health Administration ([OSHA](#)), 29 CFR (Code of Federal Regulations) 1910.1030; Executive Memorandum No. 88-11, December 12, 1988; Vice President for Business and Fiscal Affairs

References: Department of Environmental Health and Safety

6034.1 Purpose

- a. This policy has been established to address the university's concern for protecting its employees, students, volunteers, and visitors from the risk of infection from bloodborne pathogens, which include but are not limited to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), Human Immunodeficiency Virus (HIV), and syphilis. This policy also addresses the services rendered by the university to individuals who experience an exposure to blood or other potentially infectious materials (OPIM) during an occupational or non-occupational related activity. The university has developed procedures to be followed in the event of an accident involving the unprotected exposure to blood or OPIM, whether work related or associated with university sanctioned activities of employees, students, volunteers, or visitors, which causes or offers the potential to cause illness.
- b. Additional guidance relative to the university's position on HIV (AIDS) is contained in Executive Memorandum No. 88-11, dated December 12, 1988.

6034.2 Definitions

For the purpose of this policy, exposure to HIV or other bloodborne pathogens is categorized as either occupational or non-occupational. **The Department of Environmental Health and Safety (EHS) can provide guidance in assigning categories.**

- a. **Accident.** The occurrence of an event that results in injury and/or illness to an individual.
- b. **Blood.** Human blood, human blood components, and products made from human blood.
- c. **Blood or other potentially infectious materials (OPIM).**
 1. Any human blood or other body fluids (i.e., semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid), saliva in dental procedures, and any body fluid that is visibly or could potentially be contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
 2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and,
 3. HIV or hepatitis virus-containing cell or tissue cultures, organ cultures, and culture medium or other solutions and blood organs or other tissues from experimental animals infected with HIV or hepatitis viruses.

- d. **Exposure incident.** A specific eye, mouth, other mucus membrane, non-intact skin, or parenteral contact with blood or OPIM that results from the performance of an employee's duties.
- e. **Occupational exposure.** Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or OPIM that may result from the performance of an employee's duties.
- f. **Non-occupational exposure.** Exposure to blood or OPIM by university students, volunteers, and visitors which occurs while on campus or off campus attending or participating in a university sponsored activity, including but not limited to intramural and recreational sports and activities sponsored by registered student organizations. This category also would be assigned to university employees under the following conditions:
 - 1. The employee is in a non-work status and is exposed to blood or OPIM while attending or participating in a university sponsored activity.
 - 2. The employee is on official work status and becomes exposed to blood or OPIM while conducting non-work activities (i.e., jogging, weight lifting, racquetball, basketball, and swimming).
- g. **Person-in-charge (PIC).** Any person who is responsible for and supervises activities of other people who have occupational or non-occupational exposures as defined in paragraphs 6034.2 e) and f). This person may be a supervisor, principal investigator, department chair, director, or a person in charge of a university sponsored program. A principal investigator planning research activities involving blood or OPIM, in addition to complying with all requirements of this policy, must have an approved biosafety protocol from the Institutional Biosafety Committee prior to initiating such activity.
- h. **University employee.** Faculty, staff, and student employees who receive compensation from the university for their employment and who are covered under Ohio Bureau of Worker's Compensation.

6034.3 Procedures and Responsibilities

This section addresses an individual's responsibilities and the procedures to be followed for both occupational and non-occupational exposures to blood or other OPIM. Procedures are based on recommendations and/or requirements of the United States Department of Labor (OSHA), the United States Department of Health and Human Services, and the Ohio State Department of Health. Specific references are listed in section 6034.6 of this policy.

- a. Occupational exposures
 - 1. The PIC of any university occupational activity planning work with blood and/or OPIM **must report such activity** prior to commencing work that offers the potential for exposure to blood or OPIM. In specific, the PIC is required to provide the following information to the Department of Environmental Health and Safety and to the Department of Human Resources.
 - a.) A list of job classifications in which all personnel in those classifications have "occupational exposure."
 - b.) A list of job classifications in which some employees in those classifications have "occupational exposure."
 - c.) A list of all tasks and procedures or groups of closely related tasks and procedures, in which "occupational exposures" occur, that are performed by employees listed in paragraphs (a) and (b) above. Exposure determination is made without regard to the use of personal protective equipment.

2. Employees involved in the work activity, including the PIC, **must** receive their initial training within ten working days following employment or assignment to a work activity covered by the Bloodborne Pathogen Program. Annual refresher training also is mandatory. EHS will conduct both the initial and refresher training. Training by EHS does not negate the PIC's responsibility for instructing his/her staff on specific procedures in the workplace.
 3. During initial training, EHS will provide the PIC with a copy of the university's *Exposure Control Plan for Bloodborne Pathogens* and a copy of the *OSHA Bloodborne Pathogen Standard* (29 CFR 1910.1030). It is the PIC's responsibility to ensure that all activities involving blood and/or OPIM are conducted in compliance with the contents of the university's plan.
 4. The PIC is required to report to EHS any accidents in which an employee experiences an unprotected exposure to blood and/or OPIM [refer to paragraph 6034.2 c) for the definition of blood and/or OPIM]. Specific guidelines for submitting an accident report are given in paragraph 6034.4 a) and in *Wright Way Policy 6032* (Reporting Injuries and Illnesses).
- b. Non-occupational exposures
1. Employees, students, volunteers, and visitors exposed to blood and/or OPIM in a non-occupational incident while attending or participating in any university sponsored activity will be offered, at no cost to the participant, the post-exposure medical monitoring program.
 2. University police officers or Student Health Services employees responding to accidents or incidents involving non-occupational exposure to blood and/or OPIM will inform any exposed individual of the medical monitoring program. For off-campus facilities or for activities conducted off campus, the PIC will be responsible for informing the participant.
 3. The university police officer, Student Health Services employee, or the PIC is responsible for telephone notification of the incident to EHS and is responsible for completing a Wright State University Incident Report form. Specific guidelines for submitting the Incident Report form are provided in paragraph 6034.4 b) and in *Wright Way Policy 6032* (Reporting Injuries and Illnesses).
- c. Responsibilities of the Department of Environmental Health and Safety
1. Maintain all occupational health records.
 2. Schedule all personnel for occupational health appointments.
 3. Assist in the investigation of all exposure accidents/incidents.
 4. Provide to the Department of Human Resources the names of all employees who decline the Hepatitis B vaccination series.
 5. Provide initial and refresher training on bloodborne pathogens.
 6. Maintain training records for all employees covered by the Bloodborne Pathogen Program.
 7. Notify appropriate parties of changes in regulatory requirements.
 8. Review and revise the university's *Exposure Control Plan for Bloodborne Pathogens* at least annually and/or when changes occur.
- d. Responsibilities of the Department of Human Resources
1. Maintain a list of job descriptions in which all employees have occupational exposures to blood and/or OPIM.
 2. Maintain a list of job descriptions in which some employees have occupational exposures to blood and/or OPIM.
 3. Maintain a list of all tasks and procedures or groups of closely related tasks and procedures performed by employees listed in paragraphs 6034.3 d) 1) and 2).
 4. Maintain a list of employees who have declined the Hepatitis B vaccination series.

6034.4 Reporting Occupational and Non-occupational Accidents/Incidents

- a. Accidents/incidents involving occupational exposures
 1. *The PIC is responsible for notifying the Department of Environmental Health and Safety by telephone (775-2215) of any occupational accident/incident that results in an employee's exposure to blood and/or OPIM. Notification is to be made as soon as possible but no later than 9 am of the next normal workday.*
 2. *The PIC is responsible for completing, signing, and submitting the employee injury and illness report (OSHA Form 101) to EHS for all occupational accidents or incidents which result in an employee's exposure to blood and/or OPIM. OSHA Form 101 must be completed in its entirety. An incomplete submittal will be returned to the supervisor of the employee who completed the form. OSHA Form 101 is to be submitted to EHS as soon as possible but in no case later than three workdays following the date of the accident/incident.*
 3. *Additional information for reporting accidents/incidents is contained in Wright Way [Policy 6032](#) (Reporting Injuries and Illnesses). PICs are encouraged to become familiar with Policy 6032.*
- b. Accidents/incidents involving non-occupational exposures
 1. *University police officers, Student Health Services employees, or PICs of university sponsored activities are responsible for notifying the Department of Environmental Health and Safety by telephone (775-2215) of any exposure accident/incident. Notification is to be made as soon as possible but no later than 9 am of the next normal workday.*
 2. *University police officers, Student Health Services employees, or PICs of university sponsored activities are responsible for submitting the Wright State University Incident Report form to EHS for accidents/incidents involving the exposure of students, volunteers, and visitors to blood and/or OPIM. The form should be signed by the participant whenever possible. Reports are due to EHS as soon as possible but in no case later than three workdays following the date of the accident/incident.*
 3. *Additional information for reporting accidents/incidents is contained in Wright Way [Policy 6032](#) (Reporting Injuries and Illnesses). University police officers and Student Health Services employees are encouraged to become familiar with Policy 6032.*

6034.5 Medical Monitoring Program

- a. *The Department of Environmental Health and Safety is responsible for scheduling all pre-employment, baseline, periodic, and post-exposure tests for employees in the occupational exposure category. EHS also will schedule all post-exposure tests for individuals experiencing non-occupational exposures to blood and/or OPIM.*
- b. *The medical monitoring program for employees with occupational exposures will be addressed during the mandatory training sessions. Individuals experiencing a non-occupational exposure to blood and/or OPIM while attending or participating in a university sponsored activity will be offered the following medical services at no cost to the individual.*
 1. *Blood test to monitor for HBV.*
 2. *Blood test to monitor for HIV antibodies.*
 3. *HBV booster immunizations as directed by the attending physician.*
 4. *Medical counseling as directed by the attending physician.*
- c. *The attending physician shall be appointed by the university.*
- d. *Any discussion or reports between physician and patient relative to the presence or absence of disease is confidential, and such information is not provided to EHS.*

6034.6 References

- a. Center for Disease Control (Department of Labor/Department of Health and Human Services), Joint Advisory Notice, *Protection Against Occupational Exposure to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)*, October 30, 1987.
- b. The Code of Federal Regulations, Title 29, Part 1910, Subpart Z, Section 1910.1030: Bloodborne Pathogens.
- c. Ohio Department of Health, *Policy Guidelines on AIDS and Other Bloodborne Diseases for Law Enforcement Personnel*.
- d. Wright State University, *Exposure Control Plan for Bloodborne Pathogens*, as revised.

Policy on Student and Resident Immunization and Tuberculosis Screening

1. General Background

Society at large has a stake in reducing the incidence of preventable infectious diseases. An outbreak of measles, for example, causes immediate physical suffering and economic and educational harm in the form of lost days of work and school. An outbreak also may result in long-term adverse physical consequences for those afflicted.

In an effort to reduce the incidence of preventable infectious disease within the State, the Ohio Department of Health recommends that each citizen receive the following immunizations and screening:

1. At least three (3) doses of a vaccine containing protection against tetanus and diphtheria given to infants as a series of diphtheria, tetanus and pertussis (DPT) or to adults as a Td booster, and
2. Three (3) doses of oral polio vaccine (OPV) to be administered up to the 18th birthday or four (4) doses of inactivated polio vaccine (IPV); and
3. Immunization against measles, mumps and rubella (MMR) with two (2) doses of the MMR vaccine to be administered to students prior to entering the seventh grade; and
4. A current tuberculin tine test (Tb) or a recent chest x-ray.

The immunization standards set forth above have the force of law where the citizen is a school-aged child. Ohio Revised Code Section 3313.671 requires elementary and high school pupils to be immunized against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola and rubella. The statute also requires certain public entities to provide, at public expense, the means of immunization against the above to pupils whose parents do not so provide.

Officials of post-secondary educational institutions also have a stake in reducing the incidence of preventable infectious disease. The economic and social costs associated with an outbreak of campus of a "childhood" disease or of tuberculosis are significant. An outbreak requires campus officials to quickly implement mass programs of testing and immunization. The panic associated with an outbreak extracts an emotional toll on students and also distracts members of the faculty and staff from their primary responsibilities. The adverse publicity associated with an outbreak easily can outlive the outbreak itself.

In light of the above costs, university officials have obligations to both the campus and broader communities to reduce the risk of preventable infectious diseases. These dual obligations necessitate policy development, education, and policy enforcement.

2. Definitions

- a. "University residential students shall mean any degree-seeking or non-degree undergraduate or graduate student who is a party to a residence agreement with the university.
- b. "Program participant resident" shall mean any participant in a university sponsored educational, athletic, or cultural program who, as part of the program, chooses to live in a university owned or managed residential facility. The term "program participant resident" includes, but is not limited to, persons participating in the pre-college, Upward Bound, and international exchange programs and sport cam participants.
- c. "Guest resident shall mean any person who temporarily resides in a room in a university owned or managed residential facility without the benefit of a residence agreement and who is not a university residential student or a program participant resident. The term "guest resident" includes, but is not limited to, visiting faculty and students from other institutions of higher education interning at sites adjacent to the university.
- d. "International student" shall mean any degree-seeking or non-degree undergraduate or graduate student who is a citizen of a country other than the United States of America.
- e. "Student" shall mean any student covered by the Policy and shall include university residential students and international students.
- f. "Resident" shall mean any person residing in a university owned or managed residential facility and shall include university residential students, program participant residents, and guest residents.
- g. "University residential facility" shall mean any university owned or managed residential facility designed to house persons.
- h. "Physician" shall mean the primary physician of a student or resident or any physician with access to the medical records of the student or resident.
- i. "Prospective student" shall mean any person who has applied for admission to the university as a degree or non-degree undergraduate or graduate student but who has not yet been admitted.
- j. "Prospective program participant" shall mean any person who has applied for admission to a university sponsored educational, athletic, or cultural program but who has not yet been accepted.
- k. "Prospective guest resident" shall mean any person who has made a reservation for guest housing in a university owned or managed residential facility.
- l. "Screening" shall mean the results of a current tuberculin tine test or a recent chest x-ray indicating that the student or resident is free from tuberculosis.

- m. "Certification" shall mean a statement from a physician indicating that the immunizations of a student or resident are in conformance with the requirements imposed by this Policy and that the student or resident is free from tuberculosis.

3. Populations at Risk

Students and residents present on the Wright State University campus vary in the (1) risk they present to the campus community for the introduction of preventable infectious disease and (2) the degree to which they are at risk should an outbreak of any preventable infectious disease occur. Four populations present relatively high levels of risk, either to others or to themselves:

0. University residential students living in university owned or managed residential facilities; and
1. Program participant residents living in university owned or managed residential facilities for a period of time exceeding fourteen (14) days, inclusive of intervening weekends; and
2. Guest residents living in other than single rooms in university owned or managed facilities for a period of time exceeding fourteen (14) days, inclusive of intervening weekends; and
3. International students both undergraduate and graduate enrolled at the university.
4. An unimmunized university residential student living in campus housing presents an unacceptable level of risk to self and others. Most campus housing units are other than single occupancy, resulting in significant opportunities for the transmission of germs through the air, eating and drinking utensils, food products, discarded facial tissues, and personal by-products. The university, as a party to a residence agreement, has an obligation to act reasonably to reduce the risks associated with on-campus residence Activities. For university residential students, the risk evolves primarily from the setting in which the students live and interact.
5. Similarly at risk are program participant residents, many of whom are elementary or secondary school students participating in pre-college programs. The risk presented by this group may even be higher than the risk associated with university residential students because the acquired immunities of the pre-college student are less well-developed than their college-age counterparts. As with university residential students, the primary risk associated with the group arises as a by-product from the group living setting created by the university.
6. Any unimmunized person who lives temporarily in other than a single room in a university residential facility also may present a health risk to a roommate or may be vulnerable to the health risks created by an unimmunized roommate. The university as the provider of lodging has a duty to act reasonable to reduce the risks to which its guests are exposed.
7. International undergraduate and graduate students present a significant level of risk for the introduction and spread of preventable infectious disease. This risk is present even when the student lives other than on-campus because the risk derives from the student rather than the setting. Even though some countries

have immunization policy and enforcement comparable to that found in the United States, the majority of countries do not. As a result, a citizen of another country coming to the United States for study is less likely to be immunized than his or her United States counterpart. In addition, the opportunities for exposure to tuberculosis are far greater outside the United States than within.

4. General Policy

The Division of Student Affairs, in order to protect the health and well-being of all members of the Wright State University community, and cognizant of the special circumstances surrounding residential and international students, hereby sets forth the following policy on student and resident immunization and tuberculosis screening (the "Policy").

Each university residential student, program participant resident, guest resident and international student shall be required to present evidence, in the form, of certification by a licensed physician, that:

1. The student or resident has been immunized against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola and rubella (immunization certification); and
2. The student or resident is free of tuberculosis (tuberculosis certification).

The university hereby incorporates into this Policy, and adopts as a definitive statement of the minimal requirements for immunization and tuberculosis screening, the recommendations of the Ohio State department of Health as set forth in number 1 (**1. General Background**).

In the case of immunization certification, the physician shall certify that the student or resident has been immunized for each of the diseases mentioned above and shall specify the date of each such immunization or booster. In the case of certification regarding tuberculosis, the physician shall certify that (1) the result of a tuberculin tine test or chest x-ray is negative, (2) the result of a tuberculin tine test is positive but a chest x-ray shows no evidence of tuberculosis, or (3) the student or resident has active tuberculosis but is in treatment, is compliant, and the symptoms and laboratory reports of the student or resident indicate that the treatment is effective.

The certifications required by the Policy for university residential students shall be presented to the university no later than the first day of classes of the first quarter for which the student desires to live in a university owned or managed residential facility. For international students, certification shall be presented no later than the first day of classes of the first quarter for which the student desires to enroll at the university. For program participant residents, certification shall be provided no later than the 10 working days prior to the first day of the university-sponsored program in which the program participant resident desires to participate. For guest residents, certification shall be provided no later than 10 working days prior to the first day of the period in which the guest resident desires to live in a university residential facility.

A university residential student or international student who fails to present the certifications called for in this Policy prior to the first day of classes of the applicable quarter shall be encouraged to comply with the Policy but will be permitted to attend classes or live in a university owned or managed residential facility or both for the remainder of the applicable quarter while the policy requirements are met. Prior to the

date upon which the following quarter's registration materials are distributed, however, a hold shall be placed on the registration of the student which will prevent the student from registering for and attending classes in the following quarter and from residing in a university owned or managed facility until such time as the requirements of the Policy are met.

A prospective program participant resident who fails to present the certifications called for in this Policy shall not be permitted to participate in the university sponsored program for which application has been made if program participation requires residence in a university residential facility. A prospective guest resident who fails to present the certifications called for in this Policy shall not be permitted to move into a university residential facility.

The expense of any immunization, screening, or treatment required to bring the student or resident into conformance with the requirements of this Policy shall be borne by the student or resident or, if the student or resident is a minor, by the parent(s) or guardian(s) of the student or resident. The Student Health Services may, at its discretion, establish a program of testing, immunization, screening, or treatment as a service to students and residents but is in no respect required to do so.

Starting July 1, 2005, the State of Ohio will enact a bill that states that college students who live in campus housing will be required to fill out a form stating they have received information about the benefits of being immunized against bacterial meningitis and hepatitis B. They, or their parents if under the age of 18, will then complete a questionnaire asking them to state if they have, or have not been immunized against bacterial meningitis or hepatitis B. This form must be completed prior to being allowed to live in campus housing.

The Wright State University Student Health Services, under the guidance of its director, shall have primary responsibility for implementing and enforcing this Policy.

5. Effective Date

This Policy shall be effective for an apply to each university residential student entering into a residence agreement for the summer quarter 1995 or any quarter thereafter; to any international student admitted for the first time to the university for the summer quarter 1995 or any quarter thereafter; and to any prospective program participant resident seeking admission to any university sponsored program beginning June 12, 1995 or thereafter; and to any prospective guest resident seeking temporary housing in a university residential facility beginning June 12, 1995 or thereafter.

6. Policy Implementation

Student Health Services shall have primary responsibility for implementing, administering and enforcing the Policy. Student Health Services also shall have primary responsibility for maintenance and retention of all records created pursuant to the Policy in keeping with the university's records management and retention program.

Student Health Services shall develop a form (hereafter referred to in this Policy as the "Form") which, when properly and fully completed, will meet the requirements of this Policy. The Form shall consist of at least two parts. The first part, addressing immunization history, shall be designed to be completed by the physician of the student or resident and shall require the physician to certify the specific date of administration of each required immunization or booster. The second part, addressing the health history of the student or resident with respect to tuberculosis, also shall be designed to be completed by the physician of the student or resident and shall require the physician to certify that the student or resident is free from tuberculosis, and

to set forth the basis for that opinion, or that the student or resident has tuberculosis but is in treatment, is compliant, and that the treatment is effective.

The Form also shall clearly state that the physician's certification is required for university residential students, program participant residents, quest residents, and international students and that the Form is to be returned to Student Health Services for evaluation. The Form also may include, at the discretion of Student Health Services, other parts or sections not related to immunization and tuberculosis screening and treatment.

Student Health Services shall be responsible for ensuring that a copy of the Form is made available to each prospective university residential student, program participant resident, guest resident and international student. Student Health Services may seek the cooperation of other university offices and personnel in the distribution of the Form but primary responsibility for distributing the Form shall rest with Student Health Services.

Student Health Services shall receive all completed Forms and review each for conformance with the requirements imposed by this Policy. Review shall be conducted by a registered nurse or physician.

Student Health Services shall, in a timely fashion: (1) initiate contact with each prospective student or resident who has failed to timely submit a properly completed Form or who has submitted a Form indicating that either the immunizations or tuberculosis screening or treatment results or both are not in conformance with the requirements of this Policy and (2) inform each such prospective student or resident that failure to submit the Form or to obtain the required immunizations or tuberculosis screening or treatment or both shall result in the placement of a hold on the university residential or international student's registration for the succeeding quarter, the denial of admission to a prospective program participant resident, or the termination of the guest registration of a prospective guest resident.

Student Health Services shall be responsible for placing a hold on the following quarter's registration of any university residential or international student who has failed to submit a properly completed Form or who has submitted a Form indicating that either the student's immunizations or tuberculosis screening or treatment results or both are not in conformance with the requirements of this Policy. Student Health Services also shall be responsible for timely notifying the administrator of any university sponsored program that the immunizations or tuberculosis screening or treatment results, or both, of a prospective program participant resident are not in conformance with this Policy and that the student may not participate in the program to which the student has applied if participation requires housing in a university residential facility. Finally, Student Health Services shall be responsible for timely notifying the Office of Residence Services that the immunizations or tuberculosis screening or treatment results, or both, of a prospective guest resident are not in conformance with this Policy and that the prospective guest resident may not move into a university residential facility.

Posting Policy

Posting areas are an important means of communication among the members of the Wright State University community. Posted materials must be in compliance with the policies of Wright State University.

Disclaimer:

Wright State University disclaims all responsibility for the contents of posters, handbills, flyers, or other written material posted at the University. Students, faculty, staff and administrators must be aware of current laws regarding libel, defamation, obscenity, and fair labor relations or other applicable laws. Posters promoting establishments that sell alcoholic beverages or relating to

alcohol will not be approved. However, posters promoting alcohol awareness and responsible decision-making will be approved.

Definitions:

There are several means for promoting your events on campus:

General Posting Board Locations: There are **12** general posting board locations on campus designed for announcements and event promotion. See specific numbers at the end of this document.

Residence Hall General Posting Locations: There are 175 general posting areas within the Residence Halls designed for announcements and event promotion. See specific numbers at the end of this document.

Student Union Display cases: There are **several glass** enclosed showcases in the Student Union designed for organizational or event promotion.

Individuals are encouraged to use the posting areas in a responsible manner by complying with the following regulations:

Approval and Distribution:

1. Printed materials must be approved by the Office of Student Activities prior to posting. This can be done by submitting two originals to Student Activities, 019 Student Union, where they will be reviewed and stamped for approval. All photocopies must have the stamp to be valid. Approval will generally take place when flyers are submitted to the office. If further review is required the Office will notify the organization within 24 hours. To differentiate between university sponsored and off-campus events, off-campus events will be stamped with "Not Affiliated with Wright State University".
2. Approval for postings is not an endorsement or sponsorship by the university.
3. To be approved, all printed materials submitted must have a contact name and phone number on the front of the flyer. A contact name, address, and phone number must be included on the back of the file copy of the flyer.
4. Individuals are required to post their own approved materials on General Posting Boards.
5. Individuals can take approved flyers to Residence Services in the Forest Lane Community Building. All postings in the residential communities must be posted by the residence community staff. Individuals and groups are prohibited from entering the residential communities for the purpose of distributing information or posting advertisements and flyers in the residential communities. Please plan for 3 to 5 business days for posting throughout the residential communities.

Size of Printed Materials:

6. Printed materials must be no larger than 11 x 17 inches for General Posting Boards and up to 24 X 36 for residence hall posting and Student Union showcases.

General Posting Guidelines

7. All flyers must be posted on a designated public bulletin board. No posting on walls, windows, doors, or in stairwells, restrooms, or elevators. Posting on vehicles in university parking lots is prohibited. Printed materials found in unauthorized locations will be removed immediately.
8. Bulletin boards assigned to a specific department or organization may be used only with their permission, even if the flyer has been approved for posting by the Office of Student Activities.
9. Some campus buildings such as, the University Libraries, Medical Sciences Building, Creative Arts Center, Russ Engineering Center, have more restrictive regulations on postings. Contact the administrator in charge of each building for specific guidelines.
10. Pushpins or staples should be used to avoid possible puncture of wheelchair tires. No thumbtacks or staple guns are allowed.
11. Printed materials advertising events should be posted no earlier than two weeks prior to the event. Notices for services may remain on the bulletin boards for two weeks.
12. No more than one posting is allowed per bulletin board. Postings on top of other will be removed.
13. All advertising and publicity for both on- and off-campus events must conform to state and local laws and the policies of the university, and include the name of the sponsoring organization. Publicity is not allowed for off-campus events that do not conform to university policy, e.g., advertising “drink and drowns,” or promote the unlimited consumption of alcohol. It is the responsibility of the sponsors of an event to ensure that advertising conforms to these guidelines.

Residence Hall Postings

14. University offices, student organizations, individuals and businesses should submit their postings for approval to the Office of Residence Services. Residential Services sponsored organizations may submit their postings directly to the Office of Residential Services.
15. Postings should be counted, bundled and labeled for each community listed at the end of this document.

Employment Postings

16. Regulations for Approving on Campus Postings for Jobs

Each posting must include:

- Employers name and address, including the city
- Location of position
- Contact person and phone number
- Each position must have a rate of pay per hour or a range of pay.
- Job description

In some positions there is a charge for equipment. Each job must state the amount the employee must pay before work begins.

Position paid by commission must have a range of pay.

No in-home positions.

Examples: baby sitting, house sitting, dog sitting, yard work, painting, house cleaning.

Greek Postings

17. A copy of postings will be provided to the Assistant Director of Student Activities for Fraternity and Sorority Life.

Film, DVD and/or Video Postings

18. Advertising and publicity for meetings and/or events which include films and/or videos must follow the film and video copyrights policy outlined on the *Center for Teaching and Learning website* <http://www.wright.edu/ctl/>. Films and videos rented on a “home-rental” basis for showing in meeting rooms are considered public performances and are prohibited. To get information about the licensing for public viewing of films, DVD’s and/or videos, contact the Center for Teaching and Learning.

Posting Policy Violations

19. Postings in violation of the above regulations will be removed. Organizations or individuals violating this policy may lose posting privileges on campus. Please report posting violations to the Office of Student Activities, 019 Student Union or at 775-5570.

General Posting Board Locations

Allyn Hall

Across from 116

Creative Arts Center

Hallway next to A028

Dunbar Library

Next to the doors by the desk

Fawcett Hall

Next to Room 119

Medical Sciences

Basement by mailboxes

Oelman Hall

Next to first floor elevator

Basement outside Room 012

Rike Hall

Basement outside 058

Basement across from elevators

Student Union

Tunnel next to the Rathskellar

In Atrium by the main stairs

Tunnel between Medical Sciences and Fawcett

By vending machines

Residence Hall Distribution

Woods	71
Hamilton	17
Forest Lane	4
College Park	16
The Village	13
Honors	45
University Park	8
TOTAL	174

Printing Policy

Policy number: 2301

Subject: **Production of Official University Publications and Acquisition of Printed Materials**

Date issued: Revised/June 2001

Authority: Vice President for University Advancement; Vice President for Business and Fiscal Affairs

References: Office of Communications and Marketing; Department of Printing Services

2301.1 Purpose

The following policy and procedures for 1) the approval of the production of official university publications and promotional items and 2) the acquisition of printed materials (including duplicating, offset printing, and promotional items) have been established to maintain a level of quality that is consistent with the overall image of the university. In addition, this policy has been established to ensure that the acquisition of printed materials from external vendors is awarded in a fair, cost-effective, and competitive manner in accordance with sound business practices and applicable laws of the state of Ohio [refer to *Wright Way* [Policy 5401](#) (Purchasing from External Vendors)].

2301.2 General Policy

No member of the university community may produce an official university publication or promotional item intended for distribution to external audiences (off campus) without approval of the Office of Communications and Marketing. The Office of Communications and Marketing works closely with the Department of Printing Services to produce official university publications and promotional items.

2301.3 Responsibility

Responsibility for executing the university's marketing plan, maintaining the university's identity program, and establishing and updating publication standards rests with the Office of Communications and Marketing.

- a. All official university publications or promotional items must conform to the university institutional identity standards [refer to *Wright Way Policy 2305* (Institutional Identity Program and Publications)].
 1. Editorial policy is based on the *Chicago Manual of Style*, 14th edition, and the *Wright State University Editorial Style Guide*.
 2. Graphic design policy is based on the *Wright State University Institutional Identity Standards Manual*.
- b. Writing, editing, and graphic design services must be handled through designated personnel in the Office of Communications and Marketing. Typesetting, printing, or duplicating services are handled through production personnel in the Department of Printing Services.
- c. All requests for printing (offset printing, duplicating, or promotional items) will be processed by Printing Services personnel who are trained to interact with the graphic arts industry on behalf of university departments.
- d. A request for acquisition of outside services for the production of an official university publication or promotional item (other than the acquisition of printing) will not be placed by the Purchasing department with an external contractor, nor will invoices be honored for payment by Accounts Payable in the Office of the Controller without the authorization of the Office of Communications and Marketing.
- e. A request for printing will not be placed by the Purchasing department with an external contractor and resulting invoices will not be honored by Accounts Payable in the Office of the Controller without the authorization of the Office of Communications and Marketing and the Department of Printing Services.

2301.4 Procedures

- a. Wright State University faculty and staff who wish to produce an official university publication or promotional item intended for an external audience must contact the Office of Communications and Marketing when they begin a project. Communications and Marketing will create all such official university publications or promotional items or will supervise and review the project when produced by the Department of Printing Services or contracted to outside vendors.

Any member of the university community using university funds who wishes to produce an official university publication for an external audience must complete 1) a Publications Requisition and 2) a Duplicating and Printing Requisition and submit the forms to the Office of Communications and Marketing.

- b. Faculty and staff who wish to produce an official university publication intended for an internal audience or who wish to reprint a publication with no changes to content or format may contact the Department of Printing Services.
- c. In order to ensure consistency with institutional identity standards, the Office of Communications and Marketing may review all printing jobs handled directly through the Department of Printing Services.

2301.5 Policy Review

To ensure consistency with the Wright State University Institutional Identity Program [refer to *Wright Way Policy 2305*, external university printing projects must be reviewed and approved by the Office of Communications and Marketing. The purpose of the review process is to ensure that projects support the overall marketing program, accurately represent the university, and maintain a level of quality consistent with the image of Wright State University.

Privacy and Release of Student Educational Record Information

Policy number: 4010

Subject: **Privacy and Release of Student Educational Records**

Date issued: January 2002

Authority: The Family Educational Rights and Privacy Act of 1974 (FERPA); Office of the Provost

References: [Office of the Registrar](#)

4010.1 Introduction

- a. Wright State University has for many years regulated access to student educational records. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets forth requirements designed to limit the disclosure of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records.
- b. This policy includes the regulations designed to explain the rights of a student with respect to records maintained by the university. In addition, this policy outlines the university's procedures to comply with the requirements of FERPA.
- c. Any member of the university community may review a copy of FERPA, the federal regulations adopted pursuant to it, as well as a copy of the annual notice provided to students. Copies of the documents are located in the Office of the Registrar. A digest version of FERPA is published in the student handbook and in the undergraduate and graduate catalogs.

4010.2 Definition of an Educational Record

An *educational record* is any record, file, document, or other material that contains information directly related to a student and that is maintained by any employee of the

university. The following categories of information are not considered to be an educational record.

- a. Records created by university personnel that are in the sole possession of the maker, are not used for purposes other than a memory or reference tool, and are not accessible or revealed to any other person.
- b. Records maintained by the Wright State University Police Department for law enforcement purposes.
- c. Records created and maintained by a physician, psychiatrist, psychologist, or other recognized professional, professional in training, or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity or records maintained or used solely for the purpose of treatment or accommodation (e.g., records in the Office of Disability Services, Counseling and Wellness Services, and Student Health Services).
- d. Records exclusively containing information about an individual after he/she no longer is a student (e.g., WSU Alumni Association records). Records of the individual, while a student, continue to be considered educational records.

4010.3 Release of an Educational Record Without Consent

The university may release information contained in an educational record, without prior consent, under the following circumstances:

- a. Requests from faculty and staff of Wright State University who have a legitimate educational interest on a "need to know" basis. This basis includes a student employee of the institution who may be authorized by the university to conduct official business. A legitimate educational interest includes performing a task related to the regular duties of the employee, the education of a student, the discipline of a student, a service or benefit for a student, or maintaining the safety and security of the campus.
- b. Requests in compliance with a lawful subpoena or judicial order upon the condition that a reasonable attempt to notify a student is made in advance of the compliance of the subpoena, unless specifically prohibited by the subpoena or judicial order.
- c. Requests in connection with a student's application for or receipt of financial aid, if the information is necessary for the purposes of determining eligibility for the aid, determining the amount of the aid, determining the conditions for the aid, and/or enforcing the terms and conditions of the aid.
- d. Requests by state authorities and agencies specifically exempted from the prior consent requirements of FERPA. Requests from organizations conducting studies on behalf of the university also are exempt, if such studies do not permit the personal identification of a student to any persons other than to representatives of such organizations and/or if the personal identification data is destroyed when no longer needed.
- e. Requests by accrediting organizations.
- f. Requests by the parents or legal guardian of a dependent student, as defined in section 152 of the [Internal Revenue Code](#) of 1954. Section 152 of the Internal Revenue Code describes dependency and taxpayer calendar issues. A copy of the previous year's tax return for the parent(s) or legal guardian(s) may be required to verify dependency.
- g. Requests by appropriate persons to protect the health or safety of a student or other persons in an emergency situation.
- h. Requests for information in a case where a student, who is under twenty-one years of age (at the time of a parental notification), has committed a violation of law or university policy pertaining to drugs or alcohol.
- i. Requests for information in a case where a student is found responsible for a violation of the Wright State University Code of Student Conduct pertaining to an act of sexual or physical assault.
- j. Requests by authorized federal officials who have need to audit and evaluate federally supported programs.

- k. Requests for "public information" (refer to section 4010.4).
- l. Requests by officials of other institutions in which a student seeks or intends to enroll, provided the university gives the eligible parent(s) or legal guardian(s) or eligible student an opportunity to request a copy of such record and an opportunity for a hearing to challenge the record.

Note: Degrees (any honors, majors, minors, and specializations) are considered public information (refer to section 4010.4), since they are conferred in a public ceremony. Additionally, the university reserves the right to verify the accuracy of any information contained in what is presented as an official university document (e.g., a transcript or diploma) or as provided to a third party.

4010.4 Public Information

- a. Wright State University, in accordance with FERPA, has designated the following information about a student as *public information*:
 - 1. A student's name
 - 2. All addresses of a student, including e-mail addresses
 - 3. Telephone listings
 - 4. Major field of study
 - 5. Number of hours registered
 - 6. Full-time or part-time status
 - 7. Class standing (freshman, sophomore, junior, senior, graduate, or professional)
 - 8. Dates of attendance
 - 9. Degrees awarded and total hours earned
 - 10. Special honors and awards
 - 11. Most recent previous educational agency or institution
 - 12. Participation in officially recognized activities and sports
 - 13. Weight and height of members of athletic teams
- b. Information identified as *public information* will be released without a student's consent. However, a student has the right to have public information withheld if he/she so desires. A student who wants public information withheld (including items to be published in a student directory) shall so indicate by completing a "Request to Prevent Release of Public Information" form, which can be obtained from the Office of the Registrar. A student should allow at least ten business days for processing the request.
- c. Each fall quarter, the university publishes a telephone directory that is made public. The directory contains the name, home and local addresses, e-mail address, and local telephone listings of students. If a student wishes to withhold this information from the directory, he/she must notify the Office of the Registrar [as described in paragraph 4010.4 b)] no later than the first Friday after the start of the fall quarter. Because the directory is published only once a year, a request made after the first Friday of the fall quarter (or in the subsequent academic year quarters) to change a student's information release status will not be reflected in the printed directory. However, changes will be applied to the Student Information System and will affect disclosures from it.

4010.5 Consent for Release of an Educational Record

A student who wishes to have information released must submit a **written** request to the director of the appropriate department/school/college that maintains the record. The student must list in the request the specific information he/she wishes to release and the name of the individual(s) to receive the information.

4010.6 Procedures for Review of an Educational Record

- a. All records that pertain to a student and that are maintained in university offices are official university records and, as such, remain the property of the university. Each university unit has an obligation to keep a record of requests and disclosures of student information, except when a request is from the student, from a university official who has a legitimate educational interest, or from someone requesting directory information. A student has the right to review the record of requests and disclosures pertaining to him/her.
- b. A **written** request to review records must be made separately to each university unit that maintains records. The unit has 15 days to respond to a request to review and inspect a student's record. However, the unit will make arrangements as expeditiously as possible. In the event that a student's only access to his/her records is through mailing such records, a fee may be charged, unless the student can prove that the fee effectively prevents him/her or an eligible parent/legal guardian from exercising his/her rights.
- c. Information contained in an educational record will be fully explained and interpreted to a student by university personnel assigned to and designated by the unit holding the record. A student has the right to review only his/her own records. When a record contains information about more than one student, disclosure cannot include information about the other student(s).

4010.7 Exceptions to Right to Review an Educational Record

A student is granted the right to inspect and review all of his/her educational records, except for the following types of documents:

- a. Financial records of parents
- b. Confidential letters and statements of recommendation placed in educational records prior to January 1, 1975
- c. Confidential letters and statements of recommendation for admission, employment, or honorary recognition placed in educational records after January 1, 1975, for which the student has waived his/her right of access (refer to section 4010.8)

4010.8 Waiver of Right to Review an Educational Record

A student may waive his/her right of access to confidential letters and statements of recommendation. Even if a student signs a waiver, the names of all persons making confidential recommendations will be made available upon request. The university may not require a student to waive his/her right of access for receipt of university benefits or services.

4010.9 Right to Challenge an Educational Record

A student has the right to challenge the content of his/her educational record if the student considers the information contained therein to be inaccurate, misleading, or inappropriate. The process of challenging an educational record includes an opportunity for amendment of the record or insertion of a written explanation(s) by the student into such record (refer to section 4010.10 for procedures).

Note: The right to challenge a grade does not apply under FERPA, unless the grade assigned was inaccurately recorded. Under that condition, the record will be corrected.

4010.10 Procedures for Challenging Information in an Educational Record

- a. A student who wishes to challenge information in his/her educational record must submit a **written** request for a hearing to the director of the appropriate department/school/college that maintains the record. The request must list the specific information in question and the reason(s) for the challenge.
- b. The director of the university unit will notify the Office of the Registrar when a student has submitted a request for a hearing. The Office of the Registrar will convene a panel to conduct the hearing. The panel, which is chaired by the assistant registrar, will consist of three university staff members who have no direct interest in the outcome of the hearing.
- c. The student who has requested the hearing will be afforded a full and fair opportunity to present evidence relevant to the reason(s) for the challenge.
- d. The panel will render a **written** decision within a reasonable period of time, noting the reason(s) for its decision and summarizing all evidence presented. Should the decision of the hearing panel, by majority vote of the three panel members, find in favor of the student's challenge, the record shall be amended accordingly.
- e. *The School of Medicine and the School of Professional Psychology have separate procedures for challenging and adjudicating record disputes. A student who wishes to submit a challenge should consult the handbook of the specific school for additional information.*

4010.11 Appeal of Hearing Decision

- a. In the event that the hearing panel denies a student's request to change information within his/her record, the student may make an appeal. The appeal shall be in writing and be submitted to the assistant registrar within ten business days of the hearing decision. An appeals panel consisting of three senior university officials shall hear the appeal. The officials are to be individuals who have no direct interest in the outcome of the hearing. A **written** decision by the panel will be rendered to the student within a reasonable period of time. Should the appeal be in favor of the student, the record shall be amended accordingly.
- b. In the event that the panel denies the appeal, the student may choose to place a statement with his/her record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. If the record is disclosed to an authorized party, the record will always include the student's statement and notice of the decision rendered by the appeals panel. This procedure will be followed as long as the university maintains the student's educational record. An individual can obtain additional information regarding appeal hearings from the Office of the Registrar.

4010.12 Concerns or Suggestions

A student who has a concern or suggestion regarding this policy should contact the Office of the Registrar. If a student has reason to believe that the university is not complying with FERPA or university policy, he/she has the right to file a complaint with the United States Department of Education by contacting:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

4010.13 Location of Student Educational Records

Wright State University does not maintain educational records in one central office. Educational records are maintained in a custodial capacity in the various departments, schools, or colleges of

the university. A student should contact the Office of the Registrar for information and guidance in determining which unit(s) a student should contact about an educational record.

Reserving the Amphitheatre

The Amphitheatre is available for use by university students, faculty, staff and departments. Reservations are available through the Office of Student Activities, W036 Student Union, and are on a first-come, first-serve basis.

Alcohol Policy and the Amphitheatre

The sale or service of alcohol is not permitted in the Amphitheatre. Please refer to the Wright State University Alcohol Policy for a listing of locations available for such events.

Equipment

Individuals or groups requiring the use of tables, chairs, and media equipment should contact the Office of Student Activities.

Reserving the Quad

The Quad is available for use by university students, faculty, staff, and departments. Reservations are available through the Office of Student Activities and are on a first-come, first-serve basis. Depending on the nature of the event, more than one group may reserve the use of the Quad on the same day and at the same time. (An example would be recruiting or information tables staffed by members of different organizations.)

Alcohol Policy and the Quad

The sale or service of alcohol is not permitted on the Quad. Please refer to the Wright State University Alcohol Policy for a listing of locations available for such events.

Equipment

Individuals or groups requiring the use of tables, chairs, and media equipment should contact the Office of Student Activities.

In consideration of the academic buildings surrounding the Quad, amplified music is not permitted.

Responsible Use of Information Technology - WSU Students

Wright State University provides computing, information, and communications resources for its students to support their learning and research. Access to these information technology resources is a privilege and requires adherence to this Information Technology policy as well as to other University policies, including but not limited to: World Wide Web (Wright Way 2001), Copyrighted Materials (Wright Way 2303), WSU Student Handbook, WSU Student Organization Handbook, and Student Housing Data Network Acceptable Use Policy.

Users of the University's information technology resources are also bound not only by those laws, policies, and regulations that are specific to computing, telecommunications, and networks, but also by all other international, federal, state, and local regulations and statutes that apply.

This policy applies to all use of the University's computing, information, and communications resources, whether administered by Computing and Telecommunications (CaTS), by individual University colleges and departments, or by off-campus units that connect remotely to the University's network and operate under the aegis of Wright State University. Privately-owned machines, while attached to the University network, are subject to the same policies as University-owned computer systems.

Responsibility for the use of the University's computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

REGULATIONS FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY:

1. Students must abide by the terms of copyright laws, software licensing agreements, and contracts that pertain to the University's computing, information, and communications resources. Reproduction or distribution of copyrighted works, including, but not limited to, images, video, text, audio, or software, without permission of the owner may be an infringement of U.S. Copyright Law.
2. The University's information technology resources are intended to be used to fulfill the University's mission. Use of any of the University's information technology resources for personal profit or gain or for commercial purposes is prohibited.
3. Students must be considerate in the use of shared resources and not perform acts that are deliberately wasteful of computing resources or that unfairly monopolize resources. Examples include but are not limited to junk mail, chain letters, games, creating unnecessary multiple jobs or processes, obtaining unnecessary output, creating unnecessary network traffic, or printing an excessive number of copies of any documents such as resumes, theses, and dissertations.
4. Students may not access, send, or store any messages and/or material that is found to be fraudulent, harassing, or in violation of any local, state, federal, or international law.
5. Students are responsible for the security of their computer accounts, including the changing of passwords on a regular basis. Students are also responsible for all activities that originate from their accounts. Computer accounts are University property and are deactivated upon graduation or non-enrollment.
6. Allowing another individual to use one's computer account and/or password is strictly prohibited.
7. Students may not attempt to access another user's electronic communications, nor may they read, copy, change, or delete another user's files or software without permission of the user.
8. Use of the campus network to gain unauthorized access to any computer account or computer system, to attempt to bypass data protection schemes, to uncover a security loophole, or to mask the identity of a computer account or machine is prohibited.
9. Although the University respects the privacy of an individual's electronic communications, students should be aware that files and mail messages are not guaranteed to be private or secure. Files and messages may be viewed in the course of routine management of

computing, telecommunications, and network services. In the event of a security breach, suspected breach, suspected illegal activity, or suspected violation of University policy, files and/or mail may be accessed by authorized personnel.

10. Students may not deliberately perform an act that will interfere with the normal operations of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with any component of a local area network (LAN), Intranet, or wide area network (WAN); blocking communication lines; or interfering with the operational readiness of a computer.

11. Students may not install, run, or give to another user a program that is intended to or is likely to damage a file or computer system and/or reproduce itself on University computer systems. This includes but is not limited to programs known as Trojan horses, viruses, root kits, or worms.

12. Software and/or information that infringes upon the rights of another or that gives unauthorized access to another computer account or system must not be placed on any University-owned computer system or computer connected to the University's network.

ENFORCEMENT OF POLICY:

Alleged or suspected violations of the "Policy for Responsible Use of Information Technology -- WSU Students" should be reported to the Computing and Telecommunications (CaTS) Help Desk. All alleged or suspected violations will be reviewed in collaboration with the Office for Judicial Affairs.

Abuse of information technology privileges is subject to disciplinary action, which may include the loss of these privileges and other disciplinary sanctions up to and including dismissal. A student who abuses the University's computing, information, and communications resources may also be subject to civil action and/or criminal prosecution. Wright State University will pursue criminal and civil prosecution of violators when appropriate. Individuals will also be responsible for any financial loss to the University that results from inappropriate use of information technology resources.

Revised July 1998

Smoking

Policy number: 6020

Subject: **Smoking**

Date issued: October 1994

Authority: [Ohio Revised Code](#), Section 3791.031; Office of the President (August 1992); Office of the President (December 7, 1989); Administrative Memorandum 85-5 (June 28, 1985); Board of Trustees Resolution (June 12, 1985); Provost's Memorandum (January 14, 1977)

6020.1 History

The process of instituting a smoke-free environment at Wright State University began with a request by Student Government to the president of the university. The president appointed a University Task Force on Smoking for the 1988-1989 academic year. The task force was comprised of students and representatives from virtually every campus constituency. Based on the recommendations of the task force and in consideration of those who would be restricted in their behavior, the smoking policy was gradually implemented.

6020.2 Implementation

- a. The first phase of the smoking policy went into effect during winter quarter 1990. Based on a survey to determine interest, the university offered several types of smoking cessation programs free to all faculty and staff and, for a reduced cost, to their spouses.
- b. On April 1, 1990, the next phase of the university's smoking policy was fully implemented. Except for designated smoking areas indicated by appropriate signage, all buildings were declared to be smoke free.
- c. The final phase of the university's smoking policy was implemented, effective September 14, 1992. Cigarette, cigar, and/or pipe smoking is not permitted in nonresidential university buildings. Smoking is only permitted outdoors.
- d. Cigarette, cigar, and/or pipe smoking is allowed only in individual resident living units and only when all residents of the unit agree to allow smoking. Smoking is not permitted in any public area of a university residential building.

Solicitations, Distributions, and Postings

Policy number: 3001

Subject: **Solicitations, Distributions, and Postings**

Date issued: Revised/September 1992

Authority: President's Memorandum of Understanding (January 12, 1990); Vice President for Business and Finance; Administrative Memorandum 84-1 (April 17, 1984); Board of Trustees Resolution 70-9 (November 14, 1969)

3001.1 General Policy

Under the bylaws of the Wright State University Board of Trustees, the president is responsible for ensuring proper utilization of the facilities of the university. The president or his/her designee is charged with maintaining the security of university properties and personnel and ensuring that activities taking place on the campus do not interfere with the continuous operation of the university's programs.

3001.2 Sale of Goods or Services on Campus

Wright State University does not permit the sale of goods or services for profit on campus, except those goods and services that are available through recognized auxiliary enterprises. Student organizations must follow the procedures in the Student Handbook.

3001.3 Solicitations on Campus

The term "solicitation" as used in this policy shall mean any activity conducted for the purpose of advertising, promoting, or encouraging membership in any group, association, or organization. The procedures to be followed by individuals or organizations wishing to engage in solicitation activities on campus are set forth below.

- a. Any nonuniversity individual or organization (other than recognized student organizations) shall, for each visit, give at least a 48 hour written notice to the director of Human Resources or the Chief of Police, indicating the names of persons involved and the designated area to which access is desired. No such notice shall be necessary if the activity is limited to nonworking areas open to the general public and which does not interfere with the normal use of the area.

- b. A nonuniversity individual or organization may solicit university employees in nonworking areas only if at the time of such solicitation the employees are on nonworking time, i.e., during their lunch periods, before or after scheduled working hours, or during periods in which they are on approved leaves of absence.
- c. An employee of the university can, without any advance notice, solicit other university employees in both work or nonwork areas if all employees involved in the process are on nonworking time.
- d. The use of the university's mail services or any other facilities or materials such as telephones, copying machines, stationery, or equipment for solicitation purposes is prohibited.
- e. The university reserves the additional right to control or regulate solicitation activities by any organization or individuals (including university employees) if, in the opinion of the president or his/her designee, such activities are disruptive or interfere with the continuous operation of the university's normal programs and activities.

3001.4 Solicitations on Campus for Charitable and Nonprofit Causes

Wright State University supports voluntary contributions to worthy charitable and nonprofit programs. Representatives of such programs must seek advance permission from the president or his/her designated representative to solicit funds on campus. If approval is granted, a schedule for soliciting shall be established, and the university will then lend its facilities and internal communications system as directed by the president or his/her designated representative.

3001.5 Solicitations Off Campus by University Members or Organizations

Wright State University recognizes the benefits which may accrue from soliciting off campus for the support of university and university- related programs and projects. A procedure has been developed by the Office of Development and University Relations and the Office of Research and Sponsored Programs to review and clear all private sector solicitations before submission to nongovernmental agencies. It is necessary to use this procedure in order to avoid duplication and to ensure that funding efforts are consistent with the university's best interests. Therefore, university members, agencies, and related organizations must consult with the Office of Development and University Relations or the Office of Research and Sponsored Programs before soliciting off campus.

3001.6 Distribution of Literature on Campus

Nonuniversity individuals or groups shall follow the same procedures outlined in section 3001.3 of this policy with the following exception: a university employee can, without any advance notice, distribute literature in a nonwork area if he/she is on nonworking time and the employees to whom the literature is distributed are also on nonworking time.

3001.7 Postings

All posters, flyers, literature, banners, etc., to be posted must be approved in advance of posting by a representative from the Student Organizations and Leadership Development (S.O.L.D.) office. All posters, flyers, literature, banners, etc., which have not been approved for posting by S.O.L.D. will be removed. Postings on bulletin boards assigned to a specific department may be used only with the permission of that department.

3001.8 Excess and Surplus Property Management (ESPM)

Employees of the university are permitted to advertise personal items for sale, as well as items wanted for purchase, at the WSU Employee Swap Center. The center is located in the Excess

and Surplus Property Management office, which supplies forms and instructions for using the Swap Center.

Speaker's Corner

Policy number: 4006

Subject: **Speaker's Corner**

Date issued: Revised/October 1992

Authority: General Faculty Meeting (May 19, 1992); [Ohio Revised Code](#) Title 29 (including but not limited to the relevant sections of Chapters 2903, 2907, 2909, 2911, 2917, 2921, 2923)

4006.1 General Policy

- a. Wright State University encourages the free expression of ideas, views, and opinions. University departments and registered student organizations may schedule university space to bring speakers and programs of their choice to the campus on a space available basis.
- b. Individuals desiring a forum to express their views may use the designated Speaker's Corner, as long as they adhere to university regulations.

4006.2 Speaker's Corner

- a. The designated Speaker's Corner is hereby established as the bricked area adjacent to the northeast corner of Founder's Quad, between Millett and Fawcett Halls.
- b. The Speaker's Corner may be used any day of the week from 10 am to 3 pm. No amplification of sound is permitted. Persons using this area are subject to all university regulations and state and federal laws.
- c. Consistent with the United States Constitution, the laws of Ohio, and the University Code of Regulations, the following actions are prohibited on all campuses of Wright State University:
 1. Obstructing or disrupting university teaching, research, or administration.
 2. Causing or threatening to cause injury or harm to persons or property.
 3. Using language that upon reasonable evaluation will lead to immediate violence or an immediate breach of the peace.
 4. Obstructing the free flow of pedestrians or vehicular traffic.
 5. Illegally possessing or using firearms, explosives, or other weapons, chemicals, or fire extinguishers.
 6. Failing to comply with the orders or directives of university officials, police, or any other law enforcement officers acting in consideration of the health, welfare, and safety of all concerned.

4006.3 Enforcement

- a. Failure to comply with the foregoing may result in banning a speaker from the Speaker's Corner. Anyone who may be banned from the Speaker's Corner for any period of time will be afforded a hearing before the vice president for Student Affairs prior to the effect of the ban.
- b. The Wright State University Police Department is responsible for monitoring the Speaker's Corner. Persons violating the guidelines of this policy are subject to disciplinary action and/or arrest. Individuals violating this policy will be prohibited from using the Speaker's Corner for a minimum of one calendar year from the date of the incident.

Student Sexual Assault

Policy number: 4009

Subject: **Student Sexual Assault**

Date issued: Revised/February 06

Authority: [Ohio Revised Code](#), Sections 2907.02; 2907.03; 2907.04; 2907.05; 2907.06; 2907.07; 2907.08 and 2907.09; Ohio Revised Code 3345.22; Wright State University [Code of Student Conduct](#); Board of Trustees Student Affairs Committee (May 15, 1997); President's Cabinet (May 7, 1997); Vice President for Student Affairs

4009.1 General Policy

Wright State University will not tolerate sexual assault of any kind. The term sexual assault is a general term that includes a variety of actions against any person without the person's consent, against the person's will, or under force, threat of force, or coercion. Consent cannot be given while intoxicated or medicated since these states inhibit an aware state of mind.

The [Ohio Revised Code](#), Chapter 2907, defines sexual assault as: rape; sexual battery; unlawful sexual conduct with a minor; corruption of a minor; gross sexual imposition; sexual imposition; importuning; voyeurism and public indecency; or, any unwanted touching or act that is non-consensual and committed by the offender for the purpose of sexual gratification.

Future revisions, amendments, or additions to these or other applicable codes are incorporated in this policy by this reference. Sexual assaults of any kind are criminal offenses and are subject to criminal charges in the state of Ohio.

These violations of state law are also violations of the Wright State University Code of Student Conduct and may be adjudicated through the university's student judicial system. Certain types of these offenses, including rape, sexual battery, and gross sexual imposition, may trigger a mandatory Ohio Board of Regents academic dismissal hearing pursuant to Ohio Revised Code 3345.23.

Furthermore, the Wright State University Code of Student Conduct defines sexual assault as "any attempt or actual unwanted sexual contact, physical or nonphysical, in the absence of clear and voluntary consent. Clear and voluntary consent is consent that is given freely and actively in mutually agreed upon sexual activity. Consent is not clear or voluntary if it results from the use of physical force, threats, intimidation, or coercion. It is a violation of policy to have sex or sexual contact with someone who is known to be, or should be known to be incapable of making a rational, reasonable decision."

4009.2 Philosophy

Wright State University seeks to provide a consistent, caring, and timely response when sexual assaults occur within the university community. This policy seeks to accomplish the following:

- a. Communicate the university's intolerance of sexual assault.
- b. Establish procedures to follow if a sexual assault occurs, including a student's options relative to criminal charges and campus disciplinary action in cases of alleged sexual assault.
- c. Support the survivor of a sexual assault by providing prompt and compassionate services.

- d. Identify and communicate existing counseling and support services for survivors of sexual assault.
- e. Create a university environment that encourages the prompt reporting of sexual assaults.
- f. Facilitate the adjudication of cases.
- g. Establish and cultivate community involvement in sexual assault prevention.

4009.3 Reporting Requirements

- a. The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (formerly the Campus Security Act) requires that all university officials with significant responsibility for campus and student activities report any incident of alleged sexual assault. Professional mental health and pastoral counselors are exempt from this requirement. Survivors must be apprised immediately of this requirement. If the survivor does not wish to be identified, a third party report that does not include the survivor’s name, may be made.
- b. While it is the final prerogative of the survivor to make decisions regarding her/his course of action, Wright State University strongly encourages survivors to make a full report to the University Police in order to ensure that all resources can be made available, as well as to maintain the widest range of options in which to pursue adjudication of the incident.
- c. The Wright State University Police Department will make timely reports to the campus community in order to aid in the prevention of similar crimes.

4009.4 Reporting Protocol

- a. If a sexual assault occurs on campus, the incident should be reported immediately to the Wright State University Police Department at 775-2111 or by dialing 911 from any campus telephone. The University Police Department will contact the Greene County Victim Witness Advocate to assist the survivor with reporting the incident and with decisions regarding resources and prosecution.
- b. If a sexual assault occurs off campus, the incident should be reported immediately in the jurisdiction where the incident occurred. Upon request, the University Police Department and campus officials will assist the student in completing a police report with local authorities.
- c. Contact the director of Student Support Services by calling the 24/7 on-call cell phone at (937)260-0167. The director of Student Support Services also services as the Sexual Assault Response Team Coordinator and is available 24/7 to serve as a student advocate, to accompany the survivor to the hospital, and to assist with the coordination of services. Other members of the Sexual Assault Response Team include the director of Counseling and Wellness Services, the director of Residence Services, the Chief of University Police, and the director of the Women’s Center.
- d. The survivor should immediately obtain medical treatment at an area hospital for injuries, sexually transmitted diseases, and pregnancy. A medical exam to preserve evidence of rape for use in court can be performed, but the exam must be completed within 72 hours of a sexual assault. To preserve as much evidence as possible, the victim should be advised not to eat, drink, smoke, bathe, shower, douche, urinate, or have a bowel movement prior to the examination. The Wright State University Police Department will assist the student in this process. The director of Student Support Services is available to accompany the survivor to the hospital. Greene County Victim Witness Staff will be contacted by university police and are available as well.
- e. The director of Student Support Services will assist the victim in securing a safe place to go. If the student lives on campus, she/he should be offered a change in her/his living situation. The director of Residence Services (775-4172) and/or on-

call staff will be contacted in order to identify a temporary or permanent housing change. A housing change request will be given highest priority.

4009.5 Adjudication

A survivor of sexual assault has several options for pursuing adjudication. She/he may take action against her/his alleged assailant through the criminal justice system and/or the university's judicial system, if the alleged assailant is a matriculated student at Wright State University.

a. Criminal Prosecution

University Police will initiate an investigation of any report of sexual assault that occurs on campus in order to pursue prosecution of any violation of state and/or federal laws. The university follows the Greene County Protocol on Sexual Assault Services.

b. Student Judicial System

1. When both parties involved in an alleged incident of sexual assault are Wright State University students, the survivor may seek recourse through the university's student judicial system. Incident reports should be filed with the [director of Student Judicial Services]. The Police Department routinely forwards reports of alleged sexual assault to Student Judicial Services.
2. Once a complaint is filed, there is a preliminary investigation, and, if a determination is made that an alleged violation of the Code of Student Conduct has occurred, the university will initiate disciplinary proceedings against the alleged assailant. A hearing by the university Judicial Review Panel may follow.
3. The accused and the accuser are entitled to the same opportunities to have others present during a campus disciplinary proceeding. The alleged assailant may be found responsible or not responsible depending on the strength of the case.
4. Sanctions for students found responsible for violating the Code of Student Conduct may include expulsion. The Student Code of Conduct outlines judicial procedures involving allegations of sexual misconduct. The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" requires that "both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense."
5. **Special Note:** If the alleged assailant is a university employee, action may be taken through the criminal justice system and/or the university may take action through the Department of Human Resources and the Office of Affirmative Action Programs.

4009.6 Education

- a. Wright State University is committed to education and increasing awareness of students, faculty, and staff about incidents of sexual assault. The Office of Student Support Services is responsible for coordinating the University's Sexual Assault Education and Prevention Program in collaboration with the Wright State University Coalition Against Sexual Assault (CASA). Members of the Coalition include representatives from Affirmative Action, Counseling and Wellness Services, Residence Services, Student Activities, Student Health Services, Student Judicial Services, University College, University Police Department, the Women's Center, and the general student body. Education and prevention initiatives are implemented campus wide.
- b. The following list is a resource for information and referral sources:
 1. The Office of Student Support Services coordinates the Wright State University Sexual Assault Awareness Program.

2. Residence Services, the Women's Center, Student Health Services, Counseling and Wellness Services, the University Police Department, and the Office of Affirmative Action Programs, also distribute sexual assault awareness and prevention materials and information.
3. Sexual Assault Awareness Week is implemented annually. This program educates the university community regarding sexual assault prevention. Events include speakers, discussion groups, and a "Take Back The Night March."
4. Residence Services staff receive sexual assault education in their training and staff development programs.
5. Education in the residential communities includes programming conducted on residential floors.
6. "Peer 2 Peer," a student peer health education program, provides information about sexual assault education and prevention.
7. Sexual assault prevention information is disseminated in first year student seminar classes and learning communities.

World Wide Web

Policy number: 2001

Subject: **World Wide Web**

Date issued: Revised/November 2001

Authority: Board of Trustees Resolution 97-52 (June 6, 1997); Provost; Vice President for University Advancement

References: Web Advisory Committee

2001.1 Purpose of Policy

The World Wide Web allows Wright State University faculty, staff, and students to promote university educational opportunities and activities to a local, regional, and international community that includes alumni, current and prospective students, faculty, staff, and friends.

2001.2 Structure

- a. Wright State University's World Wide Web pages are considered university publications, as well as campus-wide information sources. The Web administrator and the Web Advisory Committee oversee the structure and development of the Wright State University main home page and determine guidelines for consistent graphic design, writing style, and accuracy of official information for the home page (located at <http://www.wright.edu>) and the pages linked directly to it.
- b. The Web Advisory Committee is appointed by and reports to the provost.
- c. [The Department of Computing and Telecommunications Services](#) (CaTS) provides the computer hardware and access to the Wright State University (WSU) main Web server, in addition to providing various Web-based services.
- d. Various areas of the university also maintain Web servers, using university equipment and staffing. This policy applies to any WSU Web server, Web server administrator, Web server page owner, or Web page publisher.
- e. Web server information
 1. General principle: Wright State University does not grant unique domain names that are not a variation of the *wright.edu* domain.
 2. Registering domain names (outside the *wright.edu* domain) that point to Wright State University IP (Internet Protocol) addresses without express written

permission from the director of Computing and Telecommunications Services or his/her designee is strictly prohibited.

3. General principle: Any individual or organization receiving WSU Web server space must abide by all university guidelines, including the university's Web policy.
4. Any individual or nonprofit organization that receives funds through the university (i.e., anyone who has a letter of agreement with Wright State University) may request Web server space. If support is requested, the individual or organization will be notified that such service is not guaranteed and, if provided, will be treated as a low priority for the Web server staff.
5. A professional, nonprofit organization sponsored by a member of the Wright State University community, whose mission is directly tied to the university's mission, may qualify for server resources. Resources may be provided only if those resources do not have a negative impact on server efficiency. The faculty or staff member affiliated with the organization will be responsible for developing and maintaining the Web page, with no support from the Web or CaTS server staff. Any faculty or staff member requesting server space must submit a written request to the CaTS Help Desk and must state how the mission of the requesting organization is tied to the university's mission.

a.) Acquiring Web server space does not guarantee a link from an official WSU Web page, nor does it imply that the server space holder will receive a requested URL (uniform resource locator).

b.) A professional, nonprofit organization's files will reside in the personal Web directory of the affiliated member, who also is a WSU faculty or staff member. Therefore, the URL will contain the affiliated member's e-mail name (e.g., *www.wright.edu/~e-mail.name/organization.name/*).

2001.3 Official and Unofficial Web Pages

The Wright State University Web site includes both official and unofficial pages. Any WSU Web pages that contain official university information or are directly connected with the university's mission, including faculty, staff, and student organization pages and any pages that provide classroom or coursework materials, are considered official pages.

- a. Wright State University is not responsible for unofficial pages. The university reserves the right, however, to remove from any WSU Web server any page that is found to be in violation of the law or university policies or interests or that is detrimental to performance of the Web server or the network.
- b. The following statement must appear on any WSU Web page that provides links to unofficial pages: *"The views and opinions expressed on unofficial pages of Wright State University faculty, staff or students are strictly those of the page authors. The content of these pages has not been reviewed or approved by Wright State University."* The disclaimer statement must be placed immediately preceding links to unofficial pages.

2001.4 User Responsibilities

- a. The names, initials, seals, mascots, and logos associated with Wright State University are trademarks owned by the university. Any representation of university marks (art work or graphics) must adhere to the guidelines in the *Institutional Identity Standards Manual* and must be approved as to design and usage through the Office of Communications and Marketing.

- b. WSU Web page owners and publishers are responsible for the content of their pages and are subject to all university policies and standards pertaining to print publications and computing ethics, including but not limited to:
 - 1. *The Wright Way: Policies and Procedures Manual*, in particular, Policy [2303](#) (Copyrighted Materials) and Policy [3002](#) (Responsible Use of University Computing Resources).
 - 2. *WSU Institutional Identity Standards Manual*.
 - 3. [WSU Student Handbook](#), including "Policy for Responsible Use of Information Technology, WSU Students."
 - 4. Applicable federal, state and local laws.
- c. Without specific authorization from the Web Advisory Committee or its designated agent, WSU Web servers may not be used for the following purposes:
 - 1. Advertising or server space for non-university persons or organizations.
 - a.) A Web advertisement consists of:
 - 1.) text or graphics placed on a Web page that has been paid for by a non-Wright State University organization; or,
 - 2.) text or graphics placed on a Web page in exchange for goods or services.
 - b.) The following examples do not constitute an advertisement:
 - 1.) General interest links to commercial Web sites that may be of interest to Web viewers and that are available free of charge (e.g., links to Alta Vista search service, City of Dayton home page, area weather links);
 - 2.) Links to subscription services or site licenses for which the university pays, in order to gain access to a commercial service (e.g., Netscape Navigator, FirstSearch);
 - 3.) Information that relates to or supports the teaching, research, or service mission of the university, such as academic departmental conferences; or,
 - 4.) Listings of sponsors for a performance or special event (the listings must not be hyperlinks to a commercial sponsor's Web page).
 - 2. Activities that would provide non-university related persons or organizations monetary gain; or,
 - 3. Activities that would provide direct financial benefit to any non-Wright State University organization.
- d. All requests to host a WSU Web site on a non-university Web server must be reviewed by General Counsel and then approved by the Web Advisory Committee. All university sites hosted on non-university servers must adhere to this policy, including accessibility guidelines. The Web Advisory Committee must approve any exceptions.

2001.5 Guidelines for Official Pages

Web page owners are responsible for presenting accurate data and for updating any university material they publish on the WSU Web servers or on any third-party Web servers. Page owners and publishers who maintain official WSU Web pages must adhere to the following publishing guidelines:

- a. Web page owners and publishers must adhere to the Web accessibility standards as set by the Architectural and Transportation Barriers Compliance Board as part of Section 508 of the Rehabilitation Act of 1973. The standards, and information on how to implement them, are outlined on the WSU Web Accessibility Information site located at <http://www.wright.edu/web/access/>.
- b. The words "Wright State University" must appear at or near the top of every WSU Web page as text or as a graphic image. When the Wright State University logo or wordmark is used, the image must be a link to the WSU home page located at www.wright.edu. The Web page publisher must include the text alternative, "Wright State University home page." For information on using the WSU logo or wordmark appropriately, the page publisher should refer to www.wright.edu/admin/cm/identity/idmarks/primarymarks.html.
- c. Academic area Web pages must clearly identify with which college or school the pages are associated. The page publisher must spell out the college or school name rather than using the acronym.
- d. Every Web page must include a descriptive title for indexing/search purposes. The page publisher should refer to the Web Style Guide located at www.wright.edu/web/guides/style.html for information on including a title.
- e. The Web page publisher must include the name and e-mail link of a faculty or staff contact person or departmental e-mail address at the bottom of every page (an e-mail link must not be a student e-mail address).
- f. The Web page publisher must provide the following, or similarly formatted, contact information on the top-level page of a department or unit Web site.

Department Name -- E-mail: department_name@wright.edu
 Open Monday - Friday 8:30 a.m. - 5 p.m. (or appropriate department hours)
 xxx Campus Building Name
 Wright State University
 3640 Colonel Glenn Hwy.
 Dayton, OH 45435-0001
 Telephone: (937) 775-xxxx Fax: (937) 775-xxxx

- g. The Web page publisher must note the date the page was created or updated. If more than one person is maintaining the page, the publisher may want to include the name or initials of the person who made the last modification.
- h. The top-level page of every department or unit site must link back to the Wright State University home page at <http://www.wright.edu>. Every "lower level" Web page must provide a link back to the department or unit home page.
- i. The Web page publisher must respect the copyrights of text, sound, and graphic material, remembering that the appearance of material in print does not indicate that Wright State University holds permission for use beyond that appearance.
- j. Commercial links
 1. WSU Web pages may provide a text link to a commercial site if the university has an exclusive contractual relationship with the business (e.g., the Barnes and Noble College Bookstores, Inc., Web site for Wright State University). Logo links are not permitted on university pages unless an exception is granted by the Web Advisory Committee.
 2. WSU Web pages can provide a text link to a commercial site if the site provides a service to the university's primary community (faculty, staff, or students), as long as the university is not receiving any goods or services for creating the link (e.g., <http://www.britannica.com/>).
 3. WSU Web pages must not link to the site for any commercial Web developers who have created the site or the pages contained therein. This principle applies to situations in which the university paid for the service and in which the service was provided free of charge. Attribution can and should be listed, but no links can be provided and no commercial logos can be displayed.

- k. Web page owners and publishers should review "The Web at Wright State University" at <http://www.wright.edu/web/guides/>. The document contains links to the Web Style Guide, design and content suggestions, and Internet resources. Web page owners and publishers also should check pages on a regular basis for dead links and should keep information current.

2001.6 Additional Information Regarding Student Organizations and Student Personal Pages

- a. Web server space is available to any student organization registered with the university or to any student who is currently enrolled at the university.
- b. The content of a student organization's Web page must relate specifically to the activities of that organization. Organization pages must include the campus address and phone number of the organization or the name of a responsible officer.
- c. Space allocated to a student organization may not be used for personal pages of members or officers of the organization. However, an organization page may provide links to member personal pages. If links are provided to student personal pages, the standard disclaimer (*"The views and opinions expressed on unofficial pages of Wright State University faculty, staff or students are strictly those of the page authors. The content of these pages has not been reviewed or approved by Wright State University."*) must be placed immediately preceding links to those personal pages.
- d. A student's personal pages should include an e-mail link for contact purposes. A student's personal pages will be removed from the server 30 days after the student's withdrawal or graduation from the university.

2001.7 Appeals

Appeals regarding any of the guidelines in this policy may be made to the Web Advisory Committee.

2001.8 Policy Review

This policy will be reviewed as needed, at least annually.

Section 3 - Policies and Procedures

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Student Organization Policies and Procedures

Introduction

The "Student Organizations Policies and Procedures" section provides information regarding the formation of new student organizations at Wright State University, and the continuation of existing student organizations. While this section is a compilation of policies specifically related to student organizations, it should be understood that General Policies and Procedures apply even when not specifically cited here. Final interpretation of these policies remains with the university. The university reserves the right to update, revise, and promulgate these and other policies at any time.

Advertising, Media Promotions, and News Coverage

All off-campus advertising or media promotion of student activities must be approved through the Office of Communications and Marketing. Approval will depend upon the nature of the event, consistency with the university's strategic communication goals, and ongoing relations with the particular media outlet. Specific requests may be presented in writing to the Office of Communications and Marketing. Student groups may meet with the Communications and Marketing staff to discuss their request and coordinate communication with media outlets. The office may be able to arrange discounts for radio, TV and print advertisements.

Any group wishing to have media coverage for their event also should contact the Office of Communications and Marketing. Student organizations may seek guidance and advice on working with the media through the Office of Communications and Marketing.

Updated 8/2007

Advising/Assistance From University Staff

Several offices, primarily the Office of Student Activities and Student Union & Event Services, offer assistance and advising to student organizations as they carry out various activities.

The Office of Student Activities provides administrative and leadership development support for all student organizations. The staff can provide advisement with the planning and marketing of any type of activity, dance, film festival, lecture, and so forth. Additional support includes leadership programs, budget and account information, and assistance on practical matters like the conduct of meetings, officer responsibilities, and organizational structure. Student organizations entering into contracts with various persons or organizations as part of the planning for an event must consult with the Student Activities Office.

Student Union & Event Services provides help to student organizations that are planning activities. Student Union & Event Services staff can provide assistance with facility reservation,, audio/visual equipment, and room arrangements. Student Union & Event Services can assist student organizations with facility reservations. Any organization using university facilities (indoor, outdoor, classrooms, etc.) must make reservations through Student Union & Event Services.

Updated 8/2007

Student Alcohol Policy

Preamble

Wright State University prohibits the use of alcohol that is inconsistent with state, local, or university regulations. It is the goal of Wright State University to establish and sustain an environment on campus that is conducive to the intellectual, emotional and social growth of all members of its community. The university is committed to the preservation of individual freedoms and the promotion of the health, safety, and welfare of the community. Pursuant to these commitments, Wright State University has established the following policy governing the possession, sale, and consumption of alcoholic beverages on the university's campuses. It is the university's goal, through these policies and related programs, to encourage community members to make responsible decisions and to promote safe, legal, and healthy patterns of social interaction. The university will enforce all state and local laws relative to the consumption of alcohol.

Students are advised that Section 4301.632 of the Ohio Revised Code states that "no person under the age of 21 years of age shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink, or possess any beer or intoxicating liquor, in any public or private place." The complete text of state liquor law and related regulations can be found in the Ohio Revised Code.

The university permits the use of alcoholic beverages in licensed university facilities and at policy-specified social events. The misuse or abuse of alcohol will not be tolerated on campus. Violation of state laws, local laws, or university policy may result in disciplinary action. Additionally, the appropriate law enforcement authorities may be contacted. Violators will be subject to university sanctions, which may include suspension from the university and/or referral for treatment. This policy also applies to any location where university-related activities occur or when using university vehicles, or when using private vehicles on university business.

On-Campus Event Guidelines

General

1. All alcohol sold and served on the campus shall be through the university's food service vendor(s).
2. All student organization events where alcohol is served must be registered and pre-approved by the Office of Student Activities, in accordance with university policies and procedures.
3. For all student organization events at which alcohol is sold, appropriate security personnel acceptable to the University Police must be present to assist in the enforcement of these guidelines. The sponsoring organization is responsible for contacting the University Police for all security arrangements. The Office of Student Activities, through a Social Event Form, will assist all student organizations in contacting University Police for security arrangements.
4. The serving of alcohol must, at all times, conform to state and local laws and university policies.
5. The consumption of alcohol may not be the focus of an event.

6. At any event where alcohol is served, nonalcoholic beverages must also be available at no charge.
7. Snacks must be available, at no charge, for the duration of any event at which alcohol is served.
8. Alcohol will not be served to persons who are, or who appear to be, intoxicated.
9. Alcohol may not be carried onto or off the premises of a permit area.
10. Sponsors must post hours of sale or service at all points of sale.
11. Alcohol shall not be sold or served prior to 2 p.m.
12. The sale of alcohol shall not last more than a total of three consecutive hours without at least a one-hour suspension of sale.
13. The sale of alcohol must cease 45 minutes prior to the end of the event.
14. The sale of alcohol at outdoor events must be maintained in a distinct area, clearly separate from the general area. Appropriate security personnel must monitor all entrances and exits to this area. The Office of Student Activities must approve any setup for outdoor events.
15. In addition to the general guidelines, organization advisors will be notified of all space reservations so they are aware of the organization's event.
16. Student organization advisors must approve and be in attendance during the entire event where alcohol is served.

Publicity

1. Advertising for events where alcohol is to be served shall not contain visual representations of such items as foaming mugs, beer cans, kegs, or other items promoting alcoholic beverages. Publicity may state the variety of refreshments available, with no single refreshment receiving undue emphasis.
2. All publicity must state that a valid driver's license or state of Ohio photo identification is required to determine whether persons may purchase or consume alcoholic beverages.
3. All advertising and publicity for both on- and off-campus events must conform to state and local laws and the policies of the university, and include the name of the sponsoring organization. Publicity will not be approved for off-campus events that do not conform to university policy or that promote the unlimited consumption of alcohol. It is the responsibility of the sponsors of an event to ensure that advertising conforms to these guidelines.
4. All publicity must be approved through the Office of Student Activities per the Posting Policy.

Identification and Security

1. A representative of the sponsoring organization of an event where alcohol is served must check the identification of all persons seeking admittance to the event. Two acceptable forms of identification are (1) a valid driver's license and (2) a state of

Ohio identification card issued by the Bureau of Motor Vehicles.

2. The sponsoring organization is responsible for placing wristbands on persons who are eligible to purchase or consume alcoholic beverages as a method to identify those who are permitted to do so. The vendor is responsible for checking the wristband and to serve alcoholic beverages only to persons legally permitted to make a purchase.
3. A sign indicating the minimum age for the purchase or consumption of alcoholic beverages must be posted by the sponsoring organization at each point of sale and service.
4. For all events where alcohol is sold, appropriate security personnel acceptable to the University Police must be present to assist in the enforcement of these guidelines. The sponsoring organization is responsible for contacting the University Police Department for all security arrangements.
5. Generally, a minimum of two security personnel are required. However, depending upon the nature of the event, additional security personnel may be required as determined by University Police as well as personnel in the Student Union and Event Services Office, Student Activities, or Residence Services.
6. Responsibilities of security personnel may include checking identification, monitoring the perimeter of the alcohol permit area, handling disturbances, and assisting at the points of sale or service as necessary.
7. At an event where an ID is not required for admittance, the vendor and sponsoring organization are responsible for assuring that only persons of legal age are served or sold alcoholic beverages.

Off-Campus Event Guidelines

1. Events held off-campus using, or implying, the Wright State University name, utilizing the Wright State University accounting system, or off-campus events publicized on campus are subject to all university policies and procedures. These events must be registered through the Office of Student Activities by completing a Social Event Registration form.
2. Student organizations holding events off campus assume all financial and legal responsibility.
3. Student organizations are subject to all state and local laws relative to the consumption of alcohol. The complete text of state liquor law and related regulations can be found in the Ohio Revised Code.

Sanctions

The university will enforce all state and local laws relative to the consumption of alcohol. Individuals and/or student organizations violating this policy are subject to all relevant penalties including referral to the university Office of Judicial Affairs. Please refer to the Student Code of Conduct for more information.

Corporate Sponsorship

1. Promotional items provided by corporate sponsors, including sponsors from the alcohol beverage industry, must be approved in advance by the Office of Student Activities. For additional information on the appropriate use of the university's name and other marks, words, logos, and symbols, please see the Wright Way Policy 2304.1.
2. University marks may not be used in conjunction with the sale or promotion of alcoholic beverages.

Residential Communities

All appropriate university, local, and state regulations, as well as the following govern the use of alcohol in the residential communities:

1. A resident of the legal drinking age may possess and consume alcohol in his/her residential unit with the door closed.
2. A resident of the legal drinking age may possess and consume alcohol in the residential unit of another resident who is at least 21 years of age. The host resident must be present and the door must be closed.
3. If some residents of a room are of legal age and some are not, those residents over 21 years of age may keep alcohol in the residential unit. These students are prohibited from drinking with, serving, or in any way providing alcohol to those residents who are not of legal drinking age. Students of legal age will be held responsible for violating the Complicity policy if they do not take reasonable steps to ensure the underage residents do not gain access to the alcohol. An underage student is in violation of this policy if there is reasonable suspicion to assume the student consumed alcohol.
4. Open containers of alcohol are not permitted in any public area or surrounding grounds. Closed containers of alcohol are allowed in public areas and on the surrounding grounds only if they are being transported to the residential unit of a legal-aged resident.
5. Large-group drinking parties are not permitted in student rooms/apartments even if the residents are of legal age. Kegs, beer balls (empty or filled in any portion), trash cans, or other large containers or quantities of alcohol are prohibited in campus housing. Characteristics of large drinking parties could include the following: The amount of alcohol in the room exceeds personal consumption limits, the focus of the gathering appears to be mainly for consuming alcohol, there are several containers, empty or otherwise in the residence that are in close proximity to the individuals present, etc.
6. Certain alcohol-related paraphernalia and alcohol-related decorations that contain or once served as containers for alcohol are not permitted in the residence halls. Bottle caps on the ceiling, beer cartons on the walls, beer can pyramids, "beer bongs", alcohol bottle collections, alcohol bottles filled with lighter fluid with "black lights" behind them and similar paraphernalia are included in this prohibition.
7. All guests in the residential communities must comply with all Wright State University policies. See the Visitation Policy in the Residence Services Sourcebook for more information.

Anti-Hazing Policy

Wright State University recognizes that membership in co-curricular student organizations can significantly enhance the learning and growth experiences of university students. In accordance with state and federal laws, the university adamantly prohibits any form of hazing by any registered student organizations. All new member orientation and initiation activities are expected to be unquestionable in their purpose and intention. Further, these activities should support the attainment of all purposes stated in the respective student organization constitutions.

No student organization, individual student, or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off the campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts; morally degrading or humiliating games and activities; and any other activities that are not consistent with academic achievement, fraternal law, ritual, or policy, or the regulations and policies of Wright State University, or applicable state and/or federal law(s)."

Any individual or organization suspected of authorizing or tolerating the occurrence of a hazing incident will be subject to an investigation by either the Office of Judicial Affairs and/or the appropriate University department. The investigation may be followed by a formal disciplinary hearing in accordance with the student conduct due process procedures outlined in the WSU Code of Student Conduct.

All student organizations registered with Wright State University must sign and submit to the Office of Student Activities the "Anti-Hazing Agreement, each academic year and immediately following any change in the presidency of the organization. The acceptance of this agreement will certify all officers and members have been informed of and will comply with the WSU Anti-Hazing Policy and Ohio Law. Any organization not submitting this form with the proper signatures by the required date will automatically incur loss of university affiliation and services. It is the additional responsibility of registered student organization leaders to review the WSU Anti-Hazing Policy with all prospective members. All questions regarding this policy and its interpretation should be directed to the Office of Student Activities, W012 Student Union.

Updated 8/2007

Banner Policies

Banners may be reserved for three locations on campus by registered student organizations and University departments. Banners must promote an on-campus event, service, student election/voting or membership drive.

Locations: There are three locations to display banners on campus including:

The Hangar: The exterior of the building, facing the quad.

University Blvd Fence: adjacent to Residence Services

Student Union: Interior of the Atrium

Reservation of Banner Space: All Banner spaces may be reserved by calling 775-5570. The approval process requires 24 hours. It is advisable to schedule banner postings in advance to assure availability of space. Banners may be displayed for up to two weeks. Only one banner is permitted per organization in each location.

Banner Specifications::

The Hangar: Up to 6 banners may be displayed at one time with the maximum dimension of 6 feet high and 12 feet wide.

University Blvd. Fence: Up to 6 banners may be displayed at one time with the maximum dimension of 45 inches high and 5 feet wide.

Student Union: Up to 9 banners may be displayed at one time with a maximum dimensions of 45 inches by 5 feet wide.

The sponsoring organization's name must appear clearly and legibly on the banner. Banners to be displayed outdoors must be made of a durable material which is also water and weatherproof . Sponsoring organizations must supply rope for fastening the banners to the posts.

Banner Supplies: Student organizations may use the Student Organization Complex Resource Room to create banners. Some supplies are available for banner making. Organizations may also purchase 45" x 5' vinyl banners at cost in the Resource Room.

Submitting Your Banner for Display: All banners must be submitted to the Office of Student Activities prior to Wednesday at 5 p.m. the week prior to the reserved date. The office will arrange to have your banner displayed for your reserved week(s). University staff will make every effort to secure banners. However, if a banner rips, tears, comes loose from the railing, or falls, it will be removed. Banners may also be temporarily removed for events in the Student Union Atrium.

Updated 8/2007

Event Policy for Registered Student Organizations

Purpose

Wright State University supports a campus environment for students that provide opportunities for student involvement and social development. At the same time, the institution must account for the condition of facilities and insure the safety and overall well-being of the campus community, performers and guests. The following policies and procedures have been developed in an effort to achieve both of these objectives while encouraging registered student organizations to plan activities that allow them to meet organizational goals.

This policy applies to any event sponsored or co-sponsored by a registered student organization or student group with the exception of regularly scheduled meetings of the organization.

Event Planning Steps

1. Reservation of Space: The first step in securing an event is to make a space reservation. Scheduling a campus space initiates the event registration and review process. Contact the Student Union and Event Services Office (Student Union, outdoor spaces and

academic classrooms), Office of Student Activities (special weekend dates in the Apollo Room), Office of Residence Services (indoor and outdoor residence hall spaces), Office of Parking and Transportation (parking lots) or Nutter Center for a campus space reservation.

1. Any event held in University facilities or on University grounds must follow space reservation policies. The Reservations Policy can be found at: <http://www.wright.edu/students/union/roomreserv.html> and Facility Use Policies can be found at: http://www.wright.edu/students/handbook/03_33.html.
 2. At the beginning of each academic year, only the student organization President and Treasurer will be able to reserve space. New contacts may be added by the President or the Treasurer after the start of the academic year.
 3. Reservations are tentative until the submission of an Event Registration Form and completion of the event review.
2. **Event Registration Form:** The sponsoring organization must complete an on-line event registration form immediately following securing the reservation. The online event registration form is available at <http://www.wright.edu/studentactivities/studentorgs/eventform.html>.
1. Event forms should be submitted 45 days or more prior to the event to enhance the availability of University resources. All forms submitted after 45 days are subject to a reduction of guest based on the availability of security for the event. All forms must be submitted to the Office of Student Activities no later than 30 days prior to the event. Exceptions to this rule will be considered when forms have been submitted at least 10 business days in advance for medium and low level events.
3. **Event Review:** Once the Event Registration Form has been submitted electronically, The Office of Student Activities and the University Police Department and two representatives appointed by The House of Representatives will evaluate the event as a High, Medium or Low Level event using an objective criteria form. The criteria used to evaluate the level of an event is available at: <http://www.wright.edu/studentactivities/studentorgs/riskassessment.doc>
1. *High Level Events:* An event review meeting will be scheduled with the student organization leadership, facility manager, advisor, WSU Police Department representative, and Student Activities representative(s). The Student Activities staff will be responsible for scheduling this meeting. No major changes in the implementation of the event will be approved after this meeting.
 2. *Medium Level Events:* A one-on-one conversation will be scheduled with the student planner and a Student Activities staff member. The advisor will be invited to attend, but not required, to attend the meeting. This meeting is designed to assist student groups with the planning of their event.
 3. *Low Level Events:* If interested, the student planner may meet with a representative to assist with the planning of their event, however a meeting is not required.
4. **Additional Program Steps:** A program checklist is available at: <http://www.wright.edu/studentactivities/studentorgs/checklists2.pdf> to assist groups with additional program planning steps.

Staffing for Events

1. **Student Monitors:** The organization is responsible for selecting one student monitor per 50 individuals expected at the event. The monitor(s) will be responsible for helping to manage the event and immediately report policy violations and other incidents of inappropriate conduct to the advisor and/or WSU Police officers or designees in attendance. Student monitors and advisors are not intended to replace or act in the capacity of WSU Police officers. Monitors will not consume alcohol prior to or at the event and must fulfill their monitoring responsibility for the duration of the event. At least one

- monitor must be present at the entrance to the event at all times. Monitors must be identifiable by wearing monitor badges. Monitor badges are available the business day prior to the event. Student Monitors are expected to assist WSU Police and security personnel with clearing the venue of attendees at the close of the event.
2. Advisor: The organization's official advisor, a full-time faculty, or staff member must be present for the duration of high level events. Advisors are strongly encouraged to also attend medium level events. The advisor may designate a substitute who must be approved in advance by the Office of Student Activities. The designated substitute must be a member of the WSU faculty or staff. If it is necessary to change the advisor prior to the event, the Office of Student Activities must be notified in writing at least one business day prior to the event. The event may be cancelled, delayed or attendance reduced if the advisor or designee is not in attendance at the event.
 3. Assignment of Security: The WSU Police Department will assign event security in the following manner:
 1. *High Level Events*: One officer per 100 guests plus Ohio Entertainment Security (OES) to properly secure the event site. The assignment of OES officers is based on the venue, point(s) of entry, space to be secured around the event, access points, event set up, and the collection of funds.
 2. *Medium Level Events*: For medium level events 0, 2 or 4 OES officers. Again, the assignment of OES officers is based on the venue, point(s) of entry, space to be secured around the event, access points, event set up, and the collection of funds.
 3. *Low Level Events*: No police security will be assigned to the event.
 4. Role of Police: The police have the authority to uphold University regulations and local, state and federal laws. The police play a specific role with securing an event. At no time will OES or other staff be assigned to a role that is designated for a police officer.
 1. Actions that occur before, during or immediately after an event that have the potential for causing harm, injury, or damage to property will result in the termination of the event. The WSU Police Department may consult with the student organization Advisor regarding its decision to end an event. The student monitors, staff advisor or student organization leadership will announce the decision to end the event.
 5. Cost for Security: Organizations will be charged for police and OES beginning ½ hour prior to opening the doors. Security staff will remain on site until all patrons have left the program area and the crowd has been dispersed. Organizations will be notified after their event planning meeting the number of police and security assigned for the event. To calculate a cost for security go to:

http://www.wright.edu/studentactivities/studentorgs/sec_budget_calc.html

 1. Due to university contracts and union agreements, event sponsors will be charged for a minimum of 4 hours for police and a minimum of 3 hours for OES.
 2. Organizations may request a maximum of \$600 grant per event sponsored by the Office of the Vice President for Student Affairs and Enrollment Services for security cost. Requests can be made on the event registration form. Upon completion of all financial deposits and transactions, the Office of Student Activities will request the transfer of funds to the organization account. Only organizations that provide full financial disclosure of their event transactions will be reimbursed for security cost.
 3. If a student organization cancels an event less than two business days prior to the event, they will be required to pay for police and security assigned to the event. Event cancellation information must be provided to the Office of Student Activities, WSU Police Department and any other offices providing support for the event.
 4. The capacity of an event may be altered, in the unforeseen circumstance where the assigned police or security personnel are unable to attend the event. The Office of Student Activities and the Office of the Vice President for Student Affairs

will work with group if the event was impacted by the reduction of police or security personnel.

6. Arrival and Departure of Event Staff: All event personnel (sponsors, monitors, advisors, other staff, OES security, and University Police) will be on site ½ hour prior to the opening of doors for the event and must remain for the duration of the event. Doors will not open until all designated staff have arrived at the event.

Additional Guidelines for Events

Registered student organizations sponsoring High Level or Medium Level Events may be required to follow the policies and procedures listed below:

1. Participation in Events: Wright State University students, with current Wright State University identification (valid Wright One Card), may participate in the event. Each Wright State University student may sponsor up to three guests. Each guest must show a valid college ID. If the college ID does not have a photo, a valid picture ID must also be presented. Each guest must be at least 18 years of age and a student of another college or university. Each guest admitted must sign at the entrance to the event and indicate the name of his or her host. The WSU host or hostess must also sign the guest list at this time. The host will be held responsible for the behavior of his or her guest and will be subject to disciplinary action as outlined in the Student Handbook. It is required that all guest lists be submitted at the end of the event to the designated representative from the University. Any publicity for major events must state this policy. Any exceptions this definition must be submitted in advance to the Office of Student Activities (Examples may include parents for Parent's Weekend or siblings for Sib's Weekend). The guest list must include the name of the Wright State University host or hostess for each guest, as well as the guest's name.
2. Publicity: All advertising must state the following: **University ID Required**.
3. Ending Time: Weekday and Sunday events must conclude prior to the closing time of the facility. Admission to Friday and Saturday events will conclude at midnight. Beginning at midnight, attendees leaving the event may not re-enter. All Friday and Saturday events held in campus facilities must conclude no later than 2 a.m. Lights will be turned on and the clearing of the space will begin at 1:45 a.m. All attendees are expected to leave the campus facilities and the vicinity in a peaceful and efficient manner.
4. Event Kit: Student Activities staff will provide a kit that contains an attendance counter, admissions policy signage, sign-in log, hand stamp with pad, lockable money bag, and monitor badges. The kit is available for pick up in the Office of Student Activities by the organization representative on the weekday (Monday-Friday) prior to the event and must be returned by 10 a.m. on the first weekday following the event. This package will include entry signs indicating access points and Wright State policies.
5. Event Meeting: All student monitors and the students organization leader who submitted the initial event reservation are required to meet with the attending advisor, facility manager, and the WSU Police officer(s) at least one-half hour prior to the commencement of the event to confirm the following: expected attendance; the coordination of identification of entry points and student monitor locations; admission charges for students and their guests, if applicable; if alcohol will be served; and plans the organization has made to monitor behavior at the event. It is the responsibility of the student organization advisor or student event coordinator to determine that all are in attendance. Generally, the event meeting will proceed when all student monitors and student organization leader who submitted the initial event reservation, attending advisor, facility manager, and WSU Police officer(s) are in attendance. The event will commence once all necessary personnel are in attendance. In order for an event to proceed, all personnel must stay for the duration of the event.

Related Policies to Event Planning

1. **Alcohol (Student) Policy:** All events where students are participants, whether using campus or off-campus facilities, must adhere to the Alcohol Use Policy for Student Organizations as outlined in the Student Handbook http://www.wright.edu/students/handbook/03_48.html. Any on-campus student events that include alcohol will require the presence security or police personnel as determined by the WSU Police Department. The number of officers necessary and any applicable charges for the officers' time will be determined by the WSU Police Department. Organizations sponsoring off campus events including alcohol must complete an event registration form 45 days prior to the event. The Office of Student Activities requires at a minimum the following for off campus events where alcohol is served at the venue:
 1. a signed copy of the FIPG (Fraternal Information and Programming Group) Guidelines and the Third Party Vendor agreement
 2. a copy of the establishment's liquor license
 3. a copy of the establishment's insurance policy the name of the sponsoring organization(s) co-insured
2. **Advertising, Media Promotions, and News Coverage Policy:** Publicity for events must adhere to the regulations outlined in the Student Handbook. Any publicity through non-university media must be coordinated with the Office of Communications and Marketing. See the Advertising, Media Promotions, News Coverage policy in the Student Handbook at http://www.wright.edu/students/handbook/03_42.html.
3. **Off-Campus Events and After Parties:** Student organization events held off-campus using, or implying, the Wright State University name, utilizing the Wright State University accounting system, or publicized to the campus population are subject to all university policies and procedures and must be approved by the Office of Student Activities. These events must be registered through the Office of Student Activities by completing an Event Registration form. Entertainment Companies or promoters may not utilize Wright State University name, logo, or likeness in any event promotion. Student organizations holding events off-campus assume all financial and legal responsibility.
4. **Financial and Expenditures Policy:** All money collected associated with an event must be accounted for according to specified policies and procedures http://www.wright.edu/students/handbook/03_56.html.
 1. All ticket sales must be conducted through the Student Union Box Office. Ticket sales through the box office require an Agreement to Sell Contract and Event Data Sheet (<http://www.wright.edu/students/union/boxoffice.html>). Printing of tickets is the responsibility of the organization and must be numbered. Tickets may be checked out of the box office for table or personal sales.
 2. All at-the-door sales must be deposited immediately after the event to the drop box outside of the Bursar's office including a slip with the organization's name, account number, ticket price and total number of tickets sold. Student organizations should request that security personnel for the event escort them to the Bursar's office.
 3. For all advance tickets checked out of the Student Union Box Office, all revenues and any unsold tickets must be returned to the Box Office.
5. **Student Code of Conduct:** Any individual or group in violation of University policy or Code of Student Conduct will be subject to disciplinary action as specified by the Code of Student Conduct <http://goto.wright.edu/students/judicial/conduct.html>. For violations that occur at organizational events, the advisor and student event coordinator will submit an incident report to the Office of Student Judicial Services for possible disciplinary action. Any other individual may also make a report.

Policy Management

1. Exceptions to this Policy: Request for exceptions to these policies and procedures must be made in writing to the Office of Student Activities. All requests must be submitted at least 45 days prior to the proposed date of the event.
2. Student Education on Policy: Required event training will be offered for all organizations planning organizational events each year. Organizations unable to attend the designated sessions will be provided and alternative options for the training session.
3. Policy Review: A representative panel will review these policies and procedures upon the request of the Vice President of Student Affairs or the Director of Student Activities. This policy will be the responsibility of the Office of Student Activities with approval by the Office of the Vice President of Student Affairs.

Updated 12/2008

Film and Video Copyrights

Films and videos showing on campus without permission of the copyright holder constitute potential infringement of U.S. copyright law. A copyright license is required for public performances of all named films and videos.

http://www.wright.edu/ctl/policies/misc/show_movie.html

Films and videos rented on a "home-rental" basis carry a warning notice limiting performance to only personal use (not a place open to the public). Performances in schools are considered "public performances" under the copyright law and subject to copyright control.

Questions concerning this legal obligation should be directed to the Center for Teaching and Learning, 023 Dunbar Library, 775-3162.

Where to Get a License to Show a Movie

<http://www.mplc.com/> or Swank Motion Pictures <http://www.swank.com/college/main.html> or 800-876-5577.

Updated 8/2007

Financial and Expenditure Policy for Wright State Student Organizations

All student organizations at Wright State University are required to follow university policies and procedures and state and federal laws. FUNDS MUST BE SPENT IN A MANNER CONSISTENT WITH UNIVERSITY POLICIES AND PROCEDURES (<http://wright.edu/wrightway/5301.html>). This policy is not inclusive of all University policies and provides website links for more detailed information on University policies. All student organizations must follow the requirements listed below. Please contact an Accounting Clerk, at X5570 if you have any questions.

All organizations must use a FOAPAL number for account transactions. FOAPAL numbers are available in the Office of Student Activities. Organizations may have only one account with the University. Affiliated student organizations will maintain a University account and independent student organizations will maintain an agency account. In addition, to a single University or agency account an organization may also establish an account with the University Foundation for the purpose of long-term fundraising efforts.

1) DEFINITIONS:

University Funding for Organizations:

The SOBC (Student Organization Budget Committee) is a source of funding for Wright State University registered student organizations or university supported groups approved for an annual operating budget. Funds must provide a service that benefits registered students and may not be allocated or expended for any purpose contrary to the mission of Wright State University. For additional information and guidelines on SOBC funding go to (<http://www.wright.edu/studentactivities/studentorgs/sobc.html>). Both affiliated and independent student organizations are eligible for SOBC funding. Organizations that are registered as affiliated student organizations will be provided a University account. Organizations that are registered as independent organizations and are awarded an annual budget by SOBC will have expenses transferred out of their agency account once documentation of the expense has been submitted to the Office of Student Activities. All groups receiving SOBC funding are required to attend training sessions, as well as, participate in meetings with the Office of Student Activities Accounting Clerk.

SFC (Special Funding Committee) Funds: Source of funding for Wright State University registered student organizations for a one-time program or event. For more information on SFC funding go to (http://www.wright.edu/studentactivities/studentorgs/sfc_guideline.doc).

Non-University Funded Organizations:

Independent Student Organization Agency Accounts: Used by independent registered student organizations that generate their own funding through dues, fundraising, etc. Funds are accounted for in a University agency account. The agency accounts are established as a convenience for student organizations and funds placed into those accounts can only be withdrawn in compliance with all the same expenditure guidelines as regular university organization accounts. Those student organizations that are not funded by the university still have fiscal and policy responsibilities.

Off-Campus Accounts: Organizations may utilize off campus accounts; however, University funds (SFC, SOBC, University Department) and proceeds generated by using University funds or resources may not be accounts and it is solely the student organization responsibility to assure transition of account access from year to year. Furthermore, expenditures from off-campus accounts will not be eligible for tax exemption on purchases. Any organization utilizing university facilities or related event support services are required to have an independent agency account or University account prior to events being scheduled and approved. For the above-mentioned reasons, student organizations are strongly encouraged to deposited or transferred to off-campus accounts. WSU has no responsibility for oversight of off-campus utilize the agency or University accounts.

2) GENERAL INFORMATION:

A. Allocation of University funds (SOBC) is based on the University's fiscal year, typically July 1st through June 30th.

B. An organization receiving University funding from the SOBC cannot commit monies for the next fiscal year. Remaining funds in the account will be returned to SOBC at the end of the fiscal year and any debt will be carried over into the next year.

C. Organizations are required to keep financial records and develop a quarterly or yearly budget for planned activities. An Excel spreadsheet is available at <http://www.wright.edu/studentactivities/studentorgs/orgforms.html>. Monthly Banner printouts are available to reconcile your account by contacting your advisor or an accounting clerk at X5570.

D. All money required for an activity must be identified or in the organization's account prior to committing to any financial obligation for the activity. Identification may include an awarded SFC request or a letter from a departmental or student organization sponsor.

E. The Office of Student Activities provides Treasurer's training during a workshop at the beginning of each academic year to inform organizational leaders about this policy and financial processes. All organizations having a University or Independent Student Organization agency account are required to attend.

3) USE OF ORGANIZATIONAL FUNDS:

A. All expenditures must be consistent with the purpose of the organization and SOBC and SFC requests.

B. Under no circumstances, may alcoholic beverages be purchased with funding from the Student Organization Budget Committee (SOBC), Special Funding Committee (SFC) or University Departments. It is also against university policy to spend university funds on gifts, cards, or food for the purpose of celebrating a holiday, an individual's birthday, wedding, departure, etc. Student organizations who don't receive university funding, including funding from the Student Organization Budget Committee (SOBC), Special Funding Committee (SFC) or University Departments, may purchase food and certain recognition items. Organizations may use self generated funds held in independent student organization agency accounts for the purchase of alcohol that is consistent with the Alcohol Policy in the Student Handbook and pre-approved by the Director of Student Activities.

C. Student Organization Budget Committee (SOBC) funded groups, Special Funding Committee (SFC) or University Departments may provide financial sponsorship for student organizations with independent student organization agency accounts. Groups receiving such sponsorship must have documentation indicating the specific expense(s) to be covered prior to the expenditure. Sponsorship happening after the expense can not be transferred out of the independent student organization agency account to a University account.. Transfers out of the independent student organization agency account to a University funded accounts will happen when documentation of support has been provided in advance, after all expenses and revenues have been accounted, and receipts have been provided to the Office of Student Activities.

4) FORMS AND REQUIRED SIGNATURES:

A. Before any funds can be expensed, a Fund Request Form or Cash Withdrawal form must be completed and submitted to the Office of Student Activities or the organization advisor.

B. All university forms authorizing any expenditure (Departmental Purchase Order (DPO) Purchase Requisition, Petty Cash Vouchers, Pro-Card Fund Request or Cash Withdrawal, etc.) must be signed by the Office of Student Activities or the organization's university advisor.

5) AUTHORIZATION AND REIMBURSEMENTS:

A. No officer or advisor is permitted to authorize payment to him or herself. All reimbursements require the approval of the Office of Student Activities and require proper documentation, including itemized receipts, cleared check, credit card statement, etc.

B. Student leaders are asked to utilize the university's methods for payment of expenses and minimize the use of personal funds for reimbursement. When reimbursing an individual for an authorized business expense, state tax is not reimbursable. A certificate for tax exemption is available in the Office of Student Activities.

6) TRAVEL:

A. All student travelers must submit a travel authorization form signed by the advisor at least two weeks in advance of the travel date. No reimbursements will be made for unauthorized travel. Student organizations that are traveling or using organizational funds in University accounts are required to meet with a staff member in the Office of Student Activities at least two weeks prior to the trip to make the appropriate arrangements. Organizations must complete the driver application, emergency contact, assumption of risk and travel expectations agreement forms prior to the scheduled travel date.

B. University travel and expenditure policies are available in the Wright Way Handbook at (<http://wright.edu/wrightway/5601.html>).

7) CASH WITHDRAWAL:

A. Student organizations not subsidized by University funds (SOBC, SFC or departmental funds) can withdraw up to \$200 at one time (usually once within a week) in cash for business related organization expenses. Disbursements greater than \$200 must be made by check and require a **minimum of 10 working days advance notice. All itemized receipts and any unused cash must be** returned to the Office of Student Activities within 3 working days of the withdrawal. A temporary hold will be placed on the account if itemized receipts and unused cash are outstanding after three working days.

8) PROCUREMENT CARDS (PRO-CARDS):

A. Procurement cards will be issued if desired to the President, Treasurer and Advisor of the affiliated organizations. A procurement card may also be issued in the name of the organization. The advisor may authorize other organizational members to use the organizational card. Organization with Pro-Cards must follow the University policy for the card (<http://www.wright.edu/internal/finserve/pncpolicies.htm>). Pro-Cards for student organizations must be requested through the Office of Student Activities and are generally only issued to affiliated student organizations receiving an annual allocation of \$3000 or more from SOBC.

B. Pro-cards may be used for any items costing \$1000 or less. Multiple pro-card transactions to the same vendor, the sum total which exceeds the \$1000 limit (pyramiding) is expressly prohibited.

C. Procurement cards will be securely stored with the respective advising department or The Office of Student Activities. A request for funds form must be filled out by the student and signed by the advisor prior to issuing the card for purchase. Reconciled pro card statements must signed and dated by the advisor and the individual card holder. Only those individuals whose names appear on the card will be authorized to make purchases on behalf of the organization. A

temporary hold will be placed on the card and or account until the itemized receipt(s) and card are returned.

D. Any unauthorized expenditures will be the responsibility of the individual submitting the Pro-Card Fund Request Form.

9) TICKET SALES AND CASH HANDLING:

A. All ticket sales must be conducted through the Student Union Box Office. Ticket sales through the box office require an Agreement to Sell Contract and Event Data Sheet (<http://www.wright.edu/students/union/boxoffice.html>). Printing of tickets is the responsibility of the organization and must be numbered. Tickets may be checked out of the box office for table or personal sales. For all tickets checked out of the Student Union Box Office, all revenues and any unsold tickets must be returned to the Box Office.

B. All cash collected for events or fundraisers must be secure at all times at a University location. Cash must be deposited immediately after the event to the drop box outside of the Bursar's office including a slip with the organization's name, account number, ticket price and total number of tickets sold. Student organizations should request that security personnel for an event escort them to the Bursar's office.

10) EQUIPMENT AND SUPPLIES:

A. Purchase of equipment and supplies with University funds (SOBC, SFC or University Department funds) are the property of the University and must be stored and secured on University property. University equipment and supplies may not be used by any member for personal gain.

11) CONTRACTS:

A. Contracts should not be committed to unless the expense has been budgeted by the organization and funds are identified or in the account.

B. Under no circumstances should a student sign a contract on behalf of the university. Students signing contracts will have personal liability and payment of the contract.

C. All contracts should be submitted to the Advisor or Associate Director of Student Activities no later than 2 weeks prior to the activity.

D. If an activity requires a contract for payment and the performer or service provider does not have a contract, the Office of Student Activities will issue a University contract. Since the contract will require the provider's signature, groups should plan more than 2 weeks in advance for timely contract execution and payment.

E. All contracts must include individual payee's social security number or an organizational Tax ID number for the IRS 1099 form.

12) PHILANTHROPY:

A. No institutional contribution, either financial or for equipment or supplies, from university funds, should be made to charitable or other non-profit organizations. The university should not purchase tables or individual tickets for events sponsored by charitable or non-profit

organizations. Rather, a representative of the university should attend such functions at his/her own expense when he/she considers it important to do so. Exceptions to this policy may be made for events held for the purpose of honoring or promoting the university or its faculty, staff, or students. In addition, the president, provost, or a vice president may approve limited exceptions for the support of organizations deemed important to specific university interests.

B. The university may place advertising in publications sponsored by philanthropic/non-profit organizations when such advertising is consistent with institutional purposes and provided for in annual advertising budget plans.

C. The university should not provide free services (e.g., television production, media support) to charitable or other non-profit organizations. Written request/justification, may be submitted to the Director of Student Activities to authorize exceptions to this policy. Any exceptions will be approved by the Vice President for Student Affairs.

13) GROUPS LOSING REGISTRATION STATUS AND ACCOUNT CLOSURES:

A. Any organization losing registration status with The Office of Student Activities will result in account closure. Should the organization become registered within a year of the account closure their account will become active. Inactive organizations for more than one year will result in permanent account closure. Should the group register after a one year period, they may establish a new account.

14) POLICY ACCOUNTABILITY

A. Presidents, Treasurers and Advisors are ultimately responsible for adherence of this policy.

15) VIOLATION OF UNIVERSITY POLICY:

A. If a violation of the University policy or Code of Student Conduct has occurred an incident report may be filed to the Office of Student Judicial Services for disciplinary action.

B. Failure to follow financial policies may result in immediate account suspension or closure and/or withdrawal of student registration status.

Food Policy for Registered Student Organizations

Purpose

Wright State University supports student organizations in planning meetings and events that support the social environment for students. At the same time, the institution must insure the appropriate guidelines for the safety and overall well-being of the campus community. The following policies and procedures have been developed in an effort to achieve both of these objectives while encouraging registered student organizations to appropriately plan for food at their events and meetings. The food policy applies to events or meetings sponsored by a registered student organization with a University account (Student Organization Budget Committee (SOBC) or 999 accounts). All charges will be applied to the sponsoring student organization(s) account. Any other entity holding an event or meeting with food must follow must follow University Expenditure Guidelines Wright Way Policy #5301.4.

All Events and Meetings

1. **Purchase of Food** : Student organizations may purchase food that is consistent with the organizational purpose including producing events, conducting recognition programs, travel or organizational meetings. Expenditures should be managed carefully to minimize overall cost. This suggests that such expenditures should be infrequent, modest in cost, and with a clear purpose. Any food purchases using a Procurement Card (Visa) must be pre-approved by submitting a Request for Funds form or Travel Authorization form. All Procurement Card (Visa) purchases must follow Procurement Card Policies and Procedures Wright Way Policy #5901.
2. **Preference** : When utilizing Student Organization Budget Committee (SOBC) funds, Special Funding (SFC) committee funds or any other University funds, general preference should be given to using campus facilities rather than off-campus venues and to using Dining Services or the Nutter Center's food contractor (whose revenues help fund university overhead) rather than external caterers.
3. **Purchase of Alcohol** : Student Organizations may not use Student Organization Budget Committee (SOBC) funds, Special Funding (SFC) committee funds or any other University funds for the purchase of alcohol. Organizations may use self generated funds held in 999 accounts for the purchase of alcohol that is consistent with the Alcohol Policy in the Student Handbook and pre-approved by the Director of Student Activities.

Off Campus Meals

1. **Reimbursement** : The Office of Student Activities will issue reimbursement for the cost of properly pre-approved and documented meals. Expenses may be incurred only for those individuals whose presence is necessary for the purpose of the gathering. All meals related to travel expenses must follow the Wright Way Travel Policy #5601.
2. **Receipts** : An itemized receipt is required. Internal Revenue Service rules on substantiation of business expenses require documentation of the time, date, place, purpose, and attendees at the meal. Documentation requirements apply to all on-campus and off-campus meals, regardless of the payment method. Accordingly, all meals charged to student organization accounts require documentation. No reimbursement will be made with only a summary receipt. The Office of Student Activities will deny reimbursement for meal expenses that lack documentation or pre-approval.

On Campus Meals, Food and Refreshments

1. **Food for Student Organization Meetings** : Registered student organizations are encouraged to utilize Dining Services "Student Organization Catering Menu" to provide refreshments for meetings. Registered student organizations may provide pre-packaged food and non-alcoholic beverages or food from approved delivery vendors in meetings rooms. Organizations providing prepackaged food or non alcoholic beverages must be closed to the membership of the group. Sponsoring organizations must indicate at the time of the reservation with the Student Union and Event Services their intention to bring in outside food for a meeting. A minimum clean up fee of \$75 will be assessed for not returning the room to its original condition including the removal of trash and cleaning tables, etc. If damage to walls, drapery, carpeting, chairs, tables or any other furnishings and fixtures in the room is identified, the sponsoring organization will be held responsible for additional cost for cleaning, repair or replacement of the damaged item(s).
2. **Food for Student Organization Events** : Food for events held inside of a University facility must use a University caterer or an outside caterer. An event is defined as any activity that is social or educational in nature (not a meeting) and where members outside of the organization are invited to participate.
3. **Food in Student Organization Offices**: Food and non-alcoholic beverages may be brought to student organization offices for organizational celebrations without prior approval.

Students may not provide food for any event that involves persons outside the immediate organizational membership.

4. **Selling Food** : The sale of food on campus by any university-affiliated group other than the official campus dining service is ordinarily limited to bake/confectionery sales. A bake/confectionery sale is defined as the sale of items that will not spoil in the absence of refrigeration. Bake/confectionery sale items include cookies, brownies, popcorn balls, cake with nonperishable icing, muffins, bread, rolls, pretzels, donuts, caramel or candy-covered apples, and fudge. All items for bake/confectionery sales must be wrapped in individual portions before being brought to campus. Persons wrapping items should take care that hands are extremely clean before handling food. Food may be wrapped in any substance that will permit the food to be seen by the buyer and keep the food free from contamination. No food license is required to sell confectionery items on campus by registered student organizations.
5. **Outdoor Events** : Registered student organizations may provide food/refreshments for special outdoor events, which are open to all students, such as May Daze, in accordance with Greene County Health policies. A meeting must be conducted with the Greene County Health inspector and participating organizations prior to serving food to the public. Registered student organizations that reserve outdoor space for informal picnics and social gatherings may provide food/refreshments in accordance with Greene County Health policies for organizational members. Like indoor events, outdoor events that include food in reservable locations are subject to Greene County Health policies. Some venue-specific regulations may also apply.
6. **Use of Outside Caterers** : In order to utilize an external catering vendor, the sponsoring organization must adhere to the following provisions:

(a) A standard university catering contract must be issued by the Student Union & Event Services (SUES), because special arrangements must be provided in advance of making contact with the proposed vendor/caterer. A catering contract will ensure that all external catering vendors comply with university policies, provide a positive experience to event attendees, and represent the university in a professional manner. Full service use of SUES is not required, but minimal interaction with SUES is necessary due to special staging and food preparation arrangements and requirements. A copy of the contract must accompany any request for payment.

(b) For the reasons listed in the above paragraph, SUES will assist the responsible organization in obtaining an external catering vendor by providing a list of vendors to the requesting student organization.

1. All external catering vendors will be evaluated, as well, as the main campus food service contractor. The results of the evaluation can be made available to anyone wishing to review them prior to selecting a catering vendor.

2. Additions to the SUES list of external catering vendors may be made for reasons that include but are not limited to events requiring ethnic or specialty foods or the lack of availability of existing approved external catering vendors. Lack of availability also applies to the main campus food service contractor.

(c) A function utilizing an external catering vendor may be held at any Wright State University campus location that is designated for food/beverage events. A listing of those locations is available through SUES.

(d) All external catering vendors must adhere to the following guidelines:

1. There will be no access to the Wright State University kitchens or food preparation areas used by the main campus food service contractor. Special staging areas for an event catered by an external vendor will be coordinated by SUES.
2. All table decorations, dishes, utensils, service pieces, warming and heating trays, and other catering accessories and equipment must be provided by the external caterer.
3. Clean up to the event area must be completed before the external catering vendor leaves the premises. A minimum clean up fee of \$75 will be assessed for not returning the room to its original condition including the removal of trash and cleaning tables, etc. If damage to walls, drapery, carpeting, chairs, tables or any other furnishings and fixtures in the room is identified, the sponsoring organization will be held responsible for additional cost for cleaning, repair or replacement of the damaged item(s).
4. When alcohol is to be served, it will be provided through the main campus food service contractor, according to the existing state of Ohio alcohol consumption policies and licensing regulations [refer to Wright Way Policy 3201 (Alcohol Consumption on University Property) and the Alcohol Policy in the Student Handbook]
7. When possible, meals should be served in the Student Union in order to avoid setup charges.
8. Requests for additional information about food service for university functions should be directed to the Office of Student Activities.

Food Service at Non-university Functions

1. University funds may be used to pay for registration fees for conferences, seminars, or other meetings that provide meals and/or refreshments during the program. However, if a non-overnight program specifies that a meal is "on your own," the university will not pay for the meal or reimburse the student. The purpose must be documented and accompany the receipt for reimbursement or inclusion with procurement card.

Policy Exceptions and Review

1. Exceptions to this Policy: Requests for exceptions to these policies and procedures must be made in writing to the Office of Student Activities. All requests must be submitted at least one month prior to the proposed date of the event.
2. Policy Review: This policy will be the responsibility of the Office of Student Activities with approval by the Office of the Vice President of Student Affairs. This policy may be changed at anytime to reflect consistency with Wright Way Expenditures Policy #5301.

Updated 8/2007

Grill and Trash Can Policy

Anyone requesting grills or trash cans should e-mail pp_grounds@wright.edu with the following info:

Group:
Contact Name:
Phone #:
of grills:

of trashcans:
of barricades:
Location :
Date/time of Event:
FOPAL #:

All grill and trash cans request must be received 48 hours in advance of the event via e-mail. There is a charge for these items which includes both delivery and pick up. Charges are as follows: 1 grill/2 trash cans - \$10.00 (additional grills will be \$10.00) (with every grill request we send 2 trash cans) additional trash cans - \$2.00 Barricades - \$2.00 each

Updated 8/2007

High Risk Student Organization Policy and Process

Purpose Statement

Wright State University will assess all student organizations during the registration process to determine the risk exposure to the University. Student organizations that meet moderate to high risk criteria may be asked to modify their focus or be required to meet additional guidelines to be registered with the University.

Criteria to Identify Moderate to High Risk Student Organizations

Wright State University may use several criteria to determine the risk level of an organization. While not an exhaustive list, one or more of the criteria could be considered in determining high risk organizations:

- 1) participation in physical activities
- 2) use, display or demonstration of mechanical and non-mechanical equipment
- 3) practices or process that would have a reasonable need for the use of protective gear
- 4) presence of animals
- 5) potential to inflict mental or bodily harm
- 6) exposure to pathogens
- 7) use, display or demonstration with fire, liquids, chemicals or hazardous substances
- 8) involves building, removal or destruction of a structure
- 9) exposure to hazardous environments
- 10) exposure to natural elements or survivor type conditions
- 11) an affiliation with a national organization that requires insurance
- 12) additional security measures or University resources to protect the membership or the general community

Process for Review

Organizations will submit annual registration forms in accordance with announced due dates by the Office of Student Activities (please see Registration Policy & Relationship Statement for the registration process). Upon completion of the registration materials, a review committee will meet to determine the risk level of an organization. Review of organizations will be on a first come first serve basis. The review committee will determine if the organization may be registered or additional requirements need to be met in order to register the organization. A designee, appointed by the Director of Student Activities, with expertise in review student organization registrations, will initially review all submissions for registration. He or she will forward any

registration forms determined to have a risk or meeting one or more of the criteria to Identify High Risk Student Organizations to the committee.

Review Committee

The review committee will consist of the following:

- 1) Staff designee from The Office of Student Activities (Chair)
- 2) Staff designee from Risk Management
- 3) Staff designee from General Counsel
- 4) Student designee appointed by the House of Representatives

Additional expanded committee members may be invited to participate when it is determined that they can add specific expertise to the committee (for example: Staff designee from Campus Recreation and/or Sports Club Council President when club sports are reviewed).

Policy Adopted 11/2008

Leader Responsibility

The leader; president, chair, or other chief executive; as indicated on the registration website of the student organization, is ultimately responsible for the actions of the organization.

In the event that some member of the organization is in violation of a university regulation or policy in the conduct of organization business, either stated or implied, the leader will be required to speak for the organization in any disciplinary investigation or hearing if the specific violator cannot be identified. In such cases, any disciplinary action taken will be directed to the organization and not to its leader.

Physical Risk Activities

Some student organizations by virtue of their purpose or member interests, may plan and implement activities that carry a higher-than-average likelihood of injury to participants or spectators. Activities in this category may include club sports, sports car rallies; foot races; canoe, ski, and scuba diving trips; bicycle races, etc.. The University does not insure the actions of students involved in student organization activities, therefore any organization that conducts physical activities must arrange for insurance for their organization. Contact the Director of Risk Management at 775-3908 for additional information about insuring you organization or events.

All participants in physical activities must sign a waiver release. The release form is available at <http://www.wright.edu/studentactivities/studentorgs/orgforms.html>.

Planning for any event, regardless of risk, requires a clear idea of:

- what is to be accomplished.
- how the end will be accomplished.

Organizations planning activities with a higher-than-average likelihood of risk are required, prior to the activity, to outline in writing:

1. the potential hazards of the activity, if any, and

2. how the organization plans to prevent or minimize any injury or harm resulting from the activity.

A copy of the outline must be submitted to the Office of Student Activities no later than two weeks before the event. The outline will be reviewed by the Office of Student Activities. The Office will determine the adequacy of the planning and advise the organization in writing of any action, in addition to that in the outline, that needs to be taken by the organization. Any questions about whether your activity is physical-risk should be directed to the Office of Student Activities.

Updated 8/2007

Raffles

Student organizations sometimes coordinate raffles to raise funds. A raffle is the selling of chances to win a prize.

A student organization wishing to conduct a raffle must seek prior approval from the Office of Student Activities. At that time, the project or activity that will be benefited by the raffle proceeds must be specified.

In addition, the article or amount that is being offered as a prize must be secured before raffle tickets are sold or before the raffle is announced. No prize offered in a raffle can be generated by the money raised by the raffle itself.

No permission will be granted to any club or organization on campus to hold a raffle offering alcohol or money as a prize.

Updated 8/2007

Receiving Gifts

A student organization may at some time be the recipient of a gift of merchandise from a person or business not connected with the university. The gift may be given as a result of encouragement from the student organization, or because the donor believes in the purpose of the student organization and wants to provide support.

The student organization should complete a Gift In Kind Form (GIK) with the donor. Forms are available in the Office of Student Activities. A copy of the GIK form must be provided to the Office of Student Activities, so that the gift may be acknowledged by the WSU Foundation. The student organization should also acknowledge the business for its generosity. Any gifts or donations must be coordinated by the Assistant Vice President of Student Affairs responsible for Development and the Office of Student Activities. Any cash donation should be taken the Vice President of Student Affairs office where the Assistant Vice President for Student Affairs will help your organization with the appropriate paperwork and deposit.

If the donor intends to declare the value of the gift as a tax deduction, the gift must be valued. It will be the responsibility of the donor to attach a dollar value to item or, in gifts of significant value, to have the gift appraised; the dollar value should be included in the letter mentioned in the previous paragraph.

Any gift that provides a tax deduction for the donor becomes the property of the university, not the student organization, although the student organization may be the sole user. Any property belonging to the university may not be disposed of sold, given away, traded by the student

organization without prior written consent of the Office of Student Activities and concurrence of the university disposal officer.

Updated 8/2007

Registration and Relationship Statement

Purpose Statement

1. Wright State University is strongly committed to providing students opportunities for involvement in student organizations. The student life experience is enhanced through student organization involvement which creates a dynamic and stimulating campus environment. Recognizing the value of student organizations, Wright State University further defines its relationship with student organizations by registering both independent and affiliated student organizations. By maintaining a statement of relationship between the University and the student organization, the University establishes a clear set of privileges and responsibilities for student organizations to foster their success.
2. All student organizations and its members shall adhere to all University policies and procedures including the student policies as published in the Wright State University Student Handbook http://www.wright.edu/students/handbook/03_00indexb.html and the Student Code of Conduct <http://www.wright.edu/students/judicial/conduct.html> .

Definitions

1. Affiliated Student Organization: A student organization determined to be participating on behalf of the University by supporting the on going interests of the University community. An affiliated student organization is considered to be critical to the mission and culture of the University and is inherently linked to the University due to their role as University representatives. An affiliated student organization is an integral part of the institution and routinely presents events for the University and surrounding community. An affiliated student organization has an advisor that is identified by the University and is part of his or her job description to specifically advise the organization. The University provides a designated office space if required, an annual allocation of funds, a University departmental account, and access to activity and recreational space. Affiliated student organizations may use the University's name as part of their name, protected trademarks, IRS or governmental status, legal or tax advice.
2. Independent Student Organization: A separate, independent entity from the University whose membership is composed of students, or a combination of students, faculty, and staff; which has complied with the registration procedures to be officially granted approval to operate on campus by the Office of Student Activities. Independent student organizations are free to exist or disband and are fully responsible for their own goals, activities and membership. In support of these organizations, the University may provide limited access to office space, funding, agency accounts, activity and recreational space, as well as opportunities for fundraising. Independent student organizations identify their own volunteer advisors who are required to be faculty or staff at the University. All organizations are considered to be independent unless they complete the process to be recognized as an affiliated group by the University. Independent student organization may not use the University's name as part of their name, protected trademarks, IRS or governmental status, legal or tax advice.
3. Social Greek Organization: Is a men's or women's fraternity (or sorority) that is an independent student organizations because of the manner in which they establish themselves at the University. Fraternities and sororities ideals of scholarship, leadership, service and social growth

are very compatible with the University's educational mission. The University provides special support and expectations that are intended to guide the success of fraternities and sororities to live up to their ideals. Because of this relationship the University has set additional expectations for fraternities and sororities as defined in the Standards of Success. These organizations are provided the same services and privileges as independent student organizations. Fraternities and sororities meet the following criteria:

- a) the organization is single-sex;
- b) the organization exists to promote fraternal relationships and personal development;
- c) requirement for admission is not limited to a specific field of study, class year, or grade attainment beyond the typical grade requirement;
- d) the organization is affiliated with a(n) (inter)national organization as a colony or chapter or is an established local chapter. (Inter)National is defined as more than one chapter in more than one state; and
- e) the inter(national) organization has tax-exempt status under Section 501(c) of the Internal Revenue Code.

4. **Registered Student Organization:** All student organizations at Wright State University must register with the Office of Student Activities on an annual basis. Registered groups consist of both affiliated and independent organization.

5. **Student Organization Leader:** A student meeting each and all of the following minimum criteria shall be eligible to be a student organization leader or officer. Registered student organizations may have additional or higher criteria outlined in their constitutions:

- a) an undergraduate or graduate student enrolled at the University during the time they hold office; the student need not be enrolled during the intersession or summer quarter;
- b) a member in good standing of a student organization currently registered with the Office of Student Activities;
- c) a student whose name appears in a student organization's registration materials as an officer or authorized representative.
- d) a student maintaining a minimum of an overall 2.0 undergraduate or 3.0 graduate grade point average.

6. **Student:** An undergraduate or graduate enrolled at the University and has paid all applicable tuition and fees.

7. **Advisor:** Each student organization is required to choose an advisor from the university faculty or administrative staff. Affiliated student organization advisors are appointed by the University. A newly registered student organization is required to have an advisor one month after becoming registered. The responsibilities of the faculty/staff advisor often take the form of:

- a) attending meetings and events;
- b) providing a non-student perspective on various issues;
- c) providing advice and ideas upon request;
- d) providing oversight of the financial transactions and record keeping;
- e) providing advice when changes are being made in the organization's constitution or bylaws;
- f) serving as a liaison between the student organization and the Office of Student Activities.
- g) assure the eligibility of students to serve as a leader of member in the organization each quarter.

University Registration

1. **Registration Process:** Any affiliated or independent student organization may submit to be registered with the university by submitting its organizational documents to the Office of Student Activities. Each organization is responsible for keeping these documents up to date throughout the year in the Office of Student Activities. The documents must include:

a) A constitution: The constitution should contain the objectives of the organization, a membership clause including the University affirmative action statement, a description of the offices of the organization and duties of each office, and any standing committees. The bylaws of the organization; the rules that govern the election of officers and other organization procedures; may be included with the registration materials. Bylaws should include a plan to replace officers for not fulfilling their duties. A sample constitution is available in the Office of Student Activities.

b) an updated list of officers

c) a signed anti-hazing compliance form

d) contact information for a University advisor

2. Approval of Registration: The Office of Student Activities will approve organizations that meet the criteria of this relationship statement and actions or activities that are consistent with the educational mission of the University. All organizations will be assessed to determine the risk exposure to the University. See High Risk student organization policy & process.

3. Termination of Registration: The registration of a student organization may be terminated for any of the following reasons, but not limited to:

a) At the written request of the officers of the organization;

b) When a constitutional provision dissolves the organization;

c) When an organization fails to hold meetings or activities for an entire academic year;

d) When an organization fails to update organization registration information;

e) For nonattendance at Student Organization Training;

f) For violation of university regulations or policy, the student code of conduct, or state and federal laws.

A student organization that has its registration terminated shall, for all purposes, cease to exist and will no longer be accorded any benefits or privileges by the university. Termination may be for a specific period of time (suspension) or for an indefinite period of time (expulsion).

Organizational Registration Process

1. Membership Criteria: Affiliated and independent student organization must meet the following membership criteria to register as an organization at the University:

a) the organization maintain a minimum of four student members;

b) the organization maintain at least two officers: a president or chair and a treasurer. The President shall be the official contact person for the organization and shall be accountable for all actions and financial commitments of the organization.

b) the membership must be open to all students who meet the requirements for membership set forth in the constitution of the organization;

c) the organization maintains a commitment to affirmative action and is required to include the following statement in their constitution: NAME OF ORGANIZATION will not exclude “any person or group on the basis of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation. The constitution should contain this statement exactly as worded with no additional clauses or omissions. Social fraternities and sororities, because they are exempt from Title IX requirements (Title IX, Education Amendments of 1972 - Title 20 U.S.C. Sections 1681-1688) are permitted to retain their single-sex membership status, however, they may not discriminate on the basis of gender identity/expression.

Process for Social Greek Organizations Expansion

1. Invitation for Expansion: The University reserves the right to extend an invitation to a(n) (inter)national fraternity/sorority to register a local chapter as a recognized social Greek organization. The University, in consultation with the campus Greek governing body impacted, will make the final decision on the addition of any Greek organization to the WSU Greek community. The expansion procedures will be followed when determining to invite a(n)

(inter)national fraternity/sorority to register a local chapter.

a) Any new general social Greek organization seeking recognition by the University must first obtain initial written approval from the Office of Student Activities. Before a(n) (inter)national fraternity/ sorority may colonize and officially become a registered social Greek organization, it must receive written approval from the University .

Process to Become an Affiliated Student Organization

1. Criteria: Independent organizations may apply for affiliated student organization status if they meet the following criteria:

- a) plan activities which have a campus-wide impact and/or serves as a coordinating or umbrella council for a large number of students or student organizations;
- b) receive direct advising from a University department or division;
- c) have a staff/faculty member that is assigned, per a job description, to advise the organization.

2. Approval Process: A student organization may be considered for affiliated student organization status, if the organization meets the criteria of an affiliated student organization and completes the approval process.

- a) Advisor(s) and student organizers schedule a meeting with the Office of Student Activities to review the creation process, rights, responsibilities, and privileges extended by sponsoring office.
- b) Develop a formal proposal using the guidelines to start a new affiliated student organization and present it to the Office of Student Activities.
- c) Student Activities reviews proposal, gathers outside information if needed. Additional meetings between Student Activities, organizers and the advisor(s) may be necessary before recommendation is made for affiliated student organization status.
- d) The Director of Student Activities approves or denies affiliated status.

3. The Formal Proposal: A completed proposal should address the following thoroughly and should include appropriate supporting documentation:

- a) Name of student organization, sponsoring office, student organizers' contact information, and advisor(s)' contact information.
- b) Purpose statement of student organization. This statement should define the services/programs the student organization will offer to students, which are not currently available, and/or not being delivered effectively through existing organizations.
- c) Explanation of how this student organization meets the definition of an affiliated student organization.
- d) Demonstrated need from students that the new student organization will provide programs/services, which are not currently provided through existing methods. Examples of supporting documentation include petitions from interested students, evaluations, Advisory Committee meeting minutes, etc.
- e) Draft of constitution and bylaws.
- f) Proposed operating budget and funding sources.
- g) Roles, job descriptions, and/or duties of officers & members.
- h) Action plans for student organizers and advisor to recruit members and begin providing programs.
- i) Description of support the sponsoring office will provide for the student organization (i.e. office supplies, budget, workspace, staff advising time, training, etc.)
- j) A job description of the full-time staff member that will serve as an advisor. It is critical that the advisor job responsibility not be tied to a person, but to a position within the department or division; as should the position become vacant it is necessary for the next person in the position to assume the advising of the affiliated student organization.

This policy is maintained by the Office of Student Activities. Please call 937-775-5570 if you have any questions or would like to discuss the policy with a staff member.

Updated 2/2009

Sidewalk Chalking Policy

Sidewalk chalking is permitted in order to promote the activities and events of student groups and organizations formally associated with Wright State University. Student organizations choosing to utilize this method of communication must obtain an approval form from the Office of Student Activities or online <http://www.wright.edu/studentactivities/studentorgs/scp/>. Chalking by individuals or outside groups is not permitted.

Chalking is permitted on concrete outdoor sidewalks immediately adjacent to the Student Union, in the circle behind the Student Union, on the concrete sidewalks between Rike and Allyn Halls, and on the concrete sidewalks between University Hall and the Student Union, on a space available basis. This includes the area between the Student Union and the Medical Sciences Building, and the lower sidewalk between the Student Union and the Mathematics and Microbiological Sciences Building. Chalking is also permitted on sidewalks in the residential communities in accordance with policies established through the Office of Residence Services. Chalking is not permitted on any other campus sidewalks, on any vertical surfaces, buildings, walls, or on any surfaces that are brick or tiled. Only water-soluble chalk may be used.

Violations of the location restrictions noted above or the defacing or erasing of approved chalking is cause for offenders to be subject to university disciplinary sanctions. To report concerns or violations of this policy, please contact the Office of Student Activities at 775-5570.

Updated 8/2007

Sponsoring Outside Vendors on Campus

A student organization, as a university-related organization may sponsor an outside vendor on campus, with prior approval from the Office of Student Activities, under the following conditions:

1. The student organization sponsoring the vendor has the following responsibilities:
 - To register the vendor in the Office of Student Activities
 - To provide the vendor a copy of the vending policy
 - To check the vendor site at least once on the day of the sale to ensure that the policy is carried out. If the vendor is not complying with the policy, the student group should either correct the situation itself or contact the Office of Student Activities to remove the vendor.
2. Vendors have the following responsibilities:
 - To post a sign indicating the name of the sponsoring organization
 - To retain and have available at the booth a Vendor Registration Form from the Office of Student Activities (obtained prior to the date of the sale of items)
 - To pay the sponsoring organization 20 percent or more of the sales made during their stay on campus
 - To offer goods to, but not press them upon people. Any recruitment of passersby should be done with this in mind.
 - If credit card vendors, to display the following: the name of the credit card(s) being offered, the annual interest rate charged, and the annual fee

3. Vendors of the same type are limited as follows: two may be on opposite ends of the quad and two may be in the Student Union.
4. Student organizations wishing to sponsor a vendor in the Student Union and Event Services must first contact the Office of Student Activities and then contact the Student Union and Event Services Office to make arrangements for table placement.
5. Restrictions on banners/signs
 - A. Banners/Signs may not be hung from any ceiling or doors. Oil-based paint and crepe paper may not be used on banners and/or signs.
 - B. Banners/Signs found by Student Activities to be in poor taste will be removed. Appeals may be made to the director of Student Activities.
6. Policy violations

The following penalties have been established for violations of the policy:

- A. Any vendor found to be in violation of the policy will be immediately removed from campus.
- B. If a vendor violates the regulations, it will lose its privileges to be sponsored by a club for the rest of the current quarter and the next full quarter.
- C. If a club violates the regulations, the following penalties will apply:
 1. first offense: warning
 2. second offense: the club will lose its privilege of sponsoring a vendor for four academic weeks
 3. third offense: the club will lose sponsorship privileges for the rest of the current quarter and the next full quarter.
- D. A vendor or club that continues to violate the policy will be referred to the Office of Student Activities for disciplinary action.
- E. A notice will be sent to the bookstore management of any vendors in violation of the policy to ensure that such vendors are not permitted to be on campus.

Student Media

Wright State University student media serve the public trust and are free from censorship and prior restraint by the university.

Staff members are obligated to exercise responsibility in their offices, including professional behavior, diverse coverage, diligent investigation, and unbiased reporting. Poor taste or judgment in print or broadcast on air has a negative impact on the student media organization, and reflects

upon the entire campus community. In addition, all student print and broadcast productions must conform to legal restrictions, and to federal regulations governing the specific medium.

The Student Media Board

The student media that are subsidized by the university are provided oversight by the Student Media Board. The Board is composed of the editor or general manager of each medium, faculty mentors to the media, the student media coordinator, the SG Director of Public relations, three additional students-at-large appointed by the Vice President for Student Affairs, one faculty person and one additional faculty or staff appointed by the Vice President for Student Affairs, and the director of Student Activities who shall chair the Board. The terms of office are July 1 through June 30 of the following year. No student shall serve as an at-large representative and as a staff member or volunteer of a subsidized student media simultaneously.

The Student Media Board meets on a quarterly basis and appoints or removes the editor/general manager, reviews the financial affairs and reviews and approves general operating policies of the media. Attendance at meetings of the Board shall be open to the university community. Although in attendance, guests may not address the SMB unless asked to do so. Guests not on the Board must submit their desire to address the Board in writing to the chair (4) days prior to the meeting and may do so after all agenda items have been addressed.

Staff Positions

The editor/general manager appoints his/her staff for the upcoming academic year in the spring after conducting interviews. Staff vacancies are filled in the same manner as they occur.

Media Staff may receive remuneration for services rendered. Stipend positions are approved annually by the Student Organization Budget Committee. Stipend levels are determined by the Office of Student Employment, depending upon the position responsibilities. Actual stipend amounts are tied to tuition and are determined by the Office of the Vice President for Student Affairs. The term of an editor or general manager is from the day after spring commencement to the last day of the following spring quarter. To accept and maintain the position of editor/general manager, a student must have at least a 2.0 cumulative grade point average. Eligibility is reviewed at the start of each quarter by the Student Media Coordinator.

Advisory Policy

All subsidized student media must be operated in accordance with standards approved by the Student Media Board as well as the ethical and legal regulations governing the specific medium. Each medium has two advisors: The Student Media Coordinator and a faculty mentor appointed yearly by the VPSA with the approval of department deans.

The Student Media are free of censorship and prior restraint. Freedom of the press as guaranteed by the Constitution of the United States and the State of Ohio is not impeded or interfered with by the university. Student Media Editors/General Managers are solely responsible for the print and on-air content of their publications/programming. This right is not without responsibility, however. Media may print or broadcast what they deem proper; but must accept full responsibility for their product.

The Student Media Board annually reviews the budget of each subsidized medium for the following year. The budget is subject to approval by the Student Organization Budget Committee.

The Student Activities Accounting Clerk is responsible for collecting income and for depositing it at the Office of the Bursar. All expenditures are paid by the accounts payable office only after receipt of proper vouchers.

New Media

A student group seeking to establish a new media outlet may submit a petition for approval to the Student Media Board, setting forth the following: (1) objectives of the medium; (2) frequency of appearance; (3) financial arrangements; (4) proposed organization, including initial staff; (5) one issue consisting of dummy sheets, copy, and art material reflecting the basic format the publication intends to present and maintain, or in the case of nonprint media, the broadcast format for a typical week; and (6) the name of the faculty advisor.

Proposals for new media must also be consistent with requirements for student organizations.

Updated 8/2007

Constitution

Each organization, before it can be registered, must submit a constitution. This document may be brief or lengthy depending upon the goals of the organization and the amount of structure the organizers wish to provide for the organization. The constitution should contain, however, the objectives of the organization, a membership clause including an affirmative action statement, a description of the offices of the organization and duties of each office, and any standing committees. The bylaws of the organization, the rules that govern the election of officers and other organization procedures, may be included with the registration materials and should include a plan to replace officers for not fulfilling their duties. A sample constitution is available in the Office of Student Life.

Membership

Membership in each registered student organization must be open to all students who meet the requirements for membership set forth in the constitution of the organization. Student organizations, in keeping with the university's commitment to affirmative action, may not exclude potential members on the basis of race, sex, color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation. It is understood that an organization may be created to deepen the religious faith of students within a denomination or interdenominational grouping and that a student organization may be created for the purpose of perpetuating a national cultural tradition. When these purposes are clearly stated in the constitution or bylaws of a student organization and appear to be reasonable, the organization may affiliate through customary procedures. Social fraternities and sororities, because they are exempt from Title IX requirements, are permitted to retain their single-sex membership status.

Not more than one-third of the members of any student organization may be persons who are not currently registered as Wright State University students. Persons who are not currently registered at Wright State University are discouraged from holding an office and may not *under any circumstances* hold the office of president or treasurer.

The university imposes no eligibility requirements based upon grades for most student organizations. It is recommended, however, that a student who has a GPA below 2.0 not hold office in a co-curricular organization.

Candidates for representatives to Student Government, editor or general manager positions with the campus media, and chair positions with the University Activities Board, Residential Community Association, House of Representatives, Greek Advisory Council, Election Commissioner, and the Black Student Union and Event Services are required to have at least a 2.0 grade point average. This eligibility requirement has been imposed because these positions require a considerable investment of time, and our university places the highest priority on academic success of students.

Officers

Each registered student organization is required to have at least two officers; a president or chair and a treasurer. Creating other officer positions is encouraged although not required. Both the president and the treasurer of an organization must be Wright State University students (that is, registered for at least one course during the quarter in which the office is held). **The president shall be the official contact person for the organization and shall be accountable for all actions and financial commitments of the organization.**

Faculty/Staff Advisor

Each student organization is required to choose an advisor from the university faculty or administrative staff. A newly registered student organization is required to have an advisor one month after becoming registered.

The responsibilities of the faculty/staff advisor are designated by the student organization itself but often take the form of attending meetings and events, providing a nonstudent perspective on various issues, and providing advice and ideas upon request. The advisor should be consulted when large sums of money are expended by the organization or when major changes are being made in the organization's constitution or bylaws. They will be considered as a liaison between the student organization and the Office of Student Life.

Termination of Registration

The registration of a student organization may be terminated for any of the following reasons:

1. At the written request of the officers of the organization;
2. When a constitutional provision dissolves the organization;
3. When an organization fails to hold meetings or activities for an entire academic year;
4. When an organization fails to file an Organization Update form;
5. For nonattendance at Student Organization Training;
6. For violation of university regulations or policy.

A student organization that has its registration terminated shall, for all purposes, cease to exist and will no longer be accorded any benefits or privileges by the university. Termination may be for a specific period of time (suspension) or for an indefinite period of time (expulsion).

Student Union and Atrium Guidelines:

The Student Union Atrium Guidelines are established to maximize student use of the space as well as establish parameters that allow Atrium events to be compatible with other events and guests in the Student Union. Compliance with these guidelines will help preserve the continued use of this public space for student events.

Priority Use:

- The Student Union Atrium is designated as a student lounge and student program space.
- Reservations for the Atrium include the carpeted area only. The Recreation Commons (Table games and TV Lounge) is typically open for general patron use; however, special permission may be obtained from the Office of Campus Recreation to reserve that space.
- Only student organizations may reserve the space for student events during the Fall, Winter and Spring academic quarters.
- Reservation of this space is also dependent on the compatibility of the event with other meetings and events previously scheduled in the Student Union.

Community Standards:

- Since the Student Union is a public building, events held in this space must be conducive to a public audience. The building is utilized by a variety of constituents beyond the University community including University guests of all ages.
- All events scheduled in the Atrium will abide by all community standards. This includes, but is not limited to, the University Diversity statement, Student Handbook, the Student Code of Conduct and all local, state and federal laws. All events must be in compliance with the Event Policy.
- Performances, displays or use of language which are not appropriate for all users of the facility will be scheduled in facilities other than the Atrium.
- If a violation of these standards or any other University policy occurs during an event, the planners will be notified immediately to correct the problem or at the discretion of the facility manager or professional staff member in charge, cancel the event.

Sound Level:

- The facility manager will meet with the on-site planners to determine the permitted sound level prior to the beginning of the event. The facility manager may also determine where the sound is to be set up and which direction the sound will be projected based on other events in the facility.
- Because of the open nature of the atrium, amplified sound can easily carry over to administrative offices, retail operations and meeting spaces within the Student Union. Sound levels will be set at predetermined decibel levels by the facility manager for those participating in the event on the lower level.
- The decibel level will be set so that the noise level will be contained within the lower level of the atrium space. The sound will be set at a level that will insure no disruptions will occur of events taking place in meeting rooms 103-107 and beyond the double set of doors by the men's restroom on the upper level. The sound must also be conducive to guest communication at the recreation center operating desk. Only the facility manager has the authority to adjust the sound levels for the event. If event planners adjust the sound, they will be asked to discontinue their event.

Time of Events:

- The Atrium may be scheduled for student events when the facility is open.
- Events held in the atrium will be free and open to the public with the exception of late night activities held after 8 p.m. on Fridays and Saturdays.
- Student organizations may sponsor evening events where there is a charge for participation on Friday and Saturday evenings. There will be a predetermined set up and security arrangement for late night activities in accordance with the University's event policy.

NEW January 2008

Table Reservation Policy

Student organizations and university departments may reserve tables to promote their organization, advertise organizational or departmental events, and fund-raise. Student organizations and university departments who wish to sponsor outside vendors to assist them in fund-raising efforts must comply with the Wright State University Vendor Policy. Table reservations can be made in Student Union and Event Services, 186 Student Union, 775-5521

Tables are available to be reserved in the following locations.

1. Various Student Union locations (four tables are available)
2. The Quad (ten tables available)
3. The Hangar (one table available)

Guidelines for Tables in the Student Union

1. Tables will be reserved on a first-come first-serve basis to Wright State University registered student organizations, university departments and outside vendors.
2. Due to the physical arrangements necessary to ensure service, reservations must be made two full days in advance of the time the table(s) are to be used.
3. In order to accommodate as many requests as possible, tables may be reserved no more than 4 hours per day. Evening hours are available by special request.
4. Student organizations and university departments may reserve tables for up to three consecutive half-day periods at one given time. After the reservation period has ended, student organizations and university departments may make additional reservation requests. Outside vendors must contact Student Union and Event Services to contract for table reservations.
5. Student organizations or university departments may sponsor only one external vendor in the Student Union per day.
6. Notice of cancellation must be given to Student Union and Event Services at least 24 hours in advance. Failure to cancel reservations within the specified time will result in the loss of reservation privileges for one academic quarter.

Guidelines for Tables on the Quad

1. Tables may be reserved for five consecutive days from 8:30 a.m. to 5:00 p.m.
2. Due to the physical arrangements necessary to ensure service, reservations must be made at least six working days in advance of the time the table(s) are to be used.
3. In case of inclement weather, table reservations may not be transferred to other locations.
4. No vehicles are permitted on the quad.
5. Electric is not available.
6. All other table reservation guidelines apply.

Guidelines for Table at The Hangar

1. Reservations: The table inside The Hangar may be reserved by registered student organizations by contacting the Student Union and Event Services Administration Office at X5522.
2. Table Location: A permanent display table is located between the exterior glass entry and to the right of the entry of The Hangar. Additional tables are not permitted across from the exterior glass entry on the curved wall.

3. Quad Tables: Tables on site for the Quad (outside of The Hangar) must remain on the Quad. The Hangar is unable to serve as a location for Quad tables during inclement weather.
4. Traffic Flow: Only one table is permitted in the designated area and should be placed so that individuals visiting the table do not slow or block traffic flow into The Hangar.
5. Community Responsibility: In order to maintain The Hangar table privileges for all groups, organizations should contact the Student Union and Event Services Administration Office at X5522 if any other organizations or tables are set up during their reserved time. A campus phone is available at the entry opposite of The Hangar entrance toward the parking lot exit. The Hangar table is a location we wish to preserve for registered student organizations. Your assistance in helping managing this space in accordance with this policy is appreciated.
6. Organization Responsibility: If your organization or members in your organization use The Hangar table without authorization or bring another table into the Hangar area, your organization will lose all table reservation privileges on campus for the remainder of the quarter. Organizations are expected to clean up the area after use (i.e., pick up papers, soft drink containers, pizza boxes, etc.). Leaving the area with trash will also result in table reservation privileges on campus for the remainder of the quarter.

Revised 8/2007

Table Tent Guidelines

1. Organization can schedule a week for group to advertise using table tents by contacting the Marketing Manager at Sodexho. One table tent per group can be displayed in the plastic holders on the tables in The Hangar and Union Market
2. Organization will bring in table tent to be approved by the Office of Student Activities. Since there is not room on the table tent for our approval stamp, every week copies of approved table tents will be sent to the Marketing Manager of Sodexho so he will know which table tents have been approved
3. Organization will be responsible for putting table tents in plastic holders on the tables on Monday of the week they are approved to display their table tents. Each organization may display ONE table tent per holder on each table.
4. Sodexho will be responsible for keeping the plastic table tent holders clean.
5. On Friday, Sodexho will be responsible for removing all table tents from the plastic holders.
6. Six different table tents will be displayed in the plastic holders on the tables in the Hangar and Union Market each week beginning on Monday and ending on Friday.
7. In order to fit into the plastic holders, table tents can not exceed 4" X 6".

New 2007, Updated January 2008

Travel Policy

Student Organizations must follow Wright State University Travel policy: www.wright.edu/wrightway/5601.html (Please read these carefully to assure full reimbursement of expenses)

Any organization requiring assistance with travel plans should complete the travel checklist at least two weeks prior to final travel plans. The travel checklist is available at:

www.wright.edu/studentactivities/studentorgs/orgforms.html. Once the form is complete a representative of the organization may meet with one of the Accounting Clerks in the Office of Student Activities.

Updated August 2008

Use of University Facilities

A registered student organization may use any campus facility based on availability. Facilities include classrooms, conference rooms, the Quadrangle, Student Union, the North Lawn, the Amphitheater, campus entrance billboards, activity tables, the Forest Lane Community Center, and the Nutter Center.

Student organizations wishing to reserve classrooms, campus grounds, activity tables, tables on the Quadrangle, the Quadrangle, and the Amphitheater, Student Union conference, multipurpose, meeting rooms, and the dining room may be reserved in the Student Union and Event Services Administrative Office. Students wishing to reserve production equipment such as stage and lights should also contact this office. Campus entrance billboards can be reserved through the student union business manager in 186 Student Union, at 775-5521. Stereo sound equipment can be reserved through the Student Government House of Representatives. This is for on-campus use and basic training is required before use. To reserve facilities at the Nutter Center, contact the Event Coordinator at 775-3489 or 775-3670.

Meeting Room Guidelines

We request your cooperation in following these guidelines, which have been established to ensure the proper care of the meeting rooms. The guidelines have been developed in accordance with the regulations of the Wright State University Departments of Environmental Health and Safety, University Police, and Student Union and Event Services. Input was provided by the University Activities Board, and the Office of Student Activities.

1. Candles or open flames in any form may not be used in meeting rooms. Mini-mag lights can be provided by arrangement with the Student Union and Event Services.
2. Meeting room doors will be locked only when rooms are unoccupied.
3. Door windows may be covered for the purpose of ceremony only. The Student Union and Event Services will provide the appropriate window covering upon request.
4. Prior permission must be received from Student Union and Event Services to rearrange furnishings in the meeting facilities. Failure to obtain permission or return furnishings to original place may result in charges.
5. Nothing may be temporarily affixed to any surface in any areas of any room or hallway. Easels may be reserved through the Student Union and Event Services for this purpose.
6. Food may be served in designated meeting rooms only through prior arrangement and consistent with the food policy.
7. Arrangements for audio-visual equipment may be provided by the Student Union and Event Services.

Policies for Use of the Student Union

The primary objective of the Student Union and Event Services is to serve members of the university community, including WSU students, staff, faculty, and alumni. Informal student use of the facility for social and recreational activities, and events planned by student organizations, is considered to be priority.

Reservations Policies

1. Student Union and Event Services is responsible for scheduling all meeting space in the Student Union, non-academic usage of classroom space. Campus Recreation schedules all indoor recreational facilities and outdoor recreation spaces and facilities. They also schedule the use of the pool, squash/racquetball courts, and the billiards room.
2. The Student Union and Event Services schedules exhibits in Student Union Gallery.
3. Requests for rental space will be referred to Student Union and Event Services.
4. Student Union is regarded as a nonacademic facility. Reservations for classes are not accepted.
5. Student Union and Event Services supports and abides by the Guidelines for the Coordination of Summer Programs when accepting reservations during the summer months.
6. Special university events utilizing space in the Student Union will have priority reservation privileges (e.g., Career Fair, SOM Interment Ceremony, Admissions Visitation Days, International Friendship Affair, Welcome Week, President's Award for Excellence, Annual Student Activities, Convocation, and Employee Recognition Ceremony). Requests must be reconfirmed yearly by the sponsoring department. Space in the Apollo Room will be set aside for a minimum of five weekend dates per quarter for student organizations' event lottery process.
7. Student Union and Event Services will honor requests to hold reservations for five working days. Extensions must be requested at the end of five days, or the reservation will be released.
8. Student organizations wishing to use Student Union facilities are governed by the following policies:
 - A. Student organizations are encouraged to use the Apollo Room for activities described in the Event Policy.
http://www.wright.edu/students/handbook/03_38.html
 - B. Prior permission must be received from the Student Union and Event Services Administrative Office to rearrange furnishings in the meeting facilities. Failure to obtain permission or return furnishings to original place may result in charges.
 - C. Student organizations are encouraged to participate in the scheduled lottery (held quarterly or annually by the House of Representatives and Office of Student Activities) for use of the Apollo Room. The lottery system allows student organizations the opportunity to select dates and reserve space for special events.
9. A request for the use of all meeting facilities can be accommodated with the exception of a block of meeting rooms to ensure meeting space for the WSU community.
10. Organizations are requested to contact Student Union and Event Services, 775-5521, in the event of a cancellation. Repeated cancellations without notification to Student Union and Event Services may result in the loss of future reservation privileges.
11. The reserving organization will be billed for any damage, and the organization's representative will be named as the contact person. Failure to make arrangements to pay for damages within five working days will result in loss of reservation privileges in the Student Union.
12. Every effort will be made to accommodate group preferences for meeting rooms. Student Union and Event Services reserves the right to assign a group or groups to an alternate location.

Space Rental Policies

1. Student organizations will not be charged room rental fees.
2. WSU faculty and staff will not be charged room rental fees for normal university business (i.e., meetings, luncheons, receptions).

3. Professional organizations affiliated with the university will not be charged room rental fees for a meeting activity provided that the organization is sanctioned by the provost or appropriate vice president, arrangements for the organization's activity are coordinated by a university department, and the activity is attended by an individual(s) from the university. Groups in this category are permitted to utilize one meeting space per month for their activities. Additional reservations within any given month will be charged a room rental fee.
4. External organizations (general public) will be charged full room rental fees as described in the Room Rental Fee attachment.
5. A room rental fee will be charged to any organization or university department (excluding student organizations) that assesses or passes on a fee or fees to program participants. This does not apply to meetings or meal functions that are considered normal university business (i.e., dinners, receptions).
6. Organizations and university departments will not be charged set-up fees for standard room arrangements. Special set-ups must be confirmed and approved by Student Union and Event Services within one week of the event. Set-up charges may be incurred for multiple arrangements within a given space in the same day. Alterations can be accommodated with five working days' notice; however, fees may be assessed for labor costs incurred due to additional staff or for set-up requests that do not provide sufficient notification to Student Union and Event Services personnel. Student Union and Event Services staff will work with individual groups to avoid or minimize this expense.
7. Use of the Skylight Lobby may incur a rental charge if the function precludes the convenient access to, and use of, adjacent meeting rooms.
8. Groups assessed a room rental fee will be required to provide half of the fee as a deposit when the reservation is confirmed.

Reservations for Student Union space rentals may be made up to two years in advance. A deposit in the amount of 50 percent of the total room rental is required at the time of confirmation. Reservations canceled within one year of scheduled use will receive a full refund. Reservations canceled within six months of scheduled use will receive a refund of 50 percent of the original deposit. Cancellations within three months of scheduled use will receive a refund of 25 percent of the original deposit. The entire deposit will be forfeited if a cancellation occurs less than three months from the scheduled event.

Catering Policies

1. Consistent with university policy, all catering for meetings and events in the Student Union must be arranged through University Dining Services.
2. Catering functions are limited to the use of certain rooms in the Student Union. Spaces primarily designated for regular dining service operations (Union Market, Rathskeller, Cambiar Dining Room and the Club) are available for use with time limitations due to daily scheduled meal service. Please consult with the Student Union and Event Services, 775-5521 for further information.
3. Alcoholic beverages may not be sold or served at university or externally sponsored events in the Student Union meeting/catering rooms prior to 5:00 p.m. on weekdays.

Functions that include cash and tab bars will close service for all alcoholic beverages one hour prior to the scheduled event ending time. It is recommended that coffee service be provided at the same time. "Last calls" are not permitted.

General Policies

1. The casual possession or consumption of alcoholic beverages in the Student Union is strictly prohibited. Casual consumption is defined as "bringing your own" alcohol. Alcoholic beverages must be consumed in the area in which they are purchased. Groups

scheduling special events in the meeting facilities may make special arrangements with University Dining Services for the sale or service of alcoholic beverages. These alcoholic beverages must be sold and serviced by the dining services contractor.

2. Wright State University is a smoke-free campus. Smoking is permitted only outdoors.
3. Furniture and equipment may be moved or rearranged only by Student Union and Event Services operations personnel or charges will be assessed.
4. Vendors will not be permitted to use Student Union areas to promote their product for purposes of on-site sales unless they are sponsored by student organizations or university auxiliaries, or sign a Vendor Agreement with the Student Union and Event Services office. Vendors sponsored by student organizations must contact the Office of Student Activities. Vendors sponsored by Student Union and Event Services are arranged by Student Union and Event Services business manager. Approved vendors must abide by university guidelines as administered by the Office of Student Activities and the Student Union and Event Services office.
5. Animals are not permitted in the buildings, with the exception of those animals that provide assistance to people with disabilities.
6. Bicycles, skateboards, and rollerblades are not permitted in the building.
7. The Student Union and Event Services is not responsible for lost or stolen articles.
8. Exceptions and/or additional agreements to any of the above must be approved in advance by the director of the Student Union and Event Services.

Set-up and Catering Arrangements at a Glance

Room

E157 A and B, Atlantis	conference or u-shaped style; full catering options
E156 A, B, and C, Endeavor	flexible seating arrangements; full catering options in the Skylight Lobby
E163 A and B, Discovery	fixed theater style; limited catering options
Apollo Room	flexible arrangements; full catering options
Pathfinder Lounge	reception style; limited catering options
Student Union Art Gallery	reception style; limited catering options
Hearth Lounge	reception style; limited catering options

The availability of dining service facilities is dependent upon regularly scheduled meal service for students, faculty, and staff. Please consult with Student Union and Event Services, 775-5521, for details regarding these facilities.

Updated 8/2007

Use of University Services

Services and supplies available to student organizations, (at rates that may be lower than non-university vendors)

- a. printing and duplicating services
- b. dining services
- c. media services

- d. office supplies
- e. transportation

Additionally, student organizations may purchase supplies from the Bookstore and Office Depot. Student organizations wishing to purchase supplies from the Bookstore at a discount should obtain a DPO form from the Office of Student Activities. This form, when properly endorsed, entitles the student organization to a 20 percent discount on all supplies (except calculators and textbooks) for use by the organization. Student organizations using other university services should obtain proper forms from the Office of Student Activities.

Center for Teaching and Learning

Registered student organizations may obtain equipment and support from the Center for Teaching and Learning by submitting a request to the Student Union and Event Services office for approval 72 hours in advance.

Mailing Organization Correspondence

All student organizations may make use of the campus mail system which carries correspondence within the university from department to department. There is a campus mail pick-up box in virtually every office. Additionally, the University Mailroom, located in the basement of Millett, has a drop slot for campus mail. Campus mail is generally processed for next day delivery.

No student organization other than subsidized student organizations may use the university's permit to mail out-going items at bulk rate.

Incoming mail for almost all student organizations is sent to the House of Representatives Office. If the student organization does not belong to House of Representatives, their mail will not be processed by the House of Representatives.

Updated 8/2007

Wright State Collegiate Trademark Licensing

Wright State University regulates and controls the use of the university's name and other marks, words, logos, and symbols. All requests for their use must be coordinated through the Office of General Counsel and Printing Services.

When ANY DEPARTMENT INCLUDING student organizations becomes involved in developing products bearing Wright State University's marks, such activities must be coordinated through Printing Services, accompanied by artwork or graphics and details as to THE MANNER IN WHICH the university mark will be used. *The artwork or graphics must be approved by the Office of Communications and Marketing.* ANY ITEM BEARING A UNIVERSITY MARK MUST BE PRODUCED BY A LICENSED VENDOR ONLY. A list of licensed vendors may be obtained from Printing Services or the Office of General Counsel. For more information, visit the licensing Web site at: <http://www.wright.edu/web/trademarks/>.

Trademark and Licensing Program

[WSU's Licensing Program](#)

■ [Trademarks](#)

■ [Obtaining a License](#)

■ [Scholarships](#)

■ [Enforcement](#)

■ [Primary Wright State University Marks](#)

[Internal Use of University's Marks](#)[List of Licensed Vendors](#)

In the tradition of the nation's best universities, Wright State University is dedicated to teaching, research, and service. In addition, Wright State has the distinct mission of providing leadership to improve the quality of life for the people of the Miami Valley. Wright State is a comprehensive state university with a diverse range of high-quality academic programs and strong links to Miami Valley schools and business, government, and community organizations. The university serves nearly 16,000 students with programs leading to more than 100 undergraduate and 40 graduate and professional degrees through six colleges and three schools.

WSU's Licensing Program

Wright State University established a licensing program in 1989 in response to the demand and need to positively promote its image while protecting its trademark rights. In order to use the university's name or any of its marks or variations of its marks on commercial products, one must obtain permission by securing a licensing agreement. The university licenses only those products that reflect favorably on it and that depict quality and good taste. This helps to preserve the university's good name and reputation.

Trademarks

A trademark is any mark, word, letters, or symbol associated with its owner that can be distinguished from those of its competitors. The university asserts ownership over its name and any other mark, logo, insignia, seal, design, symbol, or any combination of these, that has come to be associated with Wright State. Creative designs that encompass underlying [university trademarks](#) are subject to licensing as well.

Obtaining a License

For license application, details concerning royalty payments, and reporting contact:

[Licensing Resource Group, Inc.](#)

426 Century Lane, Suite 100

Holland, Michigan 49423

Phone: (616) 395-0676 ext. 106 Fax: (616) 395-2517

Internal Use of University's Marks

Any use of the university's marks by departments or student organizations for fundraising or promotional purposes must be accompanied by artwork or graphics and details as to how the university mark will be used. The artwork or graphics must first be approved by the Office of Communications and Marketing. All departments and student organizations are required to use a licensed manufacturer to produce the items. Promotional orders may be eligible for a royalty fee waiver.

Scholarships

After expenses, royalty income from the licensing program is used for student scholarships.

Enforcement

The Office of General Counsel actively enforces the ownership of the university's marks, names, and symbols. Retailers, distributors, manufacturers, and sales representatives are equally responsible for the purchase and resale of licensed goods.

For further information, contact [Sally Clayton](#) at (937) 775-3646.

Mailing Address:

Office of General Counsel
Wright State University
3604 Colonel Glenn Hwy.
Dayton, OH 45435-0001

Wright Way Policy 2304: University Marks, Words, Logos, and Symbols

Subject: **University Marks, Words, Logos, and Symbols**

Date issued: Revised/June 2002

Authority: University President (March 23, 1989); General Counsel (August 17, 1999)

References: Office of General Counsel

2304.1 General Policy

Wright State University regulates and controls the use of the university's name and other marks, words, logos, and symbols. **All** requests for their use must be coordinated through the Office of General Counsel.

2304.2 Protection, Promotion, and Control

The university has entered into an agreement with the Licensing Resource Group. This agreement is designed to protect, promote, and control the commercial and noncommercial use of Wright State University's registered trademarks, words, logos, and symbols. This agreement includes items produced for revenue generation and items used for gifts and promotional purposes.

2304.3 Licensing Office

When a university department or student organization becomes involved in developing products bearing Wright State University's marks, such activities must be coordinated through the Office of General Counsel, accompanied by artwork or graphics and details as to how the university mark will be used. **The artwork or graphics must be approved by the Office of Communications and Marketing. All departments and student organizations must use a licensed manufacturer to produce the items.** A list of licensed vendors is available at the Office of General Counsel or the Purchasing office and at <http://www.wright.edu/web/trademarks/>.