

# STUDENT HANDBOOK

## 2017-18

Policies and procedures for all  
students, including housing  
policies for residents and guests



3081 Columbus Pike  
Delaware, Ohio 43015  
800-333-6876  
[www.mtso.edu](http://www.mtso.edu)

## Table of contents

Emergency information for students and guests .....	2
Helpful information about our campus.....	3
Our mission.....	5
Academic information and services .....	8
Grievance processes .....	8
Financial policies and procedures .....	38
Communication and information technology .....	47
Policies for use of educational buildings .....	59
Student services.....	62
Disability services at MTSO .....	62
On-campus housing policies .....	72
Campus safety, fire safety, weather and other emergencies .....	82

## Emergency Information for Students & Guests 2017-2018

If suspected criminal activity, fire, or a medical emergency is suspected follow this procedure:

1. Call 911 from a cell phone (or 9-911, if calling from any campus telephone)
2. Call your Building Manager OR another Building Manager

Location	Name and Apartment	Extension	Cell Phone
Dewire Residence Hall	Davis Harris Apt 107/109	3479	412-526-3057
Helen Werner Apartment Building	Josh Stokes Apt 110	3480	315-398-3477
Kleist Manor	Shannon Harper #C2	3810	614-512-6897

If the Building Manager is not available, please contact:

Keith Huffman, Facilities Manager x3380 or 740-360-7628

Tammy Coffey, Housing Coordinator x3380 or 740-971-3785

Kris LoFrumento, Director of Student Services x3126 or 610-451-8979

For emergency facility repairs Monday-Friday 8:00 a.m. to 4:30 p.m., contact, Maintenance 740-362-3380 and the Building Manager for the housing unit in which the resident lives or where the concern is located. Email the concern to [maintenance@mtso.edu](mailto:maintenance@mtso.edu). **During the weekend**, contact the Building Manager assigned to the housing unit in which the problem has been reported.

### Non-Emergency Numbers:

Delaware Police Department: 740-203-1111

Delaware Fire Department: 740-203-1300

### Hospital Information

The nearest hospital emergency room is at Grady Memorial Hospital, 561 W. Central Avenue, Delaware, OH 43015. <https://www.ohiohealth.com/grady/> (740-615-1165).

The most direct route to Grady from MTSO is:

- Turn **right ( North)** onto U.S. 23 North to William Street exit
- Turn **Left** on W. William St.
- **Right** on S. Sandusky St.
- **Left** on W. Central Ave. (Rt. 37 West)

The hospital is on the **left** about 1.2 miles after turning onto W. Central Ave.

## Helpful information about our campus

**Reception Desk:** Internal callers, dial “0.” External callers dial 740-363-1146.

**Business Office:** Open Monday-Friday 8:30 a.m.-11:30 a.m. and 1 p.m.- 4:30 p.m. Located in Werner Hall, past the front reception desk. Available to answer questions in person and accept checks; all other transactions are done through the student’s account within Populi.

**Mail Room:** The mailroom is located in the lower level of Werner Hall and is open Monday-Friday 9:00-4:00. Occasionally, it is closed for 30 minutes while the student worker takes a lunch break. But, typically, we have a student covering in the morning 9:00-12:30 and a student in the afternoon 12:30-4:00.

Mail is only delivered and picked up at the school Monday through Friday. The mail room is closed on MTSO and legal holidays. Mailroom operating hours are posted on the mailroom door. Students can access their mailbox at any time by entering through the Coffee Shop door, using the swipe card given to them by the Housing Coordinator, when Werner Hall is locked.

**Every student is assigned a mailbox and will keep this same mailbox throughout enrollment at MTSO.** Students can send and receive both U.S. and campus mail through the mailroom. Students receive their mailbox number and combination at Orientation, or they may stop at the Business Office in Werner Hall. It is the responsibility of the student to remove the contents of the mailbox on a regular basis. Often, important notices (including academic work) are sent through campus mail.

To ensure that incoming mail reaches the intended person as promptly as possible, include the MTSO box number (**not** the apartment number, if a campus resident) as part of the MTSO mailing address.

**Phones:** Local calls can be made from “house” phones located in the Reception area in Werner Hall, Dining Hall foyer, Gault Hall, Gallery next to Library, and in the Dewire Residence Hall Lounge. Call boxes are located outside the main entrances to the Helen Werner Apartment Building and the Dewire Residence Hall. Those using the campus telephones will need to dial “9” before dialing the local, off-campus number. Because campus residents are often contacted through their campus extensions, MTSO has installed a corded landline phone in each apartment.

**Copy Machine:** Every new student at MTSO is assigned a PIN # by the IT Department before the start of their first semester of enrollment (FA or SP). This PIN # will remain in effect for the duration of enrollment. There will be \$10.00 loaded on each account each semester (with no rollover). Copies are \$.05 for black and white and \$.10 for color. Scanning is free to an email address or flash drive. Printing can be done from any of the computers in the library to the copier/printer located in the library.

**Wildlife:** Various forms of wildlife including feral cats, skunks, moles, squirrels, geese, ducks, coyotes and deer may be found on campus. There may be times when these animals approach people on

campus. For obvious reasons, **we ask people not to touch or feed these animals.** Notify Maintenance of any wildlife that is believed to represent a danger or a nuisance.

**Food Service:** Dunn Dining Hall serves “farm-to-table” lunch on Tuesdays, Wednesdays and Thursdays during the academic year when classes are in session. Lunch (11:30 a.m.-1:00 p.m.) can be purchased for \$6. Cash and credit cards are accepted in the Dining Hall or a pre-paid meal card is available for purchase in the Dining Hall. Each meal served in our dining hall includes fresh fruits and vegetables grown on our Seminary Hill Farm just steps outside Dunn Dining Hall. Menus and dining hall hours are posted in the Populi Newsfeed. The Dining Hall staff will do their best to accommodate special dietary and scheduling needs. Contact Tadd Petersen, manager of farm and food, at [tpetersen@mtso.edu](mailto:tpetersen@mtso.edu) or Lauren Dennis-Bucholz, Farm and Food Engagement Assistant, at [LDennis-Bucholz@mtso.edu](mailto:LDennis-Bucholz@mtso.edu) with any questions.

**Smoking:** Smoking is prohibited in all buildings on the MTSO campus, including all campus housing units. Pursuant to Ohio Revised Code 3794, smoking is prohibited within 30 feet of the doors and windows on campus. Smoking is restricted to the designated smoking areas located outside most buildings. Please only dispose of cigarette butts in the receptacles provided. Do not move the cigarette ash receptacles closer to the doors.

## Our mission

MTSO provides theological education and leadership in pursuit of a just, sustainable and generative world.

## Our vision and purpose

MTSO is a vibrant, diverse, inclusive community that faithfully engages the intersections of church, society and academy to prepare leaders for ministry and service in pursuit of a transformed world. Celebrating and appropriating the scriptures, traditions and myriad experiences of Christian faith in an open and challenging formational community, we cultivate learning for ministry and service.

## Our distinctiveness

MTSO is deeply committed to transformative, sustaining justice as an expansive theological vision consistent with the creative, renewing, resurrecting activity of God in the world. To this end, we create a new imagination for the church of the future through creative work in institutional programs, relationships and resources to promote equity, justice and integrity. We intentionally connect with social justice movements that attend to sustainable social change, transforming both church and world.

## Declaration of inclusiveness

We recognize ourselves as a community of persons united under one God. Our scriptures, as they witness to the reality of God, speak of humankind as created in God's image; and human existence is described in the light of God's acceptance of all people. As persons called Christians we are guided and instructed by scriptures that portray the way in which our human existence was and is enlightened by the coming of Jesus Christ into the world.

Jesus lived and taught the all-inclusiveness of God's love, and calls each of us into an intimate relationship with God; a relationship in which every aspect of our humanity is affirmed by God. Jesus instructed us to share this affirmation with our sisters and brothers in the gathering of a community, that through this community we might achieve full actualization of our individual and corporate potential for a right relationship with God.

Inclusiveness is the freedom for total involvement and participation of all persons in the membership and leadership of the community, at any level and in every place. We believe this freedom to be a mandate from God, not only as the basic right of every person, but also as a basic need for life, growth and the vitality of the community. Consequently, our task as members of this community is to see the realization of inclusiveness not as an onerous task or as a threat, but rather as an expression of the unity that gives us hope for our future as a community.

Where barriers of any kind prevent such inclusiveness from being a reality for any person or group of persons, the recognition of such barriers carries with it the responsibility for educating and raising the consciousness of all members to the community. The major responsibility for being aware of and

eliminating those barriers rests with the group(s) who consciously or unconsciously placed them there. In order to enable our community and our world to reach its full potential for its relationship with God, we must risk giving up these barriers that prevent us from realizing our true unity in one God.

To this end, it is the intent of this document to set forth for the MTSO community, consideration of a variety of areas in our lives where barriers to inclusiveness are perceived to exist. We recognize that there are barriers to attitude, standing rules or procedures, lack of understanding or awareness, subtle maneuvering and reluctance to change. But we believe that if we are to justify reference to ourselves as God's people, these must change.

## Theology

We of the MTSO community hold a variety of theological positions. While we cannot claim all beliefs about God to be equally valid, we must accept those persons who hold beliefs different from our own.

As a community, we realize that we are only one microcosm in the world. We must constantly keep before us the need to keep our lives in a global perspective.

We affirm people's right to choose how they worship. We encourage ecumenism in our faculty and student body and through our participation in the Theological Consortium of Greater Columbus, Inc. It is our intention to encourage the continuation of pluralistic chapel services and our participation in the Week of Prayer for Christian Unity.

We will foster our global and ecumenical perspective through our individual and corporate action and through our openness to differing perspectives.

Language holds a strong power over people, both consciously and unconsciously, subtly and blatantly. The function of language is not to duplicate reality, but to recall it, comment on it and to provide a means of access to learning and growth. Language not only reflects but also forms our attitudes and actions. Yet, by its very nature, as an imperfect tool of imperfect beings, language suffers many significant limitations. Our language is often inaccurate and insensitive, even careless, as we fail to use words that will invite all people to hear and believe that which we call the good news.

Exclusive language, traditionally dominated in our culture by white male symbolism, has caused alienation of women, men, racial and ethnic minorities, the elderly, the very young, persons with handicapping conditions and persons from various socio-economic classes. The alienation caused by this often results in relationships broken and burdened by barriers of words. This is directly contrary to our Christian affirmation of the goodness and rightness of the development and nurture of relationships between persons and God, and between persons and persons.

Inclusive language is language carefully and deliberately chosen to break barriers of exclusivity. It is "for" everyone and "against" no one. It focuses on the message given by guarding against inaccuracy in the

vocabulary of the sender. Inclusive language is an intentional attempt to communicate in a universal way.

## **Human condition**

All persons are unique and precious to God. We affirm this personhood that God creates and enables in every individual. Therefore, those who exclude persons from any aspect of the life of the community on the basis of human condition claim special personal merit that is irreconcilable with Christian understanding.

God has been and is inclusive in the initiation of relationship with humanity. This is witnessed to by Scriptures, tradition, experience and reason. With this basic understanding of essential human worth in mind, the following affirmations are necessary for an inclusive community:

I. We shall be intentional in being fully inclusive regarding work, educational and social participatory responsibilities.

II. We shall be intentional in being fully inclusive regarding social leadership responsibility and participation in all aspects of the life of the church. This participation includes both administrative and worship leadership as well as other roles in the wholeness of the community that celebrates and proclaims God's love and authority.

III. We shall be intentional in proclaiming God's inclusiveness of all persons, guarding against any temptation or tendency toward classism, sexism, racism, ageism, or the exclusion of or discrimination against persons based on lifestyle or handicapping condition.

*The Declaration of Inclusiveness was drafted by the Campus Council and adopted by the faculty and the Board of Trustees as a covenant of the Methodist Theological School in Ohio. Fall, 1983*

As we continue our legacy of preparing people for leadership and service in the church and society, we will find ways to embody inclusion anew, guided by the MTSO Statement of Welcome:

## **MTSO statement of welcome**

MTSO strives to ground hospitality in God's radical welcome of us all, which Christians confess is made evident in Jesus. We commit to a diverse community and a culture of respect, recognizing our interdependence with each other and creation. We recognize that our community is a changing, growing community and work to attend to and review institutional procedures, policies, behaviors and academic programs to ensure that they continue to uphold the institutional values stated here. We commit ourselves to be leaders of social justice who foster the renewal and rebirth of creation in the following ways:

- Provide an environment for brave engagement in theological, spiritual and intellectual inquiry



- Invite and engage respectful dialogue across the theological spectrum as well as in ecumenical and interreligious relations
- Work together to identify, resist, and transform the prejudices and oppressive structures based on race, color, ethnic or national origin, sex, sexual orientation, gender identity or expression, disability, economic class, religion, and age
- Prepare leaders for wholeness - intellectually, spiritually, physically, and emotionally, as individuals and in community
- Advocate a vision of justice that encompasses the thriving of all creation, and fosters life-giving relationships between humankind and the natural world.

## Academic information and services

Academic information and services can be found in the Academic Catalog. The Academic Catalog is not a contract between the school and the student. Program information and requirements are subject to change. Students should regularly seek the most current information from the directors of each program. The governing document on academic policies for students is the Student Handbook. There are also handbooks for the Doctor of Ministry program, and the cross-cultural program.

## Grievance processes

### Harassment grievance process

Harassment is generally understood to mean conduct or the use of prejudicial words with intent to inflict physical, psychological, or other form of harm, or that seeks to diminish or demean another on the basis of differentiation (e.g., race, disability, appearance, age, sexual orientation, or, religious affiliation). Discrimination on the basis of sex, or gender-based misconduct, is a unique form of harassment which MTSO addresses with a separate grievance process that is compliant with Title IX of the Educational Amendments of 1972.

Harassment (harmful ridicule or conduct) is contrary to Methodist Theological School in Ohio's spirit of inclusiveness, and the School will neither condone nor tolerate harassment. Frivolous or spurious accusations of harassment are also viewed as destructive and equally unacceptable.

Members of the MTSO community are expected to discipline their publically written (i.e. Facebook, Twitter, or other avenues of social media), verbal and physical expression in interpersonal relationships to avoid even the appearance of questionable motivation or disregard for individual sensitivities. Intimidation and coercion of persons on the basis of sex, race or other differentiation is cause for serious concern and, if clearly demonstrated to the satisfaction of school authorities, will result in disciplinary action.

MTSO seeks to establish an environment in which persons can engage in their tasks free from fear of, or subjection to, harassment. Providing the opportunity to defend one's personhood is central to the process. Christian justice and reconciliation are the goals of the process.

1. Calling the responsible person's attention to the problem, either in person or in writing, can solve many problems involving the perception of harassment by members of the campus community. If the harassment continues, or if dealing directly with the offending person is inappropriate, the alleged harassment may be reported to the Dean and Vice President of Academic Affairs. An advocate, other than an attorney, who is a member of the MTSO community, may accompany the aggrieved person.

2. The Dean and Vice President of Academic Affairs may investigate the complaint and seek to determine the facts, hearing both the aggrieved person and the person who is the alleged cause of the grievance. The Dean and Vice President of Academic Affairs may also contract with an appropriate, qualified, neutral, external person to conduct a thorough, impartial investigation, resulting in findings of fact and recommendations for mediation and/or resolution of any allegation of harassment.

3. This process may result in a solution to the problem satisfactory to both parties involved. If this is not the case and there is sufficient evidence, the Dean and Vice President of Academic Affairs will take disciplinary action. If the Dean and Vice President of Academic Affairs decides there is not sufficient evidence, the Dean and Vice President of Academic Affairs will inform both parties of this decision. Either party may appeal the Dean and Vice President of Academic Affairs' decision to the President.

It is a violation of MTSO policy for any employee or student to retaliate against any person exercising their rights under this process. However, it is also a violation of MTSO policy for an individual to accuse another of discriminatory or assaultive conduct without having a good-faith basis for doing so. All inquiries, complaints, and investigations will be treated with as much discretion as possible. However, MTSO is legally obligated to remedy known discrimination in its programs, and therefore cannot keep allegations of discrimination, or other forms of assault or abuse, confidential. Additionally, employees who have knowledge that a felony has been committed or who have reasonable cause to believe that a minor or a disabled individual has been abused are expected to immediately report that fact to the Title IX coordinator and to the proper authorities.

## **Title IX policy**

Adopted by Administrative Council August 2012

Revised August 2014 and Reviewed by Legal Counsel and Administrative Council

Updated July 2015 by Title IX Coordinator and Reviewed by EIIA Legal Counsel

### **Notice of nondiscrimination**

Title IX of the Educational Amendments of 1972 provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

By its own ethos and in compliance with the requirements of Title IX, Methodist Theological School in Ohio does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity or expression, religion, age, ancestry, physical or mental disabilities, military status, veteran status, marital status, pregnancy and parenting status, creed or any other protected class, or other non-merit reasons, in admissions, educational programs or activities and employment, housing, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations.

### **Title IX coordinator/compliance officer**

The Director of Human Resources, Compliance and Risk Management has been designated as the Title IX Coordinator for Methodist Theological School in Ohio. In addition to being responsible for coordination of compliance efforts and receipt of inquiries for Title IX of the Education Amendments of 1972, the Director/Coordinator also has responsibility for coordination of compliance efforts and receipt of inquiries for the following acts:

- Title IV of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Age Discrimination Act of 1975
- Americans with Disabilities Act of 1990
- Jeanne Clery Act
- Violence Against Women Reauthorization Act, Campus Sexual Violence Act (“SaVE Act”) provision (Section 304)

Inquiries concerning any of these acts should be addressed to:

Kathy Dickson  
Title IX Coordinator  
Methodist Theological School in Ohio  
3081 Columbus Pike  
Delaware, Ohio 43015  
Phone: 740-362-3440  
E-mail: [kdickson@mtso.edu](mailto:kdickson@mtso.edu)

Questions regarding Title IX may also be referred to the United States Department of Education's Office for Civil Rights.

### **Overview**

Methodist Theological School in Ohio is committed to fostering an environment free from all forms of sex discrimination and/or harassment and/or misconduct through clear and effective policies, coordinated education and prevention programs, and prompt and equitable procedures for resolution of complaints.

MTSO's primary prevention program, known as Sexual Molestation and Abuse Prevention program has three (3) components: required background checks, mandatory training upon new hire and every two years thereafter, and availability of a confidential misconduct reporting procedure. Program participants include: all staff, faculty, adjunct faculty, Course of Study faculty, students enrolled in Field Education and/or Counseling Ministries Practicum and/or Internships, students working as Building Managers, and student workers, on or off campus.

This Title IX policy defines community expectations regarding sex and gender-based misconduct and establishes mechanisms for determining when those expectations have been violated. This policy applies to all students, employees and third parties, regardless of sexual orientation or gender identity, and it refers to all forms of sex discrimination, including but not limited to sexual harassment, sexual assault, sexual violence, domestic violence, dating violence and stalking, occurring on or off campus. Such acts are contrary to the values and standards of the Methodist Theological School community and are serious violations of School policy. They may also constitute criminal conduct under local, state, or federal laws.

### **Academic success of pregnant and parenting students notice**

MTSO does not discriminate on the basis of sex which includes a student's pregnancy, childbirth, and related conditions, or recovery. Students are provided equal access in all of the academic, educational, curricular and extra-curricular, and other programs and activities of the school due to medical conditions related to pregnancy or parenting for as long as the student's physician deems the absences medically necessary.

To ensure access for pregnant and parenting students, when necessary, students are encouraged to work together and directly with their Professor and the Director of Student Services to make adjustments or provide accommodations to the regular program that are reasonable and responsive to the student's temporary status. Students who require assistance in requesting accommodations or believe that they have been improperly denied a reasonable accommodation may of course contact the Compliance Officer.

### **Non-retaliation**

It is a violation of School policy to retaliate in any way against a student or employee for engaging in legally protected activity by raising allegations of sexual harassment and/or sexual misconduct of any form. The School recognizes that reprisal can take many forms, may be committed by or against an individual or group, and that the Respondent or third party may also be the subject of retaliation by other individual, including the Complainant.

An individual reporting sexual harassment and misconduct of all forms is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is not later substantiated. Similarly, individuals accused of sexual harassment or those who participate in an investigation related to a complaint are entitled to protection from any form of retaliation. Complaints of retaliation should be filed with the Title IX Coordinator or her/his designee, or the Office of Civil Rights (OCR).

### **Consensual sexual activity**

For individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be granted by word or action, but verbal consent adds clarity to the expectations of sexual partners. Consent to some form of sexual activity does not imply consent to any other form of sexual activity, and prior consent to sexual activity does not imply consent to future sexual activity. Silence cannot be assumed to show consent, and consent can be withdrawn at any time. A more detailed definition of consent can be found further on in this handbook.

### **Prohibition of relationships involving power differentials**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (e.g., teacher and student, supervisor and employee). These relationships may be perceived as less consensual than perceived by the individual whose position confers power. Each of the parties, particularly in retrospect, may also view the relationship in different ways. Additionally, circumstances may change, and conduct that was once welcome may become unwelcome.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical and prohibited.

For the personal protection of members of the MTSO community, romantic or sexual relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, supervisor-employee) are prohibited.

### **Confidentiality and privacy**

The School is required by law to protect the safety of its campus and its campus community. When the School receives a report of sexual harassment or sexual misconduct, it has a legal obligation to respond in a timely and appropriate manner. At the same time, the School is 45 committed to protecting the

privacy of all individuals involved in a report of sexual harassment and sexual misconduct of all forms. In any report, investigation, or resolution of a report under this policy, every effort will be made to retain and protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegation (s).

The privacy of all parties will be respected and safeguarded. Information related to the report under this policy will only be shared with those School employees who “need to know” in order to assist in the review, investigation, or resolution of report. Moreover, all School employees who are involved in the School’s Title IX response do receive specific training and guidance about safeguarding private information.

When a Complainant requests that his/her name and/or other identifiable information not be shared with the Respondent or that no formal procedure be taken, the School will balance the request with its dual obligation to provide a safe and non-discriminatory environment for all MTSO community members and to remain true to values of fundamental fairness that require notice and an opportunity to respond before action is taken against a Respondent. The School will take all responsible and careful steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, except in cases of sexual violence, assault, and battery which must be investigated, but the ability to do so may be limited based on the nature of the request by the Complainant. The School may weigh the request for confidentiality or no investigation against the following factors: the ability to conduct an investigation without revealing identifiable information, the seriousness of the alleged conduct, whether there have been other discrimination, harassment, sexual misconduct, or retaliation complaints about the same individual, and the extent of any threat to the School community. Although the School cannot guarantee confidentiality, it will strive to accommodate a Complainant’s requests to the extent possible consistent with the legal obligations of the School to investigate and respond effectively to reports and complaints, and to report campus crimes in accordance with applicable law. Where the School is unable to take action consistent with the request of the Complainant, the Title IX Coordinator and/or the Coordinator’s designee will communicate with the Complainant concerning the chosen course.

If a report of alleged misconduct discloses a serious and/or immediate threat to the School campus community, the School may issue a timely notice (Clery Act) to the MTSO community to protect the health and safety of its members. The timely notice will not include any identifiable information about the Complainant. The School may also share non-identifying information about reports received in aggregate form, including data about educational outcomes (sanctions).

All School proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and MTSO policy. No information shall be released from such proceedings except as required or permitted by law and School policy.

### **Determining responsibility for an incident of sex discrimination/penalties**

The standard used to determine accountability will be whether it is more likely than not that the accused has committed a violation of this policy. All members of the MTSO community found to have violated this policy will be disciplined, up to dismissal from MTSO. Possible sanctions are detailed later in this policy.

### **Guidance on taking immediate action in the event of sexual violence/assault**

In the event that sexual assault or violence has occurred, the survivor's first response is to get to a safe place, and call 911 (9-911 from campus phones) if necessary. A decision to press charges does not have to be made at this time. However, observance of the procedures that follow will help preserve this option for the future:

- Do not bathe, douche, brush your teeth, use the restroom, or drink liquids.
- Clothes should not be changed, but if they are bring all original clothing to the hospital in a paper bag. (Plastic bags damage evidence.)
- Go to a hospital. You may have serious injuries that you are not aware of, and you can receive medication to prevent pregnancy or sexually transmitted diseases (STDs). Bring a full change of clothing with you to the hospital, including shoes, for use after a medical examination.
- A SARN advocate may offer support at the hospital, if you request to speak to an advocate at the hospital.
- Survivors may choose at the hospital whether or not to speak to the police. If they do, the option to choose whether to file charges still exists.
- Private physicians are not required to notify the police. If a survivor desires police involvement, he or she may request this contact. Also, survivors treated by a private physician may have to ask for a rape kit to be completed. Having a rape exam does not mean that survivors must press charges; it only keeps the survivor's options open.

Tell a trusted person about the incident. Should you choose to contact a campus official, options, and confidentiality questions are discussed below.

The Delaware Police Department (740-203-1111) holds the law enforcement authority for the campus. The campus is also under the jurisdiction of the Delaware County Sheriff's Office (740- 47 833-2810). The School is available to assist victims of a crime with contacting the authorities, reporting claims, and pursuing restraining orders.

The Campus Conduct Hotline at 1-800-9HELPUS (1-800-943-5787) is available for students, employees, or others who prefer to contact a resource outside of the institution confidentially or anonymously.

Another helpful resource is the HelpLine of Delaware and Morrow Counties, which can be reached by dialing 211 (9-211 from campus phones) or 1-800-684-2324. (If you are hearing impaired, call HelpLine at 711 or 1-800-750-0750.) HelpLine is a 24-hour local, toll-free crisis support and, information and

referral hotline for people living in Delaware and Morrow Counties. HelpLine is part of Delaware County's Sexual Assault Response Network (SARN), a network of volunteer advocates who have been specially trained to do crisis intervention, offer emotional support, make referrals, and answer questions for survivors of sexual assault who present to the emergency department of Grady Memorial Hospital, the Delaware City Police Department or the Delaware County Sheriff's Office.

### **Timely reporting of incidents**

All incidents of sex discrimination, including sexual misconduct or retaliation, should be reported as soon as possible after they occur by Complainants and third party witnesses in order to maximize the School's ability to respond promptly and effectively. MTSO encourages all students and employees who believe they have experienced any form of sex discrimination to: notify a School official promptly; seek all available assistance; and, as appropriate, pursue School misconduct charges and criminal prosecution of the alleged offender.

In order to pursue action through MTSO's grievance procedure, an aggrieved student, or employee should meet with a School official of his/her choosing or the Title IX Coordinator as soon as possible after the alleged act of sex discrimination, harassment, or retaliation occurs, to discuss the complaint.

In any case, MTSO does not limit the timeframe for student reporting. To that end, if the Respondent is no longer a student or employee, the School will seek to meet its Title IX obligations by taking steps to end the harassment, prevent its reoccurrence, and address its effects.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to make a report. An employee's failure to fulfill this obligation may affect his or her rights in pursuing legal action. Timely reporting is necessary for employees.

### **Options for reporting and confidentially disclosing sexual discrimination, including sexual violence, to MTSO officials**

The purpose of this section is to make victims aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn should they become a victim of sexual violence. Different employees on campus have different abilities to maintain a victim's confidentiality.

#### **a. "Responsible employees"**

Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called "responsible employees") constitutes a formal report to the School, and generally obligates the School to investigate the incident and take appropriate steps to address the situation.



A “responsible employee” is a School employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

At MTSO, “responsible employees” under Title IX include the following persons:

- Title IX Coordinator, Kathy Dickson, Office: 740-362-3440; Email: [kdickson@mtso.edu](mailto:kdickson@mtso.edu)
- *And any faculty and administrative staff member with supervisory responsibilities.*

Students and employees who wish to make formal reports of incidents are encouraged to speak to one of these MTSO officials. Notice to them is formal notice to the institution. Students and employees have the right to expect incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents properly investigated and resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will only be shared as necessary with investigators, witnesses, and the accused individual.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the 49 Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready or does not wish to do so.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a Complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the School should inform the complainant that its ability to respond may be limited. If the School cannot take disciplinary action against the alleged harasser because the Complainant insists on confidentiality, it will take any available steps to limit the effects of the alleged harassment and prevent its recurrence.

Those who have experienced sex discrimination should know that all MTSO employees, including faculty, administrative staff, support staff, and students working as building managers in campus residences, **must report known felonies to the police, unless the communication is protected by law.**

#### **b. Employees with “privileged communication” credentials**

Some employees are permitted to maintain near complete confidentiality. MTSO employees who are licensed counselors and/or credentialed clergy fall into this category **PROVIDED THAT** the victim and the employee share an explicit understanding that the report is being made to the employee as a practicing counselor or clergy member, and not in their capacity as an employee of MTSO. Under those conditions only, the employee is not required to report any information about an incident to the Title IX Coordinator without a victim’s permission. A victim who speaks under these conditions must understand that, if they want to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident, pursue disciplinary action against the alleged perpetrator, or include the incident in the School’s Clery Report, an annual reporting of statistics for various criminal offenses that is submitted to the federal government. The counselor or clergy person may be able to assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working, or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated.

Note: While these employees may maintain a victim’s confidentiality vis-à-vis the School, they may have reporting or other obligations under state law. Also, if the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, it will be necessary to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

#### **c. A third option**

Employees who neither are “responsible employees” nor entitled to “privileged communication” may talk to a victim in confidence. Although the employee must report to their supervisor and to the Title IX Coordinator that an incident occurred, they may do so without revealing any personally identifying information. Disclosures to these employees will not trigger a School investigation into an incident against the victim’s wishes, but will ensure that the incident will be included in the School’s Clery Report, the annual reporting of statistics for various criminal offenses that is submitted to the federal government.

#### **d. Anonymous reporting**

Although the School encourages victims to talk to a School employee about any incident of sexual discrimination, the School also provides for the anonymous reporting of incidents through the confidential, anonymous hotline (Campus Conduct Hotline) at 1-866-9HELPUS (1-866-943-5787) and through the School’s ombudsperson, an independent counsel who serves as an impartial dispute

resolution practitioner. Procedures for contacting the ombud are available by contacting the Title IX Coordinator or the President's Office.

#### **e. Reporting to the Department of Education's Office of Civil Rights**

At any time, victims of sex discrimination are free to file a complaint with the Department of Education's Office of Civil Rights, the federal agency charged with interpreting and enforcing Title IX. For more information, please see <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

#### **Coordination with law enforcement**

The School fully supports Complainants who wish to pursue criminal action for incidents of alleged sexual harassment and/or misconduct that may also be considered crimes under Ohio criminal statutes. The Responsible Employee will assist the Complainant in making a criminal report and will cooperate with law enforcement agencies if the Complainant decides to pursue the criminal process to the extent permitted by law. In a case of suspected child abuse, the School and its members have a responsibility and duty to report the concern.

A Complainant may seek resolution through the School's conduct and corrective action process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcomes of any criminal prosecution, are determinative of whether sexual discrimination, of any kind, exists under this policy.

#### **Bystander intervention**

The School is concerned for the welfare of students, faculty, and staff. It recognizes that at times people, on and off campus, may need help. The School urges all community members to offer grace and assistance to others in need and take reasonable and prudent steps to prevent or stop an action of sexual misconduct. Taking actions may include indirect or direct interventions WHEN SAFE TO DO SO, enlisting the assistance of friends, contacting law enforcement, and/or seeking assistance from a person in authority, such as faculty members, senior officers, campus steward, administrative supervisor, the Title IX Coordinator, or police.

#### **False reporting/frivolous allegations**

The School takes the validity of information extremely seriously, as a charge of sexual harassment and sexual misconduct (of any kind) may have severe consequences. A Complainant who makes a report that is later found to be intentionally false or made maliciously without regard for truth may be subject to misconduct action. This provision does not apply to reports made in good faith, even if the allegations in the report are not substantiated through an investigation.

#### **Additional reporting obligation**

In addition to direct notification/complaints by victims, employees are expected to report known acts of sex discrimination they have witnessed or of which they have knowledge. Employees can make an initial

report directly to the Title IX Coordinator or to their immediate supervisor, who will notify the Title IX Coordinator. **Employees who have knowledge that a felony has been committed or who have reasonable cause to believe that a minor or a disabled individual has been abused are expected to immediately report that fact to the Title IX Coordinator and to the proper authorities.**

### Off-campus incidents

An incident does not have to occur on campus to be reported to the School. Off-campus conduct that is likely to have a substantial effect on the Complainant's campus life and activities or poses a threat or danger to members of the MTSO community can also be addressed under this policy.

Because sexual misconduct frequently involves interactions between people that are not witnessed by others, reports of sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" SHOULD NOT discourage individual from reporting sexual harassment under this policy.

### Responding to reports of sex discrimination

The Title IX Coordinator will provide for the adequate, reliable, and impartial review and/or investigation of all formal complaints of sex discrimination, including sexual misconduct, and will maintain all information pertaining to a complaint or investigation in secure files.

As soon as the Title IX Coordinator is made aware of a report of sex discrimination, the Coordinator will work with the Complainant both to ensure his/her safety and to remedy the situation. To minimize the reach of whatever pain and disruption is caused by misconduct, and to protect the privacy of all persons, MTSO regards all allegations of personal and professional misconduct as matters to be handled with the greatest possible degree of confidentiality. In some instances, however, (e.g., when there is a threat to the safety of the victim or others), it may not be possible to withhold names of individuals.

MTSO has developed both an informal and formal complaint resolution procedure to respond to reports of sex discrimination. Within seven (7) working days of receiving a report of sex discrimination, the Title IX Coordinator will make a determination of whether the informal resolution procedure is appropriate.

### Informal procedures

The Informal procedures are optional except in cases involving violence or non-consensual sexual intercourse, when they are never applied. An informal procedure is also not applied if the victim does not wish to engage it, or if MTSO determines it is not appropriate.

Informal resolutions may be appropriate if the conduct is isolated and does not involve sexual assault or other forms of violence. The means for seeking an informal resolution will vary from case to case, but could include the following:

1. The *Direct approach* may be appropriate when the Complainant is comfortable confronting the Respondent and chooses to take personal action after a discussion with the Title IX

Coordinator. The goal is to stop the behavior rather than sanction the person accused of sexual misconduct or harassment.

2. The *Third party approach* involves having the Title IX Coordinator intermediate between the Complainant and Respondent informally to resolve the matter.

3. The *Indirect approach* taken by the Title IX Coordinator is intended to alter the Respondent's inappropriate behavior in such a way that the behavior stops without the Complainant having to take any action other than talking to the Title IX Coordinator. This option has advantage of maintaining anonymity of the Complainant and Respondent. This option has the disadvantage that the desired message may not be "heard" by the Respondent.

If an informal process is pursued, the Title IX Coordinator (or her/his designee) will attempt to facilitate a resolution that is agreeable to all parties. Under the informal process, the School will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of all the parties, the School, and the School community.

Any party to the complaint has the option to discontinue the information process and request a formal investigation at any point. The School always has the discretion to initiate a formal investigation.

Once the informal resolution procedure is complete, the Title IX Coordinator shall, within seven (7) business days (unless unusual or complex circumstances exist in which case this process will take place as soon as practicable), issue written notification of the determination of findings to all parties. If all parties to the complaint and the School agree in writing to the terms and conditions of a recommended resolution within seven (7) business days, the case will be resolved without further process under this procedure. If not all parties to the complaint agree in writing to the terms and conditions of the recommended resolution within seven (7) business days, the complaint will be referred to the formal resolution procedure.

### Formal procedures

As soon as it is determined that the informal procedure will not be applied, or its outcome is appealed, the Title IX Coordinator will open a formal investigation of the complaint. The School will strive to complete a thorough, fair, impartial, and timely investigation.

To ensure a prompt and thorough investigation, the Complainant should provide as much of the following information as possible:

- The name (and, if applicable, the department, and position) of the person or persons allegedly causing the sex discrimination (which includes sexual misconduct, sexual violence, and harassment) or retaliation.

- A description of the incident(s), including the date(s), location(s), and the presence of any witnesses. If the Complainant is an employee: the alleged effect of the incident(s) on the Complainant's position, salary, benefits, promotional opportunities, or other terms or conditions of employment.
- The names of other students or employees who might have been subject to the same or similar sex discrimination or retaliation.
- Any steps the Complainant has taken to try to stop the sex discrimination or retaliation.
- Any other information the Complainant believes to be relevant to the sex discrimination, harassment, or retaliation.
- A description of the desired solution sought by the Complainant.

If upon receipt of the complaint the Title IX Coordinator determines that the allegation outlined is the complaint does not meet the definition of discrimination or sexual harassment, the Title IX Coordinator will provide written notice to the Complainant that he/she does not intend to investigate the complaint. The written notice will clarify the reason the complaint has been rejected for investigation. The Complainant, within seven (7) business days of the date of notice, may ask to meet with the President to discuss the decision of the Title IX Coordinator. If the Complainant provides the President new or additional information regarding his or her complaint, the matter will be referred to the Title IX Coordinator who will reconsider the case. The President may accept the decision of the Title IX Coordinator, or request an investigation by a specially designated official. The President will provide written notice of his/her decision to the Complainant and to the Title IX Coordinator and/or her/his designee.

When the Title IX Coordinator or her/his designee, conducts an investigation, the investigation shall be concluded as quickly as possible, and no later than 60 days after receipt of the initial report. The investigation will be conducted in a manner that is adequate, reliable, and impartial.

The investigation may include interviews of the parties involved, including witnesses, and the gathering of other relevant information. Parties to the complaint may present witnesses and other evidence.

At any time during the investigation, the investigator may recommend that appropriate MTSO officials provide interim protections or remedies for the parties involved or witnesses. Failure to comply with the terms of interim protections may be considered a separate violation of standards of conduct. Additionally, the Respondent will be advised that any retaliatory action taken against the Complainant during or after the investigation will subject the Respondent to corrective action. Likewise, the Complainant will be advised that any retaliatory action taken

against the Respondent during or after the investigation will subject the Complainant to corrective action.

MTSO will comply with a law enforcement request for cooperation, and such cooperation may require MTSO to temporarily suspend the fact-finding aspect of a Title IX investigation while a law enforcement agency is in the process of gathering evidence. MTSO will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process. MTSO will implement interim steps during the law enforcement agency's investigation period to provide for the safety of victim(s) and the campus community and the avoidance of retaliation.

A resolution shall be determined at the conclusion of the investigation. The Title IX Coordinator will give parties involved simultaneous written notice of the outcome of the complaint within seven (7) business days.

Following the communication of the decision, parties to the complaint may request an appeal of the decision. The request for an appeal must be submitted in writing to the Title IX Coordinator within seven (7) business days of receiving the notice of outcome. Failure to file a timely appeal constitutes a waiver of any right to an appeal.

All grounds for appeal shall be based on the emergence of new evidence that was previously unavailable, or based on the grounds that some aspect of this policy or procedure was not adequately followed which substantially affected the outcome of the adjudication. All appeals will be conducted in an impartial manner by an MTSO official or external investigator who did not conduct the initial investigation. Typically, this will be the President of MTSO or a senior administrative official designated by the President.

Appeals should not be requested frivolously. An appeal represents a procedural safeguard for the parties. In an appeal, the burden of proof is on the appealing party to show by a preponderance of evidence that one or more of the above grounds for appeal are satisfied.

If the Title IX Coordinator, or his or her designee, determines that the appealing party has demonstrated that it is more likely than not that one of the above grounds for appeal is satisfied, the matter will be returned for further review of the investigation file by a new investigator(s). If the grounds for appeal relate to the investigation, or warrant additional investigation, the new investigator(s) may refer the matter to further investigation before proceeding. Upon further review, the new investigator(s) shall utilize the same process as required for adjudication under this policy.

If there is not adequate reason to believe that one or more grounds for appeal have been satisfied, the Title IX Coordinator may dismiss the appeal. This decision is final and is not appealable.

#### **Possible Title IX sanctions**

Sanctions imposed upon students who are determined to have violated this policy may include a variety of institutional responses or requirements, including, but not limited to, the following; warning, removal from campus housing, not being allowed to represent the school in volunteer or paid work, restitution, required attendance at educational programs, required assessments or counseling, restriction of privileges, probation, suspension and/or expulsion, and any other sanctions deemed appropriate under the circumstances.

Sanctions against an employee found to have violated this policy may include, but are not limited to, verbal or written warnings, suspension, or termination from employment with MTSO. If termination of a faculty member is contemplated, the applicable rules set forth in the Faculty Handbook governing dismissal for serious cause will be followed.

A student returning to school after a suspension for misconduct under this policy may be subject to certain class scheduling and residential arrangements so that the offender and complainant avoid, to the greatest extent possible, contact, unless the complainant agrees otherwise.

#### **Rights of the complainant**

A person bringing forward a complaint of sex discrimination or sexual misconduct has the right to request and/or expect the following:

- an explanation of the available options for redress;
- freedom from harassment and retaliation;
- use of all available internal and external support services in dealing with the aftermath of the offense;
- the ability to speak on one's own behalf;
- the presence of an advisor of their choosing, who may confer with the person they are advising but who may not actively participate in the process;
- the opportunity to present witnesses who can speak about the charges, character witnesses excluded;
- freedom from having irrelevant sexual history discussed during the proceedings;
- information about the outcome of the decision;
- to have the process take no longer than 60 days, under ordinary circumstances; and



- the opportunity to appeal the outcome of the decision. A person bringing forward a complaint of sex discrimination or sexual misconduct also has the right to file a criminal or administrative complaint simultaneously.

### **Rights of the respondent**

MTSO will treat an accused person with fairness throughout the proceedings. Accused persons are entitled to:

- an explanation of the allegations;
- freedom from harassment by the Complainant (or supporters of the Complainant);
- an explanation of the process and possible outcomes;
- the presence of an advisor of their choosing, who may confer with the person they are advising but who may not actively participate in the process;
- the ability to speak on one's own behalf;
- the opportunity to present witnesses who can speak about the charges, character witnesses excluded;
- freedom from having irrelevant sexual history discussed during the proceedings;
- information about the outcome of the decision; and
- the opportunity to appeal the outcome of the decision.

### **Rights of the institution**

With respect to allegations, reviews, investigations, decisions and findings in instances of sex discrimination and sexual misconduct, MTSO reserves its right to:

- take whatever measures it deems necessary in response to an allegation of sex discrimination in order to protect students' rights, employees' rights, and/or the personal safety of students or employees;
- impose differing sanctions depending on its judgment of the severity of the offense, ranging from oral warning to expulsion or dismissal;
- treat attempts to commit any of the violations listed in this policy as if those attempts had been completed;
- initiate a complaint, or serve as Complainant, and initiate proceedings without a formal complaint by the victim or Complainant;
- dismiss unsubstantiated allegations, and take appropriate action against any party found to engage in intentionally false reporting of incidents. Making an intentionally false report of sexual misconduct may also violate state criminal statutes and civil defamation laws.

### **Remedies and interim measures:**

MTSO reserves the right to take any steps it deems necessary to remedy the discriminatory effects on the victim and others. Remedies and accommodations may be applied to the Complainant and/or the Respondent or others at the discretion of the Title IX Coordinator and include but are not limited to:

- imposition of campus No-Contact order

- rescheduling of exams and assignments
- providing alternative course completion options
- a change in work schedule or job assignment
- access to counseling services and assistance in setting up initial appointment
- a change in student's assigned housing
- limiting an individual or group access to certain School facilities or activities pending resolution of the matter
- a voluntary leave of absence
- an interim suspension pending the outcome
- a change of office space
- providing an escort to ensure safe movement between classes and activities
- providing academic support service, such as tutoring
- any other remedy which can be tailored to the involved individuals to achieve the goals of this policy

#### **Information regarding advisers**

##### **Rights to an adviser**

Both parties to a dispute may have an adviser attend the appeal hearing. The adviser's role is to help the complainant or respondent prepare, advise on the procedural aspects of the hearing, and to be a non-participating supporter at the hearing. The Complainant and Respondent are expected to speak for themselves, to present their own case, and to ask and answer questions.

There are some individuals who are prohibited from serving as advisers to complainants and/or respondents: the President of the Seminary, the Dean and Vice President of Academic Affairs, and any staff member of Student Services and Academic Affairs.

##### **Advisors in sexual harassment and misconduct disputes**

Advisors in appeal hearings for sexual harassment and misconduct disputes may be a support person, an attorney, or an advocate. The adviser may accompany the student to any meeting with a School employee and/or official, external investigator, and to the hearing. The adviser may not address the panel during the hearing or otherwise delay, disrupt, or interfere with any meeting or proceeding. If a Complainant or Respondent chooses to have an attorney as his/her advisor, they do so at his/her own expense. The attorney must meet with the President (or designee) in advance of any participation in the proceedings to understand the expectations of the role, privacy and appropriate decorum. Attorneys serving as advisors must adhere to the expectation of the role described in this policy. The School will not recognize or enforce agreements between the parties made outside of these procedures.

Absent extenuating circumstances, witnesses and others involved in an investigation or hearing are not entitled to have a support person. However, if the support person is to act as a witness, the support person testifies before Complainant testifies.

### **Records**

The Title IX Coordinator will retain records of all reports, allegations, and complaints, regardless of whether the matter is resolved by means of Title IX applicability, informal procedures, or formal procedures. Complaints resolved by means of the Title IX applicability or informal procedures are not part of a student's conduct file and/or academic record. 60 Affirmative findings of responsibility in matters resolved by means of formal resolution are part of a student's conduct record. Such records shall be used in reviewing any further misconduct or developing educational outcomes and shall remain a part of the student's conduct record.

Generally, dismissals are permanently noted on a student's transcript. Suspensions and withdrawal pending disciplinary action are removed from a student's transcript after the student successfully completes one semester upon his/her return with no further incident. The conduct files of students who have been suspended or dismissed from the School are permanently maintained in the Dean and Vice President of Academic Affairs Office. Conduct files of students who have not been suspended or dismissed are maintained for a period of seven years after the end of the academic year of said violation (s).

Student conduct records may be released to School officials on a "need-to-know" basis. Records may be released to persons and agencies external to the School with the student's permission, or in compliance with the law (FERPA). Records that are lawfully subpoenaed or ordered by a judge may be released in connection with a health and/or safety emergency. Further questions about student conduct record retention should be directed to the Dean and Vice President of Academic Affairs.

The Title IX Coordinator, Director of Human Resources, Compliance and Risk Management, in accordance with the School's record-retention policy, maintains employee records.

### **Reoccurrence**

MTSO shall take reasonable steps to prevent the recurrence of sex discrimination or retaliation in any form. If such recurrence takes place, those responsible for such behavior may be subject to a variety of actions under the Student Handbook or MTSO Personnel Policies manual, up to and including expulsion from School or dismissal from employment.

### **Definitions and examples**

#### **Coercion**

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear

that he or she does not want sex, wants to stop an encounter, or does not want to proceed past a certain point of interaction, continued pressure beyond that point can be coercive.

### Consent

Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct.

- Consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence or lack of resistance, in and of themselves, cannot be interpreted as consent.
- It is the responsibility of the initiator of sexual contact to make sure he or she fully understands what the person(s) with whom they are involved want(s) or do(es) not want sexually.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.
- Minors, mentally disabled individuals, or persons incapacitated as a result of drugs or alcohol, cannot give effective consent.
- If you have sexual activity with someone you know to be, or should know to be, mentally or physical incapacitated (by alcohol or drug use, unconsciousness or blackout), you are in violation of this policy.
- This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any such substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org>.

**Use of alcohol or drugs will never function to excuse behavior that violates this policy.**

### Dating violence

Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction. Dating violence can encompass a broad range of behavior, including but not limited to physical violence, sexual violence, emotional violence, and economic abuse. It may also take the form of threats, assaults, property damage, violence, or threat of violence to one’s self, one’s sexual or romantic

partner, and or to the family members or friends of the sexual or romantic partner. Dating violence affects individual of all genders, gender identities and expressions, sexual orientation, and racial, ethnic, social, and economic backgrounds.

#### Domestic violence

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

#### Force

Force is the use or threat of physical violence or intimidation and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome an individual's freedom to choose whether to participate in sexual activity, resist or produce consent.

#### Hostile environment

A hostile environment exists when a reasonable person is rendered unable to function for fear of ridicule, threats, derogatory comments, unwelcome jokes, insults, slurs, and other similar conduct. A variety of related factors are considered in determining if a hostile environment has been created, with subjective and objective perspectives taken into account. Conduct is evaluated from the perspective of a reasonable person in the alleged victim's position, considering all the circumstances. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

#### Incapacitation

Incapacitation is a state where one cannot make a rational, reasonable decision because he or she lacks the ability to give knowing consent, or to understand the "who, what, when, where, why, or how" of his or her sexual interaction because an individual is mentally and/or physical helpless, unconscious, or unaware that the sexual activity is occurring. Where alcohol and other substances, including prescription drugs, are involved, incapacitation is a state beyond drunkenness or intoxication. Warning signs that a person may be nearing incapacitation may include vomiting, slurred speech, unsteady gait, odor of alcohol or other drugs, combativeness, and/or emotional volatility.

#### Retaliation

It is unlawful to retaliate against an individual for interfering with any right or privilege secured by Federal civil rights laws, including Title IX. Any individual or group of individuals, not just a Respondent or Complainant, can commit retaliation. Retaliation includes, but is not limited to, intimidating,

threatening, coercing or in any way discriminating against the individual because of the individual's complaint of sexual discrimination or violence.

#### Sex discrimination

Sex discrimination consists of behaviors and actions that deny or limit a person's ability to benefit from and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex. Examples of sex discrimination under Title IX include, but are not limited to, sexual harassment, sexual violence, failure to provide equal opportunity in education programs and co-curricular programs, discrimination based on pregnancy, and employment discrimination.

#### Sexual activity

Sexual activity is defined as intentional contact with the breasts, buttock, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice; or intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

#### Sexual assault

Sexual assault is defined as having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Sexual assault includes the following two acts:

- **Related to Non-consensual Sexual Intercourse:** Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- **Related to Non-consensual Sexual Contact:** Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth, or any other part of the body that is touched in a sexual manner.

#### Sexual battery

Sexual Battery is a felony. No person shall engage in sexual conduct with another when any of the following applies: 1) the offender knowingly coerces the other person to submit by any means that would prevent resistance by a person of ordinary resolution, or 2) the offender knows that the other person's ability to appraise the nature of, or control, his or her own conduct is substantially impaired, or

3) the offender knows that the other person submits because he or she is unaware that the act is being committed, or 4) the offender has supervisory or disciplinary authority over such person. A victim need not prove physical resistance to the offender.

#### Sexual exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: prostituting another person; non-consensual video or audio taping of sexual activity; going beyond the boundaries of consent (i.e., allowing others to watch you have consensual sex unbeknownst to your sexual partner); engaging in voyeurism; knowingly transmitting an STD or HIV to another; inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity; and exposing one's genitals in non-consensual circumstances, or inducing such exposure in another person. Sexually-based stalking or bullying may also be forms of sexual exploitation.

#### Sexual imposition

Sexual imposition is a misdemeanor. No person shall have sexual contact with another, cause another to have sexual contact with the offender, or cause two or more other persons to have sexual contact when any of the following applies: 1) the offender knows that the sexual contact is offensive to the other person, or one of the other persons, or is reckless in that regard; or 2) the offender knows that the other person's, or one of the other person's, ability to appraise the nature of or control the offender's or touching person's conduct is substantially impaired; or 3) the offender knows the other person, or one of the other persons, submits because of being unaware of the sexual contact. [ORC 2907.06] Gross sexual imposition is a felony.

#### Sexual harassment

Sexual harassment is distinguished from a voluntary sexual relationship by the introduction of the element of coercion, threat, hostility, or unwanted attention of a sexual nature. Sexual harassment consists of unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- submission to such conduct is made a term or condition of employment or the educational relationship;
- submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or
- such conduct is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting a student's or employee's work performance,

ability to participate or benefit from the School's educational program or activities, or creating an intimidating, hostile, or offensive working, educational, or living environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- promising, directly or indirectly, a student or employee a reward if the student or employee complies with a sexually-oriented request (quid pro quo);
- threatening, directly or indirectly, retaliation against a student or employee if the student or employee refuses to comply with a sexually-oriented request;
- denying, directly or indirectly, a student or employee an employment or education- related opportunity if the student or employee refuses to comply with a sexually- oriented request;
- engaging in sexually suggestive conversation or physical contact or touching another student or employee;
- displaying pornographic or sexually-oriented materials;
- engaging in indecent exposure;
- making sexual or romantic advances toward a student or employee and persisting despite the student's or employee's rejection of the advances;
- physical conduct such as assault, touching, or blocking normal movement;
- retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority can also be found responsible for engaging in prohibited harassment.

Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

#### Sexual misconduct

Sexual misconduct is a broad term encompassing any sexual behaviors that violate MTSO standards of conduct or policies governing work expectations. In general, any non-consensual physical contact of a sexual nature may constitute sexual misconduct. Sexual harassment and sexual exploitation are also forms of sexual misconduct. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for action under MTSO policies.

Prohibited conduct under this policy includes, but is not limited to:



- non-consensual sexual contact: any intentional sexual touching, however slight, with any object or body part, by a man or woman upon a man or woman, without consent and/or by force;
- non-consensual sexual intercourse: any sexual intercourse (anal, oral, or vaginal) however slight, with any object or body part, by a man or woman upon a man or woman, without consent and/or by force;
- forced sexual intercourse: unwilling non-consensual sexual penetration (anal, oral, or vaginal) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

### Sexual violence

Sexual violence refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to age, use of alcohol or drugs, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. School employees or third parties can carry out sexual violence. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

### Stalking

Stalking means a course of unwelcomed conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer emotional distress.

### **Federal statistical reporting obligations**

Certain campus officials have a duty to report violations of this policy for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be gathered and disseminated regarding the type of incident and its general location (on or off campus, or in the surrounding area, but with no addresses given) for publication in the annual Campus Crime Statistics report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

### **Federal timely warning obligations**

MTSO may publicly release the name, nature of the violation, and the sanction for any student who is found to have committed a violation of standards of conduct that is a "crime of violence," including arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, and kidnapping/abduction. MTSO will release this information to the Complainant in any of these offenses regardless of the outcome.

### Policy review

This Policy shall be reviewed on an annual basis by the Title IX Coordinator in consultation with appropriate internal and external officials. Substantive revisions will be approved by Administrative Council and reported to the Board of Trustees.

### Office for Civil Rights

The OCR office for Ohio is located at: Cleveland Office Office for Civil Rights U.S. Department of Education 1350 Euclid Avenue, Suite 325 Cleveland, OH 44115-1812 Telephone: 216-522-4970 FAX: 216-522-2573; TDD: 800-877-8339 Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

The OCR National Headquarters is located at: U.S. Department of Education Office for Civil Rights Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue, SW Washington, DC 20202-1100 Telephone: 800-421-3481 FAX: 202-453-6012; TDD: 800-877-8339 Email: <mailto:OCR@ed.gov>

### Substance abuse policy

The primary objective of this policy is to promote good health practices as part of the educational mission of MTSO. In so doing, we strive to provide and maintain an alcohol-free and drug-free academic environment.

MTSO prohibits the unlawful use, possession or distribution of alcoholic beverages or illicit drugs. MTSO, through the Dean and Vice President of Academic Affairs' office will work with any student suspected of violating this policy.

A first sanction for unlawful use or possession of alcoholic beverages or illicit drugs would generally require, as a minimum, drug and alcohol assessment and, if needed, counseling and rehabilitation. Other disciplinary sanctions could be imposed through the personal/professional misconduct disciplinary processes. Repeated instances of substance abuse will absolutely constitute grounds for suspension or expulsion. Suspected unlawful distribution of alcoholic beverages or illicit drugs will be referred to legal authorities. The student would also be subject to disciplinary action by the school, including expulsion.

### Student complaints

Processes for addressing certain student concerns are outlined in following sections of the Student Handbook or Academic Catalog:

- Redress of issues related to student performance, see **Faculty Comments on Student Performance**;
- Redress of unfair course grading, see **Grade Changes and Appeals**;
- Redress of harassment concerns, see **Harassment Grievance Process**;
- Redress of dismissal or suspension for reasons of academic misconduct, see **Academic Misconduct Disciplinary Review Process**.

- Amendment of Student Records, see **Student Records Policy**.

If a satisfactory resolution is not achieved through these processes, or for matters not addressed through processes outlined elsewhere in the Student Handbook, students may avail themselves of this Policy on Student Complaints.

Any written expression of dissatisfaction from a currently enrolled student, regardless of content (see above paragraph for some specific concerns), that is addressed and delivered to one of the following agents of Methodist Theological School in Ohio: President, Director of Human Resources, Compliance and Risk Management, or Dean and Vice President of Academic Affairs, shall be considered a formal complaint and logged accordingly. The complaint must be signed by the complaining party, and must include a return address for the complaining party. While the complaint can be delivered to any of the agents listed above, the final, official log of student complaints will be housed in the office of the Director of Human Resources, Compliance and Risk Management.

Information about lodged complaints must be shared with an evaluation team from the North Central Association of Colleges and Schools at the time of a regularly scheduled comprehensive visit. However, individual identities will be shielded unless prior approval has been obtained from the individual(s) involved.

## Whistleblower policy

This policy was established to communicate the standards and procedures for members of the MTSO community to report alleged unethical, fraudulent, or illegal acts. The MTSO community, for the purposes of this policy, is defined as board members, employees, volunteers, students, vendors, alumnae of MTSO and to applicants for jobs at MTSO. MTSO has responsibility for the stewardship of its resources and the private support that enables it to pursue its mission and is therefore committed to the highest standards of moral and ethical behavior.

### Whistleblower

A person or entity making a protected disclosure about an act that they consider unethical, fraudulent, or illegal is commonly referred to as a whistleblower. Whistleblowers may be board members, employees, volunteers, students, vendors, alumnae of MTSO, applicants for jobs at MTSO, or the general public. The whistleblower's role is as a reporting party. He or she is not an investigator or finder of fact, nor does a whistleblower determine the appropriate corrective or remedial action that may be warranted.

### Duties and responsibilities

It is the policy of MTSO that board members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within MTSO that he or she reasonably believes constitutes the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls, and auditing matters. It

is further the policy of the institution that board members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within MTSO that he or she reasonably believes constitutes a violation of MTSO's stated policies, procedures or legal obligations.

A board member, employee, volunteer, student, vendor, alumni or applicant shall not take or refuse to take any employment or other action in retaliation against any individual(s) or organization who discloses information regarding misconduct under this policy or who, following such disclosure, seeks a remedy provided under this policy or any law or other MTSO policy. Retaliation for disclosures made under this policy may result in suspension, termination, cancellation of the applicable vendor contract, removal from campus or any other action the Institution deems necessary.

Administrators and faculty are accountable for setting the appropriate tone of intolerance for fraudulent acts by displaying the proper attitude toward complying with laws, rules, regulations, and policies, including ethics policies. In addition, administrators should be cognizant of the risks and exposures inherent in their area of responsibility and should establish and maintain proper internal controls, which will provide for the security and accountability of the resources entrusted to them.

All suspected unethical, fraudulent, or illegal activity can be reported through MTSO's confidential, anonymous hotline (Campus Conduct Hotline) at 1-866-9HELPUS (1-866-943-5787).

Supervisors and administrators at all levels of management who become aware of suspected fraudulent activity are to respond in a consistent and appropriate manner and shall report the suspected activity to the designated intake officer stated above, the Director of Compliance or the President. In the event that the individual to be reported is the Director of Compliance or President, the report shall be made to the President or the Chair of the Audit Subcommittee of the Board of Trustees, respectively.

## Procedures

Employees are encouraged to first report their concerns to their immediate supervisor. Other members of the MTSO community may disclose all relevant information regarding evidenced misconduct to the following designated intake officers, in accordance with the subject matter of the disclosure:

Subject Matter	Intake Officer
Disability violations concerning students	Director of Student Services
Disability violations concerning employees	Title IX Coordinator
Discrimination/harassment/retaliation	Title IX Coordinator
Environmental hazards/unsafe working conditions	Facilities Manager
Faculty handbook violation	Dean and Vice Pres. of Academic Affairs
Staff personnel policies violation	TBD
Financial improprieties/fraudulent accounting (including but not limited to: wire, mail, bank, or securities fraud or questionable accounting, internal controls and auditing matters)	Controller
Illegal/unethical business practices	Controller
Safety/security issues	Facilities Manager
Student handbook violations	Director of Student Services
Wrongful termination	TBD
Other conduct	TBD

Any disclosure shall be made in a signed written document within 90 days of the day on which the complainant knew or should have known of the misconduct. If the board member, employee, volunteer, student, vendor, alumni or applicant would rather contact a source outside of the institution, he or she may contact MTSO's confidential, anonymous hotline (Campus Conduct Hotline) at 1-800-9HELPUS (1-800-943-5787) within 90 days of the day on which the complainant knew or should have known of the misconduct.

The intake officer shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure. In the case of disclosure of misconduct involving the designated intake officer, the disclosure shall be directed to the Director of Compliance or designee. The Director of Compliance or designee shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

In the case of disclosure of misconduct involving the Director of Compliance, the disclosure shall be directed to the President. The President shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and the circumstances of the disclosure.

In the case of disclosure involving financial misconduct, the intake officer or the Campus Conduct Hotline shall also provide the disclosure to the Audit Committee for their review and consideration. The Audit Committee shall have the authority to resolve the matter.

In the case of disclosure to the Campus Conduct Hotline, that does not involve financial misconduct; the Audit Committee shall be entitled to receive a summary of the disclosure from the Campus Conduct Hotline. At its discretion, the Audit Committee shall have the authority to resolve the matter.

If the disclosure involves the President, the disclosure may be directed to the Chair of the Board of Trustees or his or her designee.

If the disclosure involves a member of the Board of Trustees, the disclosure may be directed to the President or the Chair of the Board of Trustees or his or her designee.

If the disclosure is by a Board member it shall be made to the Chair of the Board, unless the complaint involves the Chair of the Board, in which case the complaint shall be to the Vice Chair of the Board.

The Director of Compliance and the President, or the Chair of the Audit Subcommittee if appropriate, has the primary responsibility to review every hotline and supervisor report. An investigation will be conducted if a review establishes that the illegal allegation constitutes unethical or fraudulent activity, and if supported by specific information or corroborating evidence. Other departments or individuals may become involved in investigations based on their areas of oversight responsibility or expertise.

All affected departments and/or individuals shall cooperate fully with those performing a review or investigation, including the President, the Director of Compliance, MTSO Counsel, MTSO Auditors, law enforcement officials, regulators and any other parties involved.

If an investigation substantiates that fraudulent activities have occurred, the Director of Compliance or President shall issue reports to appropriate designated personnel and, if appropriate, to the Board of Trustees through its Executive Committee.

Any decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the President (or Board Chair) in conjunction with MTSO Counsel, as will final decisions on disposition of the situation.

Efforts will be made to perform investigations discreetly. The details of the investigation will be kept confidential, to the extent feasible, and consistent with MTSO policies and applicable federal, state, and local laws.

Persons found to be making false or frivolous claims under this policy will be disciplined, up to and including termination of employment or expulsion from MTSO.

## Financial policies and procedures

### Federal refund policy

The federal government has a mandated “Return of Title IV Funds” policy. This policy affects those students who have withdrawn from all classes and receive federal financial aid. Students, who receive federal financial aid, should contact the Office of Financial Aid before withdrawing from classes. Withdrawing under this policy most likely will result in a balance being owed to Methodist Theological School in Ohio.

### Withdrawal Date

A.) The date the student notifies the institution, in writing, of his/her intent to withdraw. B.) If the student drops out of the institution without notifying the institution (does not withdraw officially), the last day of the term that the student attended that we are aware of will be the date used.

### Institutional Refund Policy

Students who drop classes from their schedule within the designated drop period are entitled to certain refunds as indicated in the tables below. Students must notify the Office of the Director of Academic Affairs and Registrar in writing of their intent to drop classes at MTSO by submitting the Permission to Drop/Add Courses form, which requires the signature of the student’s academic advisor. Requests to add or drop courses can only be recorded once the paperwork is submitted to the Office of the Director of Academic Affairs and Registrar. The School defines the end of a class week to be Friday at 4:30 p.m. Students who are deployed by the military in the middle of a semester will receive tuition credit for the courses in which they were enrolled at the time of deployment.

This policy applies to all courses, regardless of structure or delivery method. Weekend and intensive courses that meet on irregular schedules are also subject to refunds as indicated below. After the fifth week of the semester, or the fifth day of intensive terms, there is no refund. Students who are taking intensive or weekend courses should review course materials prior to the start of the term so that a decision to drop can still be made within the 100% time frame. In some cases, the courses may have not met yet, but the refund policy will still apply as indicated. (Doctor of Ministry refunds are handled by a separate process.)

Refunds will be granted on the following scale if the student withdraws from Methodist Theological School in Ohio:

Fall and Spring Semester classes:

- Before the start of the semester, or by the end of the first week of the semester 100%
- By the end of the second week of the semester 75%
- By the end of the third week of the semester 50%

- By the end of the fifth week of the semester 25%
- After the fifth week of the semester 0%

January Term and Summer Term:

- Before the start of the term, or by the end of the first weekday of the term 100%
- By the end of the second weekday of the term 75%
- By the end of the third weekday of the term 50%
- By the end of the fifth weekday of the term 25%
- After the fifth weekday of the term 0%

#### **Reimbursement priority under federal and institutional refund policies**

Necessary refunds to student financial aid programs will be made prior to release of any refund to a student.

The following priority listing will be used (subject to change without notice):

- Federal Stafford Loans, Grad PLUS Loans,
- Institutional financial assistance (MTSO Grants and/or Scholarships),
- Private sources of financial assistance, and
- the student

Balances due to the school as a result of other obligations (i.e., emergency loans, dining hall charges, guest room charges, late registration fees, interest charges, etc.) are not subject to refund. The student must pay these obligations in full.

#### **Student account balances (credit)**

It is the policy of Methodist Theological School in Ohio not to carry balances on student accounts after one year of inactivity on the student account. The following process and approach will be used with regard to such balances, excluding Federal Student Loan funds secured by the student:

1. The MTSO Business Office will make attempts throughout each academic year to notify those students who have balances in their student accounts and will provide these students the instructions and forms necessary for the students to withdraw these balances. Students will also be provided a deadline for the school's receipt of completed forms for such withdrawal. The MTSO Business Office will determine the deadline for the school's receipt of the completed forms.
2. Student account balances will become general revenue to the school if all the following conditions are met:



- a. The student account has been inactive for one calendar year; and
  - b. The student has been notified of a balance in the student account and provided the necessary information to withdraw this balance; and
  - c. The established deadline date has passed; and
  - d. The student has not requested a withdrawal of the balance in their account.
3. Students who are on a documented leave of absence with the school will have their student account balances maintained at the school unless their status changes to withdrawn.
4. Any balance in a student's cross-cultural account will be subject to the policy pertaining to the Cross-Cultural Program and not to this policy. Refer to the Cross-Cultural Handbook for more information about policies related to the Cross-Cultural Program.
5. In cases where a student account balance moves to collection status or has been discharged due to bankruptcy, and the student later wishes to return to school, the Controller of MTSO reserves the right to require payment in full of the term's tuition and fees no later than the 100% refund deadline date of the term.

### Satisfactory academic progress policy for financial aid recipients

Federal financial aid funds are awarded with the understanding that students will make progress toward their chosen degree. MTSO, as directed by the U.S. Department of Education, has established guidelines (Standards of Satisfactory Academic Progress) to follow in order to meet this goal.

Standards of Satisfactory Academic Progress apply for the following types of federal financial aid: Federal Work-Study, Direct Unsubsidized Loan, and Graduate PLUS Loan.

#### Policy standards

The Standards of Satisfactory Academic Progress measures three components. Students must meet all three components to maintain their financial aid eligibility.

1. **Grade Point Average:** 2.5 cumulative GPA
2. **Maximum Timeframe:** Students are required to complete their degree within one-and-a-half times the length of their program's published hour requirement (150%)
3. **Pace of Progress:** To ensure that students earn a degree within the maximum timeframe allowed, students must show a *minimum* completion rate of 67% of classes attempted.

#### Notes:

- WP or WF (withdrawal), and F (failing grade) do not count toward meeting completion percentage, therefore take away from the student's pace. Examples: A) register for 12 hours, drop 3 hours after add/drop deadline, completing 9 credit hours. Nine completed hours/12 attempted hours = 75% completion or pace...acceptable. B) Register for 12 hours, drop 6 hours after add/drop deadline, completing 6 credit hours. Six completed hours/12 attempted hours = 50% completion or pace...not acceptable.
- All terms of attendance are reviewed including terms no federal financial aid was received.

- All hours are counted cumulatively including when changing degrees and repeating coursework.
- All hours accepted in as transfer credit will be used to calculate timeframe and pace measures.

### Appeal Procedures

At the end of spring term each year, the academic records of all students who are receiving or applying for federal financial aid will be reviewed. Those students who fail to meet the Standards of Satisfactory Academic Progress will be notified that they are no longer eligible to receive financial aid funds.

Students have the following options available to restore their eligibility:

1. Make up any deficient hours by raising their overall completion rate to at least 67% and/or bring up GPA to a 2.5 without the use of federal funds or through grade changes.  
-or-
2. Complete a full-time equivalent term with a 2.5 GPA without the use of federal funds. A student may complete multiple part-time terms with a 2.5 GPA to total the full-time equivalency in credit hours.  
-or-
3. Submit a written appeal if the failure to maintain Satisfactory Academic Progress was due to extenuating circumstances (including how the situation has changed to allow progress).

Written notification of completing options 1 or 2 or an appeal based on option 3 should be submitted to the Financial Aid Office at [finaid@mtso.edu](mailto:finaid@mtso.edu). Submissions should detail efforts in achieving options above, the extenuating circumstance and a specific plan to enhance future academic performance.

Questions regarding SAP should be directed to the Office of Financial Aid. Decisions regarding satisfactory academic progress appeals are reviewed by the Financial Assistance Committee on Academic Progress, which consists of the Dean and Vice President of Academic Affairs, Director of Financial Aid and Director of Academic Affairs and Registrar. Appeals may be granted if there are extenuating circumstances.

If aid eligibility is reinstated, the student's record will then be reviewed each term to ensure specified requirements for retaining aid eligibility are being met or until the student has once again established eligibility in meeting all three components of the policy.

If a student fails to re-establish eligibility in an appeal, eligibility can be sought through options 1 and 2 above unless aid eligibility has been denied due to exceeding maximum timeframe for the academic program.

### Scholarship eligibility

Students on special scholarship from MTSO may have additional requirements in order to retain that scholarship. Refer to the specific scholarship criteria in each program as documented in the Financial Aid award letter.

### Writing an appeal letter to the financial aid appeal committee

If a student seeks to appeal the decision of the Financial Aid, he or she should develop a well-written explanation to the committee. The student must respond to the following questions.

1. What mitigating circumstances have caused you to lose your eligibility for financial aid? Be honest in your letter. If you made some mistakes, let the committee know you recognize this. That is the first step toward change.
2. What steps have you taken to overcome these circumstances? How have they been resolved?
  - Detail what you plan to do differently if your appeal is granted.
  - How will you prevent yourself from being in the same situation in the future?
  - Include steps you have taken to seek out tutoring or other support services.
  - If you have taken some time off from MTSO, what have you been doing (i.e. attending another school, working)?
  - Submit copies of your grades if you have attended another school.
3. What are your specific goals for the future? What is your anticipated graduation date?
4. Provide a copy of the necessary documentation that supports your mitigating circumstances.
  - You must submit official documentation that supports your mitigating circumstance. Examples would be a statement from your doctor if you have had medical problems, a statement from a counselor if you have had personal problems or a copy of your grades if you have gone to another school since attending MTSO. If you are reporting a death in the family, you should submit documentation that names the deceased and lists you as a survivor, such as an obituary, news article or funeral program.
5. Include the following if your appeal is due to being over 150% of your program of study credits:
  - Why you have not been able to complete your degree within the 150% rule.
  - Why you need an extension.
  - How many credits you need to complete in order to graduate along with your anticipated graduation date.

### Student worker policy

Student employees (including work-study) are those whose major efforts are directed toward receiving a formal education, and who are employed part-time to help meet the needs of the school, furnish students with financial support in pursuit of their academic goals and provide valuable opportunities for academic and administrative job experience. The job duties and responsibilities of student employees vary greatly and may or may not be related to their field of study.

A student employee is defined as an individual who is enrolled at the school on a full-time or part-time basis in the pursuit of an academic degree, and selected to a position designated as student employment.

Employment of international students is subject to federal regulations and special restrictions may apply. Contact the Director of Student Services for more information.

No student shall be discriminated against on the basis on race, color, religion, gender, age, disability, national origin, marital or veteran status, sexual orientation, or any other extraneous considerations not directly and substantially related to effective performance.

Student employees are employed at will and serve at the discretion of the employing department.

#### **I. Recruitment & Selection**

- A. The Director of Financial Aid manages recruitment for position filled by student employees. Hiring decisions are delegated to the department level. The department level must coordinate all hiring decision with the Financial Aid Director before extending employment to the student. The Director of Human Resources, Compliance and Risk Management reviews, approves, certifies, and authorizes all hires and maintains student employee files.
- B. Students who meet federal work-study program eligibility requirements may be referred for employment opportunities from the Student Financial Aid Office, which oversees the work-study program. Questions related to work-study status should be directed to the Director of Financial Aid.
- C. Departments may impose priority or additional requirements when filling positions. For instance, Buildings & Grounds gives priority to residents, both in residence halls and family housing.

#### **II. Classification and Wage Rates**

- A. An approved position description (by the Director of Human Resources, Compliance and Risk Management) should be given to the student employee for reporting purposes and to give the student employee clear job expectations.
- B. Student employees are assigned on a temporary, part-time basis.
- C. Student wage rates are revised periodically (\$10.50 as of Fall 2017).
- D. Most student employees are non-exempt and thus paid an hourly rate. Non-exempt employees are subject to minimum wage and overtime regulations.
- E. Student employees can hold multiple assignments. The appointment must be the same status (non-exempt or exempt) and must not total more than 30 hours in a seven-day period.

#### **III. Terms of Employment**

##### **A. Employment Eligibility**

Hiring departments must comply with school policy and procedures regarding the Immigration Reform and Control Act of 1986. Students must provide evidence of their identity and employment eligibility and complete an I-9 Form as part of the hiring process. Departments shall send completed I-9 Forms to the Controller for filing. The Financial Aid office ensures completion of all student payroll paperwork.

**B. Confidentiality**

Student employees are expected to maintain the confidentiality of student records as are all other affected MTSO employees. Student employees are required to sign the Confidentiality of Student Records statement before they can access student records.

**C. FERPA**

Student employees receive FERPA training on-line, in their student handbooks and from their supervisors. When working with student records, a student employee must work cooperatively with the supervisor to ensure FERPA compliance.

**D. Title IX Policy Training: Sexual Molestation and Abuse Prevention Program**

All student workers are expected to be knowledgeable in and adhere to MTSO's Title IX policy. They will also receive written material describing MTSO's Sexual Molestation and Abuse Prevention Program and will be required to successfully complete the most current on-line video training program prior to and as a condition of continued employment. Students employed for two years or longer are required to complete subsequent Title IX MTSO training programs.

**IV. Payroll Guidelines**

**A. Maximum Hours of Work**

Student workers are restricted to working 20 hours per week during academic terms in which they are enrolled and no more than 30 hours per week during their off academic term and official school breaks.

**B. Attendance Timesheet**

Student timekeeping sheets are required to report hours of work for payment purposes. These records satisfy federal and state regulations. Forms are available at the Business Office. Completed forms are signed by the student employee and supervisor, and are submitted to the Director of Financial Aid for processing on the stated due date.

**C. Student Paychecks**

MTSO strongly recommends that all students participate in Direct Deposit. Instructions for setting up a Direct Deposit Account can be obtained from the Business Office. Student pay dates are the 15<sup>th</sup> and last day of the month.

**D. Overtime**

The Department of Labor requires that non-exempt employees be paid overtime at a rate of one-half times the regular rate of pay worked in excess of 40 hours in one week.

**Overtime without prior approval is restricted.** Student employees are not eligible to earn comp time.

**E. Breaks and Meals**

Students are permitted to take a 10-minute break for every four-hour period of work. Meal periods are permitted to student employees who work six hours or more in a shift. Meal periods must be 30 minutes without interruption to be unpaid time.

**F. Vacation and Leave**

Student employees do not accrue paid vacation or sick leave. In the event of illness, a student employee must notify his/her supervisor as soon as possible each day of absence.

Arrangements for time off (without pay) are negotiated and approved at the employment department level.

**G. Holidays**

Student employees are not eligible for holiday benefit pay. Where the school provides services on holidays and students are scheduled to work, the rate of pay is at the regular hourly rate of pay.

**H. Jury Duty**

In the performance of jury duty or when summoned to as a witnesses, student's time is treated as an excused absence and without pay.

**I. Military Duty**

A student employee who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extend U.S. military service, must be granted time off without pay.

The student employee should provide advance written or verbal notice of call for impending training or active duty to the department supervisor.

Upon completion of training or discharged under honorable condition and upon re-registration as a student, the student must be returned to her or his former or comparable position in a timely manner, based on the availability of a student position.

**V. General Rules of Conduct**

To assist with the efficient operation of the school and to ensure the safety and well-being of those at the school, the following rules of conduct are in force. The rules of conduct are not for the purpose of restricting the rights and activities of employees, but are intended to help employees by defining and protecting the rights and safety of all persons. Employees are expected to acquaint themselves with these rules and other work rules specific to their department. It is for conduct such as that defined below that employees will be subject to corrective action including suspension or termination depending upon the severity of the violation. These rules include, but are not limited to:

1. Unauthorized use and/or possession of intoxicating beverages, narcotics or dangerous drugs on school premises; or reporting to work under the influence of intoxicating beverages, narcotics or dangerous drugs.
2. Misrepresenting hours, falsification or unauthorized altering of timesheets.
3. Fighting, gambling, use of profane, obscene, or abusive language while at work.
4. No weapons.
5. No smoking, only in designated areas.
6. Behaving in a discourteous or disrespectful manner toward a supervisor.
7. Refusal to carry out the instructions of a supervisor (insubordination).
8. Leaving the job without permission during regularly assigned working hours.
9. Sleeping while on duty.
10. Creating unsafe conditions.
11. Stealing or unauthorized removal or use of property belonging to the school, to employees, students or visitors of the school.
12. Loss, damage, or destruction of property belonging to the school or to employees, students or visitors to the school.
13. Unwillingness or inability to work in harmony with others, discourtesy or conduct creating discord.
14. Mailing or posting any notice, circular, or display on school premises without permission.
15. Failure to comply with policies and procedures of MTSO and those specific to a department.
16. Student workers who are issued keys and/or key cards are expected to use them in the manner directed and to keep them in a secure area. Keys may not be copied, loaned, or otherwise misused. When a student worker leaves the school, the key/key card should not be passed down to other employees. Keys must be returned to the student worker's supervisor or to the Facilities Manager, who will return the key/key card to the Maintenance Department where it will be deleted and/or destroyed.

17. Maintain confidentiality (if applicable to position).

**VI. Accidents and Injuries**

If a student employee is injured on the job, the accident reporting procedures are the same as for regular full-time and part-time employees. The employing department must immediately send a completed Safety Incident or Accident Report and Workers' Compensation Claim Form to the Facilities Manager or the Director of Human Resources, Compliance and Risk Management for proper handling.

**VII. Conflict Resolution**

Students must bring concerns about their employment to the attention of their supervisor as soon as possible. Supervisors are expected to make good faith effort at fair and equitable resolution, which includes informing the student of their decision. Student employees involved in a dispute should seek resolution at the department employing level.

**Termination**

Students may be terminated if their performance is deficient or if their behavior does not merit continued employment. Supervisors are encouraged to give the student opportunity to correct his/her deficiencies prior to termination. No written notification is required, but is strongly recommended. A student, who wishes to grieve any employment related issue, may use the relevant school grievance procedures.

## Communication and Information Technology

### MTSO Technology Requirements

Observing these tech requirements and guidelines will help ensure that you have an optimal experience using the educational technology provided at MTSO.

**PC:** Office 2013 or newer, Windows 10 or newer, Internet Explorer 11 or newer and/or Google Chrome, PDF reader (Adobe or foxit, both are free), Intel i3 or better processor, with a minimum of 4GB RAM (8 GB recommended), Graphics card and monitor capable of 1024x768 display, Stereo sound card, speakers and/or headset, microphone (A webcam is *not* required but is recommended)

**Mac:** Office 2011 for Mac, Mac OS X 10.11.5 (El Capitan) and higher is supported for most online course materials, *but there may be applications that require a supported Windows Operating System*. You should be prepared to run a virtual machine environment such as Parallels desktop, vmWare fusion, Oracle VirtualBox with an installed and supported Windows Operating System (as mentioned above) if you elect to use a Mac. Apple Safari and/or Google Chrome, PDF reader (Adobe or foxit, both are free)



### Internet access:

Internet access is required to participate in online components of your courses at MTSO.

Broadband: (LAN, Cable, or DSL) connection is highly recommended for optimal student experience. We Recommend having Internet broadband in your home with a minimum of 1.5MB/sec.

Many public Internet access sites (public library/café/coffee house) offer an imperfect access solution—with limited hours, long wait times, lack of privacy and content, limited bandwidth, and time/usage restrictions.

## Information Security at MTSO

### Overview

In the course of daily operations at Methodist Theological School in Ohio, we handle data in many different forms. Poor data management practices can be of great consequence to the school, as they represent inadequate care and attention to the constituencies we serve, stall our productivity, and can have legal liability ramifications in serious instances. Creation of an information security policy is an important step in a process intended to minimize the level of risk inherent to the data-driven environment at MTSO.

Over the years, various work units at the school have developed procedures and practices for keeping such information appropriately safeguarded. This document's primary purpose is to institute a policy framework that will protect the school in the event of a security breach. It is intended to address particular areas where current practices in data security at MTSO may be ill-defined, especially with respect for data that is collected or stored electronically. It is a policy document, but can also be instructive to the extent that it introduces new ways of understanding the significance of all the data we collect and store, and encourages review of current practices in light of its directives. Exercising sound personal judgment around the collection, storage, and sharing of data has always been, and remains, the best safeguard available against misuse.

### Scope

The policies described in this document will apply to all employees (regular full-time, regular part-time, regular time-limited, temporary, and student) and students (including student residents and their family members, visitors and/or guests). In addition, contracted vendors with MTSO who have access to personally identifiable information or other sensitive data related to MTSO constituencies should be made aware of these policies and agree to abide by them as a condition of their relationship with MTSO.

## **Enforcement**

Any persons found to have violated these policies may be subject to disciplinary action as described in the MTSO Personnel Policies manual, General Policies Governing Faculty, or other appropriate document governing one's working relationship with MTSO.

## **Policy Statements**

### **Social Security Numbers**

The Social Security numbers of MTSO employees and students are necessary for the school to collect and store as part of normal operations, such as for tax reporting purposes and background checking. When this information is collected, it is stored in the school's payroll accounting software system (employees) and integrated student information system (students). Both of these systems protect access to this information through user permissions, and are stored on separate secure servers. Access to this information is limited to only those employees with a need to know as part of the regular discharge of their job responsibilities. Social Security numbers (employee and student) are confidential information. Employees, agents, and representatives of MTSO shall not:

- Intentionally communicate or otherwise make available to the general public an individual's Social Security number
- Publicly display an individual's Social Security number (e.g., by including the number in electronic documents posted on internal Web sites or in paper documents posted internally)
- Intentionally print or embed an individual's Social Security number on any card, such as student identification cards, required for the employee or customer to access products or services
- Require an individual to transmit the individual's Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted
- Print an individual's Social Security number on any materials that are mailed (including facsimile and e-mail) unless required by law, with the students' permission, or on documents sent as part of a transcript, an application, an amendment, or termination of an account, in which case the number may not be on a postcard or visible through an envelope.
- Sell, lease, loan or otherwise intentionally disclose a Social Security number to third parties without written consent from the employee or customer; and
- Show more than the last four digits of an employee's Social Security number in a pay stub or other format at the time wages are distributed.

Use of a Social Security number is permitted if the use, collection or release of the number is required by federal or state law, or if the use is for internal verification or administrative purposes.

### **Student Information and the Family Educational Rights and Privacy Act of 1974 (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects a student's educational record. Only designated school officials (academic advisors, staff who need access to

information to perform their job duties, etc.) are given access to student records, within the limitations of their need to know.

“Directory information” at MTSO includes those items of student information that the school can (but does not have to) publish or publicly release without the student’s explicit permission. At MTSO, this includes a student’s name, address, date of birth, MTSO mailbox number, telephone number, e-mail address, photograph, place of employment, employment telephone, degree or non-degree program in which enrolled, class level, dates of attendance, degrees or awards earned (with dates received) from MTSO, educational degrees received from other educational institutions, and names of spouse/children. This information is printed in the Student Handbook along with the complete policy for all student records. Only that information designated “directory information” will be published or publicly released. The seminary has chosen to keep all other student information confidential. Students have the right, under FERPA, to request that no information concerning their educational records is published or publicly released except with their written permission. To keep all information confidential, a student must present a written request to withhold information within the first two weeks of the Fall Semester of each academic year they are enrolled at MTSO. Any questions about the release of student information should be directed to the Registrar at MTSO.

## Computer Use

### General Use and Ownership

Users should be aware that the data they create on school systems remains the property of the school. Because of the need to protect the school’s network, the school cannot guarantee the confidentiality of personal information stored on any network device belonging to the school, including without limitation, emails, text messages, IMs, voicemails, and other electronic communications.

The Internet and e-mail are useful tools for our work. MTSO provides employees with computers and related equipment. The equipment is the school’s property, and is to be used for the benefit of the school. In general, employees should limit their use of the equipment to business matters. While personal use of school-owned computers is not strictly prohibited, employees are responsible for exercising good judgment regarding the reasonableness of personal use. Excessive use of the computer systems for personal reasons is a violation of school policy and may be used as the basis for disciplinary action. This applies to laptop computers or other school equipment that may be kept or used off-campus.

Internet use, e-mail and materials made and stored electronically are not private. The school reserves the right to monitor or review such communications and materials. Personal material that an employee wishes to keep private must not be stored on the computer system. Similarly, confidential information

about the school and its constituent groups should not be communicated via e-mail or the internet except in such instances where the confidential information is encrypted or otherwise transmitted in a secure manner. Questions regarding the security of any transmission of information should be directed to the Director of Information Systems at MTSO. Under no circumstances should confidential information about the school and its constituent groups be removed from the protections provided by the MTSO network security system or the physical protections of campus without specific authorization or approval from the President, Academic Dean, or Director of Information Systems at MTSO.

For security and network maintenance purposes, individuals within the school authorized by a designated supervisor may monitor any equipment, systems and network traffic at any time.

Except as required by applicable data protection laws, users of school e-messaging systems shall have no expectation of privacy in anything they store, send, or receive on the school's e-messaging systems, including without limitation, e-mail, text messages, IMs, voicemails, Webmail, and other electronic communications.

#### **Security and Proprietary Information**

All users must keep passwords secure and may not share accounts. Authorized users are responsible for the security of their passwords and accounts.

Employees must use extreme caution when opening e-mail attachments received from unknown senders, as such attachments may contain viruses, e-mail bombs, or Trojan horse code.

#### **Cloud Storage**

Users should not upload confidential information (such as social security numbers, credit card numbers, financial/payroll information, personnel records) to cloud storage through any file hosting service (e.g., iCloud, OneDrive, Dropbox). If offsite access to confidential information is necessary, users should request from the Director of Information Technology an ENCRYPTED flash drive. Although retrieving Web pages that are unprotected if their owner does not intend that they be viewed may constitute a violation of the Computer Fraud and Abuse Act, there is no way to guarantee the absolute security of uploaded files even if the process is handled with utmost caution. The risks of using cloud storage should therefore be carefully assessed.

#### **Unacceptable Use**

The following activities are prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities. Any exemptions must be authorized in writing by a designated supervisor.

Under no circumstances is an employee or temporary worker authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing school- owned resources. The list below is by no means exhaustive, but attempts to provide a framework for activities that fall into the category of unacceptable use.

The following activities are strictly prohibited:

- Performing activities unrelated to the school's mission or activities unrelated to official assignments and job responsibilities (including excessive use of the computer systems for personal reasons)
- Interfering with or disrupting network users, services or equipment
- Using school information systems for private purposes such as marketing, business transactions, solicitation for religious and political causes, unauthorized not-for-profit business activities, private advertising of products or services and any activity meant to foster personal gain
- Violating the rights of any person or school protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the school, the unauthorized copying of copyrighted material (including, but not limited to, digitization and distribution of material from magazines, books, music, motion pictures, or other copyrighted sources), and the installation of any copyrighted software for which the school does not have an active license.
- The use of peer-to-peer (P2P) software is discouraged (BitTorrent, LimeWire, KaZaA, etc). P2P software has legal uses, however, mostly it is used to download and share copyrighted materials, including music, videos, and games. Most P2P software turns file sharing on by default as soon as the software is installed. This means that others may access materials on your computer without your knowledge, whether they have given permission or not. If you do install a P2P client for legal purposes, it is recommended that you turn off file sharing immediately. If you are sharing files, even inadvertently, you are still liable for violating copyright law.
- Intentional introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members
- Using school computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction
- Accessing or downloading pornographic or similarly offensive material
- Making fraudulent offers or offers for personal gain of products, items, or services originating from any school account
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access
- Circumventing the system of firewalls through the use of modems (dial-in, dial-out telephone lines, etc.) or network tunneling software to connect to the network

- Port scanning or security scanning
- Executing any form of network monitoring that intercepts data not intended for the employee's host
- Circumventing user authentication or security of any host, network or account
- Transmitting school confidential information over public networks without encryption
- Sending unauthorized and/or unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam)
- Any form of harassment via e-mail, telephone or paging, whether through language, frequency, or size of messages
- Unauthorized use, or forging, of e-mail header information
- Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type
- Transmission or storage of any messages or data that contain explicit or implicit threats, obscene, derogatory, profane or otherwise offensive language or graphics; defame, abuse, harass or violate the legal rights of others

### Remote Access

It is the responsibility of employees, contractors, vendors, agents and partners with external access privileges to and from the school network to ensure that their external connection is given the same consideration as the user's on-site connection to the network. For purposes of this policy, "external connection" means any access to the network through a non-school controlled network, device, or medium.

### Access and Storage

All users accessing data must be authorized by a designated supervisor to access the appropriate systems and their resources. User-access privileges shall be adjusted, as needed, if the employee transfers, changes roles or terminates employment. All requests for access or changes in access privileges require the approval of a designed supervisor and the appropriate data owner, and are subject to review by legal counsel. Only users who have valid business reasons as determined by their supervisor will be granted access privileges appropriate to the user's job function. An authorized user may not, under any circumstances, extend their authority to another individual without the approval of a designated supervisor and the data owner. Users should never attempt access to unauthorized computer resources or restricted areas.

Users must keep hard copy documents and information from view of unauthorized recipients (e.g., users should erase whiteboards, refrain from leaving materials in view on tabletops, and remove materials from conference rooms). Confidential information should not be left unattended and should be stored in a locked office, desk, cabinet, bookcase, safe or other physically secured container. The ability to track both ingress and egress of all individuals must be maintained.

### Identification/Authentication

User identification and authentication is a process to help ensure security resources are protected. Identification is determined through the use of a unique user ID. Authentication is the process of confirming that a known individual is correctly associated with a given credential, for example, by use of passwords to confirm correct association with a username or account name. Authentication protects against fraudulent transmission by verifying the validity of a transmission, message, station or originator.

### IDs

Users will be assigned a unique ID to access systems, programs, applications and data. Users are responsible for all activity that occurs under their user ID and IDs may be revoked at any time.

### Passwords

All users must be uniquely identified and authenticated before being granted access to information. All accounts must have passwords with a minimum of eight characters. Passwords must contain a mixture of upper and lower case letters, numbers, symbols or special characters and be non-displayable when entered on a terminal. Passwords must be changeable by the owning User ID at will, and must be changed by the user every 180 days. Users may not use personal information such as name, file number, school name, or school address code. To enhance the security of the password, it is strongly recommended that users include numeric and special characters in passwords, and avoid using words that can be found in an English or foreign dictionary. Regardless of the circumstances, users shall not (a) share or reveal passwords to anyone; (b) print, store online, write down or give away passwords; (c) access systems with another user's password or account; or (d) disguise identity while using systems.

Users shall avoid using the "Remember Password" feature of applications. Passwords are required and must be activated when users are away from their PC or console.

### Travel/Mobile Computers/Devices

When traveling, users should not place confidential materials in checked baggage. Users should not leave campus with electronic versions of confidential data, and should not transfer confidential data to flash drives or other media unless absolutely necessary. Users should ensure that confidential information is encrypted when it is necessary to transfer the data; questions about the encryption process or its utility in a particular instance should be directed to the System Administrator. In cases where work-related reasons call for off-campus access to confidential data, users should contact the System Administrator in advance for advice on how to best access the data. Users should never leave laptop computers unattended and should not use laptops in public areas where others can read the screen. Users should never leave laptops alone in a conference room, hotel room or on an airplane seat, and should make arrangements to lock the device in a hotel safe, or take it with him/her. When using a desk, users should employ a cable locking system to secure the laptop. Laptop data on should be backed

up to the school network on a regular basis. When leaving the office for the day, users should secure the laptop and any other sensitive material in a locked drawer or cabinet.

### **Monitoring**

MTSO reserves the right to monitor the use by employees of MTSO telephones, computer networks, and electronic messaging systems at any time. Employees should not consider their use of MTSO computer and electronic messaging systems, including without limitation e-mail, text messages, IMs, and voicemail, to be private or confidential. To the contrary, MTSO expressly reserves the right to monitor, copy, delete and/or disclose any and all documents, data, messages, or other files stored on MTSO network infrastructure and electronic messaging systems. MTSO may share any content or information obtained from an employee's computer or electronic messaging system, including without limitation e-mail, text messages, IMs, and voicemail, with law enforcement authorities as required by statute or to protect MTSO's interests. Except as required by applicable data protection laws, users of MTSO electronic messaging systems shall have no expectation of privacy in anything they store, send, or receive on MTSO's electronic messaging systems or computer systems, including without limitation email, text messages, IMs, and voicemail.

In instances in which an inspection or search is conducted because of MTSO's concern for security, or MTSO's need for MTSO property, or information related to MTSO business that is believed to be in the possession of an employee who is not available, no approval for the inspection or search is necessary, unless an item of the employee's personal property (such as a briefcase) will also be searched. In instances in which the inspection, search or monitoring is conducted because there is reasonable suspicion that a particular employee or group of employees may be using MTSO property in an unauthorized manner, and in instances in which an item of the employee's personal property may be searched, the inspection, search or monitoring will be approved in advance by the President, Academic Dean, or designated alternate in the event of unavailability.

### **Breach Response**

Any user who comes across any evidence of confidential information being compromised or who detects any suspicious activity that could potentially expose, corrupt or destroy confidential information, must report such evidence to his or her supervisor. A user shall immediately notify his or her supervisor and the Director of Information Technology and the Academic Dean if he or she becomes aware that confidential information has been acquired (through theft or inadvertence) by an unauthorized recipient.

In the event of a data security breach involving consumer or employee confidential information, regardless of the likelihood of misuse, legal counsel shall be contacted immediately upon learning of such incident in order for legal notification requirements, if any, to be met. No one should take it upon himself or herself to investigate the matter further without the 95 authorization of the Academic Dean or other appropriate school official in conjunction with legal counsel. The Academic Dean in conjunction



with legal counsel, shall immediately commence an investigation to determine the likelihood of misuse of the affected information, and also shall provide notice of any security breach pursuant to any applicable laws and contracts.

**Adopted by Administrative Council, September, 2011**

**Updated by Administrative Council, August, 2013**

**Updated by Directors of IT and Human Resources, June 2015**

## **Additional campus communication**

### **E-Mail Accounts**

MTSO faculty and staff use email for a variety of official purposes, including notification of deadlines and other information of a time-sensitive nature. Students will be automatically assigned a free “mtso.edu” account upon enrollment. Students may choose to point their “mtso.edu” email to another address if desired. However, they will need to check the actual “mtso.edu” mailbox frequently to delete items stored there. If the mailbox is not checked and emptied frequently, it will become full and students will run the risk of missing important information. Students are required to check the email account frequently as notification of deadlines, class cancellations, etc. might be posted. Students will be held accountable for information transmitted through MTSO email. To connect a computer to the campus network, students will need an Ethernet cord (or a Category 5 data cable), or wireless (Wi-Fi) capability.

Academic information may be sent and received through Populi.

### **Community Calendar and News**

The purpose of the Populi Newsfeed is to compile into one location information that might otherwise improperly be sent via email individually to the whole community. The Populi Newsfeed is updated frequently and revised to reflect new submissions. Any member of the community can send a message to Kris LoFrumento, Director of Student Services, <mailto:klofrumento@mtso.edu> for inclusion in the Populi Newsfeed.

The Populi Newsfeed is always available on Populi Members of the MTSO community are expected to stay current on campus news and events through this medium.

Information sent to be included in the Populi Newsfeed may include:

- Local, National, and International opportunities, such as academic conferences
- Student Organizations and Student Leadership Council happenings
- Announcements of a personal nature
- General church announcements
- Messages that invite continued dialogue on a current event or political or social issue
- Opportunities for others to take something that a person is donating

- Babysitting or pet-sitting opportunities
- Boycott information (and other issues of social responsibility)
- Engagement, wedding or commitment ceremony announcements
- Job announcements that are not directly connected to Field Education opportunities
- Party announcements
- Invitations to gather socially for events other than meetings of school-sponsored clubs.

Some messages are not appropriate to communicate to the whole community through Populi or campus-wide email. These are not a venue for airing complaints publicly and angry, vitriolic speech directed at the administration, faculty, staff or other students. Follow the grievance procedures as needed.

Inappropriate messages also include, but are not limited to:

- Solicitations for money or other support of a charitable or political cause
- Any message with an attachment of a large file size (>1MB)

The editor of the Populi Newsfeed reserves the right to decline announcements deemed inappropriate.

## Other campus communication

Paper fliers may be posted on campus bulletin boards with the permission of the Dean and Vice President of Academic Affairs' Office or the Director of Student Services. Social networking and discussion board activity can be accomplished by joining one or more of MTSO's several Facebook pages.

## Campus-Owned Computer Equipment

Students, student spouses, guests, faculty and staff of MTSO are welcome to use the computer equipment in public spaces. Students have priority use of the computer equipment during the academic terms (Fall Semester, January Term, Spring Semester, and Summer Terms) for their coursework. Children may use the computer equipment, but must be under adult supervision while doing so. The computers have Internet access, without parental control features activated, and parents are encouraged to monitor the sites to which their children navigate. Unfortunately, we must be aware of the dangers of Internet predators, websites and chat rooms that lure unsuspecting youth.

The following rules apply to all users, and compliance with them may be monitored:

- No individual shall use any part of the computing system in an activity that violates federal, state, or local laws (especially those applicable to obscenity, harassment and copyright violations).
- No user should attempt to access the programs or data of another user without that person's express permission. Users should not attempt to alter in any manner the operation of the computer, network system, or any part thereof.

- A person needing the computer facilities for research and class work takes precedence over recreational web browsing, email and games.
- Technical support may be available to students after the administration, faculty and staff needs have been met. This pertains to campus access only.
- Because of the nature of Internet technologies, users should not expect privacy in either the sending or receiving of electronic messages and the information on the Internet. MTSO reserves the right to retrieve, recover or delete any information generated or stored on school-owned equipment.
- Upon termination of employment or matriculation, all campus-owned equipment should be turned in to the director of technology or to an immediate supervisor.

## Policies for use of educational buildings

### Gault/Werner Buildings

Food and drink can be consumed in the conference rooms, classrooms and offices with care. Food and beverages for breaks during meetings and receptions will be provided by MTSO food service only in the Schooler Atrium, which connects Gault and Werner Halls, the lounge in Gault Hall, and in Meyer Lounge in Werner Hall. There shall be no cooking in any conference rooms, classrooms or offices, except in the Coffee Shop using the microwave oven. It is expected that if a spill occurs, it will be cleaned up immediately by the person responsible, using cleaning supplies (stocked in the restrooms). The responsible person should send an email to [maintenance@mtso.edu](mailto:maintenance@mtso.edu) identifying the type of spill and room number needing attention so that further cleaning can be done, if necessary. All faculty and staff are urged to comply.

### John W. Dickhaut Library

MTSO is an institution dedicated to the advancement of learning and is firmly committed to a philosophy of mutual respect. Our goal is to make our library a pleasant and effective facility for our readers.

#### Food and Beverage Policy

The food and beverage policy is intended to preserve the collections and protect library facilities from vermin and harmful molds. By following the guidelines below, everyone helps to ensure the health and safety of all library users and a long life for library collections, furnishings, and equipment. Library users are asked to be considerate of others and to avoid consuming food items that create messes, strong odors, and/or noise.

- a. **Acceptable Food:** Includes snack size containers of chips, cookies, candy, and other snack foods; small amounts of finger foods (e.g., small size fruits and vegetables, dried fruits and nuts, string cheese); candy bars, granola bars, power bars, etc.; and other snack foods that are not messy and lack a distracting odor.
- b. **Unacceptable Food:** Consist of hot entrees, e.g., burgers, French fries, pizza, noodles, sub sandwiches, burritos, tacos, soup, large size bags or packages of chips, crackers, cookies, doughnuts, salad, etc. that are messy and emit a distracting odor.
- c. **Beverages** in covered, spill-proof containers, or capped bottles and snacks are permitted except at library workstations and in other areas as posted.

Please be considerate of other library users. We ask that all library users act responsibly when consuming food and drink in the library. Bring all food garbage to the lobby to discard on the way out of the library. Food garbage should not go into the trashcans that are in the library. Collect and bring out all

trash. Help us keep work surfaces clean. Report accidental spills to the circulation desk as soon as possible so that they can be addressed quickly.

Library staff has final approval of any sort of food, beverage, or container allowed in the Dickhaut Library, and reserves the right to exclude any food, beverage, or container for any reason. Users disregarding the Food and Beverage Policy will be asked to leave the library.

#### **Visitors' registration and service fee**

In order to support central Ohio residents pursuing theological degrees at other institutions or wishing to perform individual theological/religious research, the Dickhaut Library began to extend borrowing privileges through the OPAL and OhioLINK catalogs to MTSO alumni, regional members of the clergy, and visitors (non-affiliated persons) on January 4, 2010. As of that date, any person wishing to register for alumni, clergy, or visitor status borrowing privileges will be asked to present a form of photo identification to the Director of the Library. In addition, a \$30.00 service fee during the four-year registration period will be requested for anyone registering for visitor status borrowing privileges. The purpose of the fee is to cover the use of MTSO resources by nonaffiliated users.

#### **Library circulation standards for books borrowed from MTSO by MTSO patrons**

Students, clergy, alumni, visitors may keep MTSO materials for 21 days with four renewals unless a hold is placed. Faculty and staff may keep MTSO materials for 90 days with three renewals unless a hold is placed.

#### **Circulation of books borrowed from OPAL or OhioLINK by MTSO patrons**

Students, faculty, staff, alumni, clergy, and visitors may keep materials borrowed from OPAL or OhioLINK for up to 21 days with six renewals unless a hold has been placed by the loaning library.

Alumni, clergy, and visitors are limited to only ten items requested from OPAL/OhioLINK member libraries. No more than five items can be requested from OhioLINK libraries outside of OPAL. Five to ten items can be requested from OPAL libraries.

Books borrowed from OPAL or OhioLINK by MTSO faculty and staff may be kept by the library user for up to 42 days with six renewals unless a hold has been placed from the loaning library.

#### **Library standards for media items borrowed from MTSO by MTSO patrons**

Students, clergy, alumni and visitors may keep media items for up to 14 days with three renewals unless a hold has been placed by the library.

#### **Media items borrowed from OPAL or OhioLINK by MTSO patrons**

Students, faculty, staff, alumni, clergy, and visitors may keep media items for up to seven days with three renewals. Only MTSO students, faculty and staff are eligible to put holds on OPAL and OhioLINK items.

### Use of reserved items

All reserve items in the library may be kept by the library user up to two hours and can be renewed unless others are waiting.

### Overdue Items and Bills

Library users will receive a series of overdue notices before fines begin to accrue. On the day that fines accrue, they do so at the rate of \$0.25 per day (\$0.10 per hour for reserves) back to the original date due. Once the user is billed for an item that is considered lost, the default cost of replacement is \$75 plus a \$50 processing fee. Returning the item at this point may reduce but will not eliminate fines and fees on the users account. The default cost of replacing an item borrowed through OPAL or OhioLINK is \$125 plus any other fines or fees as determined by the owning library.

From the due date on a reserved item, a 24-hour grace period begins during which a series of overdue notices are sent. As of the end of the grace period and the sending of the third overdue notice, fines are levied at \$0.20 per day retroactive to the original due date. As of hour 26 following the original due date, fines accrue at a rate of \$0.03 per hour for an indefinite period. Items are also considered lost at this point and, in addition to the fines, are subject to replacement cost to be determined by the library as well as a \$25 processing fee. Returning the item at this point may reduce but will not eliminate all fines and fees.

These policies and the other rules governing items loaned within OPAL and OhioLINK apply to all borrowers and may vary by owning library.

Depending on the status of the user, borrowing privileges will be suspended for fines and replacement costs exceeding the following levels on a user's record:

- Students, Faculty, and Staff \$50.
- Alumni, clergy, and visitors \$10.

Borrowing privileges will be restored upon payment of the fine balance.

### Other library services

The library offers its users a printer/copier that is connected to each student's account. It can be used by logging-in using one's MTSO email address and one's password for her/his email account. More information on print services can be found posted by the printer/copier in the library. Additional value for one's account can be extended at the school Business Office. The printer/copier can also be used to scan images to one's email account. There is no charge for this scanning service.

## Student Services

### Disability services at MTSO

Students with documented disabilities (both temporary and long-term) may register for reasonable accommodations for academic empowerment through the Director of Student Services.

MTSO supports students of special populations in their efforts to reach their potential by encouraging self-advocacy and facilitating student accommodations; empowering students to help themselves and providing the safe environment in which to do so. We commit to an inclusive learning environment and will make every effort to support reasonable, documented requests for accommodations and learning adaptations.

The Americans with Disabilities Act (ADA) was enacted in 1990 and amended in 2008 and again in 2010 to address discrimination against persons with disabilities. Title II of the ADA provides that “no individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, program, or activities of a public entity, or be subjected to discrimination by any such entity.” Title III of the ADA prohibits discrimination on the basis of disability in public accommodations, such as schools, operated by private entities. The Department of Justice has primary responsibility for enforcing Title II as it relates to education. To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability (parent, spouse/partner or child). An individual with a disability is defined by the ADA as “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.” The ADA does not specifically name all of the impairments that are covered. Students who feel they may be covered by the ADA should see the Director of Student Services to begin the process for receiving the appropriate accommodations and learning adaptations.

### Gaining access to accommodations or learning adaptations

Section 504 of the Vocational Rehabilitation Act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 and 2010 require adult students to self-identify to the institution and provide appropriate documentation that substantiates the need for adjustments, adaptations or accommodations. The documentation needs to be provided by a licensed health care provider on the appropriate forms, available on the MTSO website and through the Director of Student Services. This documentation needs to be provided as soon as possible after the onset of the disability, or for pre-existing conditions, upon registration for courses. When the documentation and the reasonable accommodations are verified, the Director of Student Services, in cooperation with the student and the student’s faculty advisor, will provide a Letter of Accommodation to the student and the faculty members teaching the class(es) for which accommodations are requested.

All institutions are also required to hold confidential any documentation of a disability that a student supplies. As such, each institution usually has a separate office or program that students with disabilities can use to request accommodations. At MTSO, the Director of Student Services is the coordinator for all disability services. All student records related to disabilities are located in a locked file cabinet.

#### **Impact of learning accommodations for a student with a disability at MTSO**

There are general requirements that must be met under ADA and Section 504. The requirements include:

- MTSO will not exclude students solely on the basis of disability.
- MTSO makes every effort to include all students in programs and events in a way that does not infringe on an individual's privacy or the overall learning environment.
- MTSO will not discriminate against students with disabilities in their participation in any degree program; however, all students will be required to meet the conditions or requirements of their degree program with reasonable and necessary accommodations in order to successfully complete the degree and graduate.
- When it is necessary to avoid discrimination on the basis of a disability, MTSO will make every effort to modify policies, practices and procedures unless MTSO concludes and can demonstrate that modifying the policy or practice would fundamentally alter the nature of the activities or services offered.
- MTSO affirms the presence and use of appropriately trained and licensed service animals (dogs).
- Students with disabilities will not be charged for reasonable necessary accommodations in classrooms and housing. Students with disabilities may be charged a fee for programs or resources that exceed the reasonable necessary accommodations.
- Examinations and courses must be accessible. This is only true for examinations and assignments for MTSO classes at MTSO. Accessible accommodations may include alternate testing locations and times cooperatively determined by the professor and the student. Accessible accommodations for classes or examinations held at other institutions are the responsibility of those institutions.
- MTSO will not tolerate harassment or retaliation and will not engage in harassment or retaliation against those who request accommodations or file complaints about procedures or facilities at MTSO that may not meet ADA requirements.

#### **Rights and responsibilities of students requesting disability accommodations at MTSO**

Students requesting disability accommodations have the following rights:

- Equal access to education and opportunity to participate in programs and activities.



- Timely and appropriate accommodations and use of necessary assistive devices. Students should not have to wait more than two weeks for internal communications to be completed between the Director of Student Services and the faculty.
- Privacy. Information about disabilities and/or accommodations will only be shared with those directly affected, including faculty members with whom the student is enrolled each semester, the Dean and Vice President of Academic Affairs and others deemed necessary by the Director of Student Services. Information concerning individual students, their needs and/or diagnosis will be kept in a locked file cabinet, separate from any other student records on campus. Access is granted only to the student and, with the student's permission, those directly involved with his/her academic success.

Students requesting disability accommodations have the following responsibilities:

- **Self-advocacy.** Students will not be questioned about or be pursued for information about any existing disabilities. They must initiate all requests for accommodations and maintain continuous communication with their advisor, their professors and the Director of Student Services.
- **Provide adequate documentation.** To obtain accommodations, students must provide documentation of a disability by a licensed professional in the medical field relating to their disability and in accordance to MTSO policy. Students who request an accommodation, but do not have documentation showing a necessity for that particular request may be denied that accommodation until the student provides appropriate documentation showing a need for it.
- **Advanced notice of need for accommodation.** Students must notify the Director of Student Services about their need for specific accommodation, preferably upon registration for classes. Newly diagnosed conditions or changes in the need for accommodations should be reported as soon as possible. The student is urged to discuss the need for the accommodation with the professor.
- **Request the accommodation.** A student who has documentation recommending an accommodation but does not request or desire the accommodation may not be granted it. They may visit the Director of Student Services and request the accommodation during the first four weeks of classes or, if newly diagnosed, upon learning of their diagnosis.
- **Maintain Grades.** Students with disabilities are required to maintain the same standard of grades as students without disabilities as per school policy for academic progress and financial aid.

### Appeal policy and process

Students working with the Director of Student Services to receive accommodations are entitled to file a grievance against decisions made on their behalf. In order to provide for the prompt and equitable

resolution of grievances, MTSO recommends grievances regarding accessibility to be handled in the following manner:

1. To file a grievance regarding accessibility and/or accommodation decisions, a student should first discuss the grievance with the Director of Student Services.
2. If the student is not satisfied with the outcome of the meeting, the student can request a meeting with the Dean and Vice President of Academic Affairs or Director of Human Resources, Compliance and Risk Management and discuss the issue with him/her.
3. The Director of Student Services and the Dean and Vice President of Academic Affairs will then meet within 14 days to review the grievance.
4. The student will be notified in person and/or in writing of the outcome. If the student is still not satisfied with the outcome, he/she is entitled to contact the US Department of Education Office for Civil Rights:

Office for Civil Rights, Cleveland Office  
U.S. Department of Education  
600 Superior Avenue East Suite 750  
Cleveland, OH 44114-2611  
Telephone: (216) 522-4970  
Facsimile: (216) 522-2573  
Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  
Website: [www.ed.gov](http://www.ed.gov)

### **Record retention policy**

The Director of Student Services is required to keep all records of students with disabilities for a minimum of five years. After a student has left the seminary and has not been enrolled continuously as a student, the documents may be destroyed. The Office of Student Services will shred expired documents. Students who return after documents have been shredded must obtain new documentation of their disability in order to obtain accommodations.

### **Alternate text policy and procedure**

Students in need of alternate texts (audio books, Braille, enlarged print, etc.), as an accommodation made based on the documentation of their disability, must notify the Director of Student Services upon registration for classes. Failure to give appropriate notification may result in the arrival of the text after the semester has begun. In order to ensure students receive the texts in the desired format in a timely manner, the following guidelines are suggested:

1. The student informs the Director of Student Services of course enrollment for the upcoming semester/term by the posted deadline.
2. The student reviews the required, recommended and supplemental books for each class and informs the Director of Student Services of the textbooks needed and purchased for each class.

3. The Director of Student Services will help student find accessible formats through Bookshare or by contacting publishers to request books in accessible formats. This process cannot be completed until student has proof of textbook purchase or rental and gives receipt to the Director of Student Services, or otherwise proves to Director of Student Services that they have a physical copy of the text in hand (i.e. borrowing from a friend. This may require that a book be scanned and converted into a format that allows text-to-speech.
4. The Director of Student Services works to acquire the alternate text and notifies the student when it has arrived and is available for use by the student.

### **Recorded lecture policy agreement**

Students with disabilities who are unable to take or read notes have the right to record class lectures for their personal study only. Lectures recorded for this purpose may not be shared with other people without the consent of the lecturer. Recorded lectures may not be used in any way against the lecturer, other faculty members, or students whose classroom comments are recorded as a part of the class activity. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

### **International student services**

International students are encouraged to refer to the International Student Services at MTSO, for detailed information regarding maintaining their current visa status. The Director of Student Services provides support for international students.

### **Federal regulatory concerns and maintaining visa status**

The Director of Student Services is the Principal Designated School Official (PDSO), the Director of Academic Affairs and Director of Academic Affairs and Registrar, the Director of Financial Aid and the Assistant to Academic Affairs each are Designated School Officials (DSO). International students must register with the PDSO or a DSO upon arrival on campus, and at the beginning of each semester the student is registered for classes.

### **Tutoring, conversation partners and writing assistance for international students**

Native English-speaking students are available for peer tutoring if international students need assistance with concepts discussed in class. Native English-speaking students are available for intentional conversation to assist international students with language skills. International students needing writing assistance in English are encouraged to utilize the services of the Writing Instructor, Kim Trimboli (ktrimboli@mtso.edu). For more information on services designed to assist international students, refer to the International Student Services Section in this handbook.

## Vocational discernment

Students of any background or degree program are encouraged to utilize resources and support in the area of Vocational Discernment at any point in their seminary experience. A variety of programs and events as well as individual consultations will be offered on several topics, including identifying and articulating strengths, interests and values, and developing related materials (portfolios, resumes CVs and more). In addition, students may search positions posted to MTSO by community organizations from volunteer to full-time opportunities and will gain support in relevant networking, interview preparation and general job search strategies as they apply to a student's vocational discernment process.

Students are encouraged to register for a personal account at [www.collegecentral.com/mtso](http://www.collegecentral.com/mtso) in order to gain access to job postings and a library of resources, including an alumni mentoring network. This account will stay with students after graduation.

Kathy Dickson, Director of Vocational Discernment and Community Engagement, may be reached at [kdickson@mtso.edu](mailto:kdickson@mtso.edu) , 740-362-3440 or in Werner Hall, W117.

## Theological Commons

As a theological school, we believe we are called to share our intellectual resources with the church and the world in numerous ways, through the education of our students and in dialogue with our broader community. We do this in part through the Theological Commons, a learning network built on partnerships of scholarship, inquiry and practice. By offering events, learning resources and continuing conversation, the Theological Commons promotes the sharing of knowledge and experience between students, faculty, clergy and the public for the benefit of all participants and those they serve.

Many of our campus events open to the public are offered to our MTSO student body for free. These educational opportunities extend classroom learning and allow for networking and continued conversation with alumni and members of the general public. Students are encouraged to check the "events" tab for upcoming opportunities: <http://www.mtso.edu/theologicalcommons/> .

More, students may propose programming for the Commons by filling out a proposal form that goes through an official selection process. Forms may be acquired by emailing Kathy Dickson, [kdickson@mtso.edu](mailto:kdickson@mtso.edu), or found on the Populi general forms page.

## Health and Wellness

### Restrooms and Family Rooms:

**Purpose:** Following with the May 13, 2016 joint guidance from the Department of Education and the Department of Justice, MTSO has implemented its “restroom” (also referred to as all inclusive, all gender, gender-neutral, universal) and “family room” policy.

MTSO continues to promote inclusion, access, and a safe environment for all to thrive and believes that everyone should be treated with dignity and respect. There are individuals that encounter great discomfort when required to access gender-specific facilities. The “restroom” policy is intended to address a number of issues associated with gender-specific restrooms:

- Provides users additional options who voluntarily seek additional privacy
- Those who do not conform with conventional notion of gender
- Parents and caregivers assisting children of their opposite gender
- Member of the community with disabilities who need assistance from a caregiver of the opposite gender
- To avoid situations of policing that could lead to harassment

All restrooms will indicate appropriate designations for wheelchair access and braille.

### Definitions:

**Restroom single occupancy:** Any single occupancy restroom that does not designate a gender and can be used by any gender or gender identity. Restrooms for all genders are located in Academic Affairs hallway, the Catacombs on ground level past maintenance, faculty on second floor, dining hall, and Dewire past the front desk, and Helen Werner dorms.

**Gender specific single occupancy restroom:** Any single occupancy restroom that has been designated men or women. Gender specific single occupancy restrooms are located on second floor of Helen Werner.

**All-gender single occupancy family room:** An all-gender single occupancy restroom that has been designated for family and nursing use. All gender single occupancy family rooms are located in Werner/Gene Vest Room across from maintenance office, Faculty wing on second floor of Gault Hall, the Dining Hall, and Dewire past the front desk area.

**Gender specific multi-stall:** Any multi-stall restroom that has been designated men or women. These restrooms are located in Gault hall near classrooms, Library, Werner hall across from mailroom.

### Health Insurance

International students must be covered by health insurance, and should contact the Director of Student Services, the school's official international student liaison, regarding insurance requirements set by the U.S. Citizen & Immigration Services (USCIS).

Students who experience financial difficulty related to medical expenses can see the Director of Student Services for information on additional assistance that may be available through government resources.

### Walking trail

A one-mile walking trail has been established on the campus. Wooden markers along the trail guide walkers through the woods that surround the campus, which includes a wooden footbridge for easy crossing at the creek. All students are invited to use the walking trail as part of a regular fitness routine/exercise regimen.

Check these websites for information on Preservation Parks of Delaware County

<http://preservationparks.com/>, the Columbus Metro Parks <http://www.metroparks.net/>, or State Parks of Ohio [www.dnr.state.oh.us/parks](http://www.dnr.state.oh.us/parks).

### Exercise room

As of Fall 2016, Administrative Council in partnership with the Class of 2016 (Senior Gift) is working on creating a new Health & Wellness space.

### Game room

A game room, on the lower level of Werner Hall, across from the mailboxes, contains a foosball table and a ping pong table. Individuals who are younger than 16 years of age are welcome to use these tables while under an adult's supervision.

### Free short-term counseling and professional referrals

Contact the Director of Student Services for a current list of local resources, including an option through the Pastoral Care Department at Ohio Health Riverside.

### Spiritual directors

Students are encouraged to develop a relationship with a Spiritual Director. The Director of Student Services has a roster of Spiritual Directors as well as information from the Spirituality Network (<http://www.spiritualitynetwork.org/>). Visits with Spiritual Directors are confidential. Contact the Director of Student Services for a more select list of providers who are available to MTSO students.

### Spiritual life connections

**The Frazer Prayer and Meditation Room** is located on the first floor of Gault Hall, just outside the Burgett Preaching Chapel (Gault 145). It is available whenever Gault Hall is open.

**Sabbath Space (formerly the Gene Vest Conference Room)** was a gift to the campus from the Class of 2007. This is a comfortable space with chairs, a table, a fountain, and an all-gender single occupancy

family restroom. If students need, a quiet place to study and put their feet up between classes, this could be the place. It is located on the lower level of Werner Hall.

**The Alford Centrum** when not scheduled for other events, the Alford Centrum Chapel is available for prayer, meditation, as well as community worship and other large community gatherings. Weekly worship services will be announced through the announcements on Populi.

**The Outdoor Chapel** is available for quiet reflection. The Class of 2012 added low-voltage lighting to this worship and prayer space located on the hill west of Helen Werner Apartment Building, just behind a small grove of trees. Students are encouraged to use this space at any time. To reserve the space, send an email to Denise Hart at [dhart@mtso.edu](mailto:dhart@mtso.edu).

**The Dee Ann Childs Memorial Garden** is located near the gazebo and pond on the north end of campus. A quiet stream runs through the garden.

**The Labyrinth** was a gift of a previous graduating class and is maintained by current students. Students walk the labyrinth as a pathway to prayer and reflection. The Labyrinth is located on the north side of campus, east of the pond.

## Student groups and community life

### Creating/Initiating student groups

Student-initiated groups are encouraged. Organizations desiring official recognition shall present a written proposal to the Director of Student Services for presentation to the Student Leadership Council and Administrative Council. Each group shall have at least five members, meet at least once per semester, and shall have a sponsor who is a current or retired faculty member. Sponsors shall meet with the group at least once each semester and be available to meet with the chairperson of the organization as needed. Student groups may receive recognition and limited funding through the Student Leadership Council. The Director of Student Services will supervise the budget of recognized student groups. Contact Denise Hart at <mailto:dhart@mtso.edu> to reserve space for meetings and events.

### Emergency campus needs fund

A fund administered by the Dean and Vice President of Academic Affairs' office is available to assist any student in need of emergency financial support. Contact the Director of Student Services, or if unavailable, the Coordinator for Academic Affairs to discuss your personal need.

## Higher Education Vaccine Policy

### Immunizations

All part-time and full-time students enrolling at MTSO in the fall of 2016 and later are required to have vaccinations for: Hepatitis B, Measles, Mumps, Rubella, Polio, Tetanus-Diphtheria-Pertussis (Tdap) and Varicella/Chickenpox. Students who are new to our residence (and their family members) will also be required to have the meningococcal (conjugate ACWY) recommended by the CDC. For more information about the requirements, visit: <http://www.cdc.gov/vaccines/schedules/index.html>.

Legal Immunization exemptions are allowed in the state of Ohio by proof of immunity, philosophical, conscientious or personal belief, or religious belief. For the exemption form, visit and return completed form to the Director of Student Services: <http://www.nvic.org/cmstemplates/nvic/pdf/vaccine-laws/state-vaccine-requirements/ohio/ohio-vaccine-exemption-form.pdf>

#### Vaccination requirements for Domestic Students:

- You are new to MTSO.
- You will be enrolled in at least one (1) face-to-face course.
- Your enrollment status is half-time or greater.

#### The following vaccines are given in accordance with the guidelines set forth by the Center for Disease Control and Prevention (CDC):

- Hepatitis B – Three (3) doses or lab report confirming immunity.
- MMR (Measles, Mumps, Rubella) – Two (2) doses of MMR or two (2) doses of Measles, two (2) doses of Mumps, and one (1) dose of Rubella OR report confirming immunity.
- Polio – Only required for those students who will be younger than eighteen (18) at the start of the semester. Four (4) doses of IPV or OPV.
- Adult Tdap – One (1) dose received on or after age eleven (11) AND either Adult Tdap or TD within the past ten (10) years.
- Varicella/Chickenpox – Two (2) doses OR lab report confirming immunity. *Documentation of history of disease does not satisfy the requirement.*

#### Vaccination Requirement for Housing Students:

- You are an MTSO student.
- You are new to MTSO housing.
- You have a family member residing in MTSO housing with you.

#### This requirement includes:

- Must complete the Domestic Student vaccine requirements.
- Family members residing in housing with student must complete the Domestic and Housing requirements.



- Meningococcal conjugate (ACWY) – One (1) dose since age 16.

#### **Vaccination Requirement for International Students:**

- You are an international student with an F-1 or J-1 student visa.
- You are new to MTSO - have never before attended

**The following vaccines are given in accordance with the guidelines set forth by the Center for Disease Control and Prevention (CDC):**

- **All of the above listed under Domestic PLUS Housing (if applicable) student, PLUS:**
  - BCG Vaccine – if applicable
  - Tuberculosis Test – A skin test or blood test completed no more than six (6) months prior to semester start date.

**Immunizations must be verified by a licensed medical provider (MD, DO, PA, NP, or RN). Submit completed vaccination record/form or immunization exemption to the Director of Student Services for domestic student status or the Housing Coordinator for domestic/housing status.**

## **On-campus housing policies**

Temporary or short-term overnight accommodations are generally available for guests of MTSO faculty, staff and students at standard rates (see the 2017-2018 rate sheet). Permanent or long-term apartment housing at MTSO is intended for master's degree-seeking students. MTSO cannot and does not guarantee housing to anyone. The Housing License, which students living on campus must sign, spells out the responsibilities that the student and/or spouse and children must follow.

### **Building managers and guests**

#### **Building Managers**

Building Managers serve as key resource people for the residents of campus housing units. The Building Manager is the person to see if a resident has been locked out of his/her room or apartment, want to share an idea for a community-building event, spot an emergency situation in a housing unit, etc. The Building Manager will also facilitate communication and community within the building/unit. Do not hesitate to contact the Building Manager to talk about any housing-related matter.

Each Building Manager has a cell phone that can be used to help residents in the event of an emergency or unusual situation. In the event a resident needs assistance from the Building Manager, he or she should try the Building Manager's school extension first, and then the cell phone. Also, in the event that the school loses electrical power for a sufficient amount of time to disable the phone system, Building Managers will allow residents to use the cell phone to make outgoing calls if necessary.

## Guests

MTSO students, faculty or staff living on campus are permitted to have overnight or short-term guests (staying no longer than four consecutive nights), but residents may want to consider reserving a room for them in the Dewire Residence Hall (fully furnished sleeping rooms with shared bathrooms) or a guest apartment in the Helen Werner Apartment Building or Kleist Manors. Residents are responsible for the actions of their guests while they are visiting campus housing units, and/or staying in guest rooms. Availability of guest rooms/apartments is limited and charges range from \$28 to \$90 per night. Contact the Maintenance Department at [maintenance@mtso.edu](mailto:maintenance@mtso.edu) for reservation forms and further information. Weather emergencies and the potential for fires require Building Managers be able to account for all occupants; therefore, to ensure the safety of all our residents and guests, the resident must inform the Building Manager of the presence of any guest and the anticipated duration of their stay.

## Expectations within campus housing

MTSO values and practices non-violent forms of conflict resolution and we strive to provide a safe environment for faculty, staff, students and their families within which all have an opportunity to live, learn and grow.

## Guidelines for children living on campus

Children are a loved and treasured part of community life at MTSO. They are welcome at Chapel services and, unless specifically stated otherwise, at all other community events. Residents are responsible for the behavior of their children and their children's guests. The expectation is that children will be supervised at all times, and that parents and children will respect others, as well as the grounds and property of MTSO.

The following specific guidelines grew out of parents' conversations with the MTSO administration about safety and security issues on campus. They are offered as a framework for parenting decisions of Kleist Manor residents.

1. Be advised that children should not be in administration or faculty office areas (Gault and Werner Halls) unless accompanied by an adult student, parent or guardian.
2. Children should not be in the classrooms during class time, unless previous arrangements have been made with the professor. The classrooms are off limits to unsupervised children while classes are not in session.
3. Children under the age of 14 should never be unsupervised on campus. **The "buddy system" is recommended for any child playing or walking anywhere on campus.** The volume of traffic in the front entrance area is significant. The area is also visible to traffic on Columbus Pike/State Rt. 23, making unsupervised children vulnerable. We recognize that decisions about the age at which children are allowed to play alone will vary from family to family and even from child to child within the same family. The general point is that there needs to be a carefully considered decision about this matter, and that both the child's level of responsibility and judgment and the environment need to be taken into account.

4. Additionally, **the “buddy system” is recommended for any child playing by or in the creek.** If a child cannot swim, they must be supervised at all times at the creek. Be aware that MTSO’s property line runs down the middle of the creek.
5. Children are welcome and encouraged to attend chapel with their parents or guardians.
6. Children are welcome and encouraged to join our community during meals in the dining hall with their parents or another responsible adult.
7. MTSO encourages children to use on-campus play areas. It should be noted that the road between Kleist Manors and Dewire Residence Hall is an active road, and children should observe safety rules when crossing from the Kleist Manor apartments to Dewire Residence Hall. Playground equipment is located behind Kleist Manor Apartments. While our community encourages sharing, children should ask before playing with toys from neighbors’ porches and see that they return the items when done.
8. Children are not to be in the Helen Werner Apartment Building or Dewire Residence Hall or grounds immediately surrounding them unless supervised by an adult. Children are not allowed, under any circumstances, to enter vacant apartments or rooms.
9. The basketball hoop is in an actively used parking lot behind Dewire Residence Hall; therefore, parents and children are encouraged to exercise caution when playing basketball. Signs are posted that alert drivers of the potential for “Children at Play.” The area of unsupervised play for children is in the Kleist Manor courtyards; Kleist Manor playground/swing set area, and the front grounds of family housing.
10. Children under the age of 14 years old are not permitted access to Seminary Hill Farm unless accompanied by a responsible adult.

(Developed by Parents for Parents, March 2006. Revised August 2011. Updated June 2015)

#### Bicycles/skateboards/etc.

The expectation is that common sense, courtesy and safety will guide the general use and storage of these items. The use of bicycles, skateboards, scooters, and roller blades is permitted on sidewalks, but *not* on steps, in the Dickinson Courtyard, or in any campus building. Toys and bikes should be gathered by their owners each evening, rather than left on sidewalks, parking lots or the campus roadway. For the safety of persons and property be aware that the lawns need to be free of all toys and personal items when mowing is taking place.

Upon moving out of the community, do not leave unwanted toys unless someone has specifically said they would like the item and is willing to take responsibility for the care and upkeep of the item.

#### **Curfew**

The City of Delaware has established the following curfews for children:

- Ages 12-18: Weekdays during the School year: 11:00p.m. -4:30 a.m.
- Friday-Saturday: midnight -4:30a.m.
- Under age 12: Dark to dawn (In the winter months, this can be as early as 5 p.m.)

- MTSO is not responsible for enforcing these curfews, but encourages parents to observe them.

### **School system**

The MTSO campus is part of the Olentangy School System. Parents of children who have lived in Kleist Manors and have attended school may be one of the best resources for information about the OSS. The Olentangy School System can be reached by calling 740-657-4050 or logging on to <http://www.olentangy.k12.oh.us/index.html>.

### **Lounge/recreation areas**

The Helen Werner Apartment Building and Dewire Residence Hall each have lounge/recreation areas intended for the use of all residents of the facility. Dewire Residence Hall Dorm Lounge is one of the comfortable spaces in which to study and/or have a meeting. This room can be reserved for student activities as needed. If a student is studying and a group has reserved the Dorm Lounge, the student should check with the group to determine if the presence of non-group members will be disruptive to their gathering and, if so, leave and find another place to study. When it is not in use or reserved by another group, students are permitted to study, relax, watch television in the Lounge until 10 p.m., after which, he or she must be the invited guest of a Dewire resident. Respect the privacy of those students who live in the residence hall. Adults who live on campus should supervise any children whenever they are using one of the lounge/recreation areas. All areas are to be cleaned up after use (floors swept/vacuumed, trash picked up and thrown away, chairs returned to original position).

### **Resident concerns**

The nature of the MTSO community is such that consideration of, respect for, and sensitivity to the needs of others are assumed to be valued and practiced. There are times, however, when one or more residents might have a different viewpoint and/or cooperative residential life is challenging. In such a situation, the first course of action is to talk about the problem directly with the person(s) involved. If the problem cannot be resolved in this way, talk with the Building Manager. When necessary, the Facilities Manager and/or the Director of Student Services can be contacted.

### **Noise Policy**

Noise is unreasonable if it is too loud, prolonged or disturbing for the time of day. The following guidelines are helpful:

- Loud gatherings after midnight on a Friday or Saturday night are generally unreasonable.
- Loud gatherings after 10 p.m. Sunday through Thursday are generally unreasonable

In the event that these guidelines are violated, use the following protocol:

1. Ideally, the complainant should contact those making the noise directly and ask them to lower the noise level.
2. If the complainant has already contacted the offender(s) and the noise continues, then the complainant should contact a Building Manager and have the Building Manager inform those

making the noise that the noise level needs to be lowered to an acceptable level. The complainant may go directly to the Building Manager if necessary.

3. If the noise level continues unabated, then either the complainant or the Building Manager is free to call the Housing Coordinator, who will contact the offenders and instruct them to lower the noise level.
4. The final option is to contact the Delaware Police Department at 740-362-1111. An officer will be dispatched to address the concern.

## The Housing Units

### Dewire Residence Hall

The Dewire Residence Hall is designed for students who commute to campus and stay only a few days. Rooms are cleaned between one occupant's departure and the next occupant's arrival. Dewire residents are expected to be good stewards and respectful of those who provide the cleaning service.

#### General room accommodations

The rooms are furnished with a double bed (linens are provided), a nightstand with lamp, a TV and remote, a desk with lamp, desk chair, and a comfortable sitting chair. There are also two locking closets in each room, with keys in the locks. For students that return weekly, personal items can remain in one of the two locking closets in each room. When a student vacates the room at the end of the semester they should replace the key in the lock and remove all personal belongings. MTSO is not responsible for any personal items left or stored in the rooms.

#### Swipe cards/room keys

If a student or guest does not already have a key to the assigned room, a swipe card and key (if applicable) will be at the front desk of Dewire Residence Hall on the student's expected day of arrival. The student should keep the key and swipe card until the end of the academic year, or until they are no longer registered for classes at MTSO and/or no longer residing on campus at which time the swipe card as well as any keys must be returned to the Housing Coordinator.

#### Check-in and checkout times

**Check-in is 4 p.m. and checkout is 12 p.m.** Some rooms have two students assigned to them (on different days of the week), and this four-hour window allows time for the room to be cleaned and made ready for the next arrival. DRH rooms are also often used on weekends for conferences, retreats and Course of Study; adherence to the check-in and checkout policy makes the turnover go smoothly.

#### Bathrooms

Two residents share each bathroom. Towels, washcloths and bathmats can be found under the sinks in each bathroom. Place dirty towels on the floor for laundry pick-up each day. Hang

towels that are intended to be used again on the towel racks. The cleaning contractor will only remove towels that are on the floor.

#### **Cleaning of rooms**

The bed linens will be changed at the end of a weekly stay.

#### **Meals/kitchen facilities**

Meals are available in Dunn Dining Hall Tuesday through Thursday during the semester. For breakfast and meals on other days of the week, students may use the full-size kitchen in the basement of the building. It is equipped with two refrigerators, a large freezer, pots, pans, dishes and silverware. Be sure to mark personal items before placing them in the refrigerators. Also be kind to fellow residents by cleaning up after using the kitchen.

#### **Internet access**

Rooms in Dewire Residence Hall have Wi-Fi service.

#### **Building security**

The building is generally unlocked during the day so that the campus community has access to the lounge area. However, be sure to take the swipe card at all times in the event that the building is locked. For lockouts during business hours, contact Maintenance at x 3380. After hours, contact the Building Manager who lives in Rooms 107/109 on the first floor. Telephone numbers are in the front of this Student Handbook.

### **Helen Werner Apartment Building**

HWAB is a three-story building designed for single adult apartment living. Unfurnished efficiency and one-bedroom units are available. Efficiency apartments have a combined living area and bedroom, a dining area, bathroom and kitchenette. One-bedroom apartments have a living room, bedroom, kitchenette, and bathroom. A community room, laundry facilities, and small storage areas are also provided.

### **Kleist Manor Apartments**

Kleist apartments are one and two-bedroom apartments designed for family living. Priority in rental of Kleist Manor Apartments is given to students with dependent children. When units are available, one-bedroom apartments in Kleist may be rented to single students, and two-bedroom units may be rented to two students, with or without dependent children, on a first-come, first served basis. We follow the occupancy guidelines of the United States Department of Housing and Urban Development which recommend a maximum of two occupants per bedroom per apartment. The apartments are arranged in clusters of five separate buildings with one-bedroom on a single level and two bedroom apartments in a townhouse design. In addition, each apartment contains a living room, eat-in kitchen, bathroom and utility room with a washer/dryer combination that is shared with the neighboring apartment. All units have central air conditioning. Every apartment has a ground level front and rear entrance with a shared

front porch. Limited storage space is available in the lower level of building E. *Do not stack items in the storage unit to the ceiling.* Delaware Fire Codes require that items in the storage area have a 24 inch gap between the storage items and the ceiling or fire sprinklers. Items in violation of this Fire Code can be discarded by the Maintenance Department.

Rates for both HWAB and Kleist Apartments include all utilities, high-speed Internet and cable TV. Semester rates cover September through December and February through May. Monthly rates are charged for January, June, July and August and are billed separately.

### **Inside the Apartments**

**Personal Property Insurance:** MTSO is not responsible for loss of personal property of campus housing residents due to theft, fire, smoke and water damage, power outages, etc. Accordingly, all campus housing residents are expected to carry some form of personal property insurance (i.e., renter's insurance) on their belongings while living in campus housing facilities. Replacement coverage is recommended.

**Moving in procedure:** Complete the walk through and return the completed form to the Maintenance Department as soon as possible, but no later than two weeks, after moving in. The purpose of this form is to provide a baseline record of conditions in the apartment unit for our mutual reference.

**Moving out procedure:** The Maintenance Department will send instructions for vacating units to all residents at the end of the any academic term. If a resident plans to move at any other time, contact the Housing Coordinator and the Building Manager. Contact the Housing Coordinator to schedule a moving out walk-through. The moving out walk-through report is the basis for determining how much of the housing deposit is returned. Repairs of any damages to the apartment, beyond regular wear and tear will be deducted from the deposit. If the damage exceeds the amount of the deposit, MTSO will retain the deposit and the resident will be charged for the balance owed for the repairs.

Residents will need to return all keys and swipe cards issued to them. Students can return the keys to Maintenance (or the person designated by the Housing Coordinator to do the final walk-through inspection). If the resident is leaving after hours, return the keys and swipe cards to the Building Manager. *Resident names and room or apartment number should be attached to the key and swipe card.*

A valid forwarding address should be left with the MTSO mailroom to ensure all students entitled to a refund of their security deposit, receive that deposit in a timely manner. (See mailroom staff during posted hours of operation.)

Arrangements should be made with the Building Manager or the Housing Coordinator to store items in the appropriate storage areas over the summer months (or any other extended period of time) should the resident be returning to the residence hall.

**Repairs:** Report all repairs needed by emailing [maintenance@mtso.edu](mailto:maintenance@mtso.edu) with a copy to the Building Manager. Repairs that should be reported include, but are not limited to:

- Storm doors, screens, handles. Do not disconnect the door from the cylinder closer.
- Cabinets missing screws or loose knobs
- Floors cracking, lifting or the carpet unraveling

All non-emergency repair requests must be made in writing. The Maintenance staff will respond as soon as possible. The goal is to provide an initial response (assessment and, if possible, the necessary repair) within 48 hours. Sometimes, however, things happen to delay planned timetables; parts have to be ordered, or other matters require the response by the entire maintenance staff. Patience is appreciated. If there has been no response or communication regarding a written work request within 48 hours, file another. Email [Maintenance@mtso.edu](mailto:Maintenance@mtso.edu) and copy the Building Manager.

The Maintenance staff will try to schedule the repair for a time when the resident can be in his or her room or apartment. If that is not possible, the maintenance staff will leave a note telling the resident 1) when they were in the unit (there will always be two staff if no one is at home), and 2) what has been done and/or remains to be done.

Judgment will need to be exercised to distinguish between facility issues that represent an inconvenience that can wait for regular working hours versus an emergency that requires an immediate response. The lack of heat or plumbing leaks *is* considered an emergency and MTSO staff will respond to the best of their ability.

**Home Improvements:** A resident must check with Maintenance before tackling any home improvement project that involves more than sticking a Command™ strip to hang a picture. As a general rule, we ask all residents to live with the paint that is on the walls and the carpet or tile that is currently on the floor of the assigned housing unit. If either needs repair/attention, file a work request ([maintenance@mtso.edu](mailto:maintenance@mtso.edu)). Residents are not permitted to change the color of paint in their apartments.

**Telephones/Telephone Lines:** MTSO provides free telephone lines and one telephone handset to all campus housing units. This handset is the property of MTSO and is expected to remain installed when students depart. Residents may install additional handsets at their own expense.

Three courtesy phones are available for student use (for local calls only). They are located in: the Gallery next to the Library, Gault Hall and in the Werner Hall lobby. There are call boxes



located outside the Helen Werner Apartment Building and the Dewire Residence Hall. If someone is coming to visit (including pizza delivery), the guest will dial the resident's extension from the call box and the resident will come down to greet the guest. *As a safety precaution for all residents, do not leave doors propped open.*

Residents can dial any on-campus number (four-digit extension) directly from any campus phone. Residents can also make local calls (we have a limited service area) by first dialing "9" for an outside line. Residents can also receive incoming long distance called (but not collect calls). To place a long distance call using the residence unit phone line, residents will need to use a pre-paid phone card. (Students may purchase prepaid phone cards from the MTSO Business Office if desired.)

The residence unit phone line is part of a linked system. If the campus loses electricity, we lose telephone service as well. In such a situation, the Building Manager will have a cell phone that can be used if a resident needs to place an outgoing call.

Contact Matthew Rehm (x3136) if there is a problem with the phone service.

**Smoke Detectors:** It is crucial that residents contact the Building Manager if the smoke detector in the apartment is activated. Once the smoke detector is activated, the fire department is alerted and begins to respond within one minute. In the case of a false alarm or other non-emergency, the smoke detector must be silenced in the apartment and reset at the main panel. This is not something a resident can do. The Building Manager must do this. Call the Building Manager *every time* the smoke detector or alarm is activated.

**UNDER NO CIRCUMSTANCES SHOULD RESIDENTS DISMANTLE OR OTHERWISE TAMPER WITH THE SMOKE DETECTOR. RESPONSIBLE STUDENTS WILL BE RECOMMENDED TO BE REMOVED FROM CAMPUS HOUSING.**

Building managers, maintenance staff, and the Delaware fire department conduct random tests of the smoke detectors to ensure the safety of every resident.

**Air Conditioners:** Each housing unit comes with an air conditioner. Be sure to check with the Building Manager if unsure of how the particular unit works. If there is a problem that cannot be resolved, contact [maintenance@mtso.edu](mailto:maintenance@mtso.edu).

**Water heaters:** There should be 3 feet of clear space in front of the water heater. (No flammable materials can come within 3 feet of the heater.) Do not wrap insulating blankets around the water heater.

**Storage Facilities :** Limited storage space is available to all campus housing residents. Each room in the Dewire Residence Hall has a lockable closet for storing items from week to week. In

addition, the Dewire Residence Hall and the Helen Werner Apartment Building contain storage cages in the basement level of each building, and storage compartments are located under the E-Building in Kleist Manor. Generally, the storage compartments are available on a one per unit basis. Residents are responsible for labeling the contents in the storage containers and removing items that are no longer of use. Items must remain within that designated area and cannot be kept outside of the individual units. Any items not labeled or those stored outside of a designated unit will be donated or discarded no later than June 30th of each year.

- Procedures for storage: Label any storage unit or area used with the name, current apartment, and anticipated graduation/move-out date of the resident.
- Provide personal lock for the lockable cages.
- Residents should not store any flammable or perishable materials.
- *Residents should not stack items in the storage unit to the ceiling.* Delaware Fire Codes require that items in the storage area have a 24 inch gap between the storage items and the ceiling or fire sprinklers. Items in violation of this Fire Code can be discarded by the Maintenance Department.
- When residents leave campus housing permanently, they must remove their belongings and make sure their storage area is ready for the next resident to use no later than June 30<sup>th</sup> of the year of their departure.

Storage areas will be inspected by MTSO staff at least once per semester and can be inspected by fire marshals at any time. MTSO assumes no responsibility for items left in storage areas. (See Personal Property Insurance).

**Laundry Facilities:** Washers and dryers can be found in the basement of the Helen Werner Apartment Building and on each floor of the Dewire Residence Hall. Kleist Manor apartment residents share a washer and dryer located between each set of apartments. There is no charge for campus housing residents to use these facilities. Remember to empty the lint traps in the dryers (failing to do this is a fire hazard) and sweep up spills. Residents are expected to generally clean up after themselves. Neither the maintenance staff nor the Building Manager is responsible for cleaning the laundry rooms.

**Pets – MTSO has a few pets that have been grandfathered in currently living on campus and for which the earlier version of the pet policy still applies); however, as of FA’17 no additional pets will be allowed in campus housing; with the exception of:**

MTSO farm working animals or service animals defined as an accommodation with the American with Disabilities Act of 1990.

#### **Outside the Apartment Building**

**Resident Parking:** Parking spaces are limited. One parking space is available in front of each Kleist Manor unit. There are 30 spaces behind the Helen Werner Apartment Building, however,

there are 34 apartments; therefore, 4 spaces in front of Kleist will be used for HWAB residents. All other vehicles should be parked in the areas across the street from HWAB and/or behind Dewire Residence Hall. Contact the Campus Steward if a vehicle will be parked (not moved) at MTSO for longer than one week. The make, model, color, and license plate of all student vehicles must be registered with the Maintenance Department. This is both for safety of campus residents and for reference if there is ever a need to contact the owner of a specific vehicle. The access code for residents arriving through the back gate, is 3081.

**Recycling at MTSO:** The City of Delaware provides recycling bins for residents to use free of charge. Contact the Building Manager or Maintenance for collection schedules and procedures. Glass, plastics, aluminum and paper must be separated before collection. The blue recycling bins that are located in the apartment or building units are the property of the City of Delaware. Remember to leave the bins at MTSO when moving off campus.

There are recycling bins for aluminum cans, plastic bottles and paper in the Coffee Shop, Schooler Atrium, Gault Hall across from G133, and in the copier rooms. Students should utilize these additional locations to recycle.

**Trash Removal:** Dumpsters are provided for residents to dispose of trash. One is located in the parking lot behind the Apartment Building (for use by Apartment Building and Kleist Manor residents); the other is located in the parking lot behind the Residence Hall.

All students and guests living in Dewire Residence Hall are asked to take their trash to the dumpster rather than filling wastebaskets emptied by the Maintenance staff.

The City of Delaware empties our dumpsters on Tuesday and Friday. They will empty *only* what is *inside* (as opposed to near or next to) the dumpster. Do not place furniture in or around the dumpsters. The City of Delaware will not remove these items.

Additional personal garbage cans are not permitted outside the housing unit. Animals have been known to be attracted to them, with unpleasant results.

MTSO will attempt to arrange for extra pick-up times when significant trash overloads are anticipated (e.g., beginning and ending of an academic term.) Notify [Maintenance@mtso.edu](mailto:Maintenance@mtso.edu) if the dumpsters are filled to overflowing on a regular basis at other times. Be sure that vehicles do not block access to the dumpsters. Furniture and other large items to be discarded may be placed in these large dumpsters.

**Smoking:** Smoking is prohibited in all buildings on the MTSO campus, including all campus housing units. Pursuant to Ohio Revised Code 3794, smoking is prohibited within 30 feet of the doors and windows on campus. Smoking is restricted to the designated smoking areas located

outside most buildings. Dispose of cigarette butts in the receptacles provided only. Do not move the cigarette ash receptacles closer to the doors.

**Snow and Ice Removal :** Snow and ice are usually part of winter in Central Ohio. Residents are expected to clear the walkways and parking spaces for their units. Shovels and buckets of “ice melt” are provided for your use. Contact Maintenance when the ice melt bucket is empty. Use caution when approaching or leaving the housing unit during/after a snowfall or ice storm.

Maintenance is responsible for clearing campus walks, steps and the roadway when a snowfall occurs. Clearing will happen as soon as it is reasonable to do so and generally will begin on the most-used walkways: near the Library, Gault Hall and Werner Hall. The Maintenance team will provide the best possible snow/ice removal service, but it is not possible to ensure that any 131 given surface will be completely free from snow and/or ice at any given time. Also, buckets containing “ice melt” crystals will be placed strategically around campus. Feel free to spread some of the crystals whenever needed. Be aware that after a Level 3 snow emergency, it may take longer than usual to have our lots cleared. Help one another, especially if the snowstorm happens over a weekend.

## Campus safety, fire safety, weather and other emergencies

### Campus Patrol

The City of Delaware Police Department will patrol the campus in the evenings and after dark. MTSO is in the city limits of Delaware and all city and state laws are enforced on campus. If any police action is taken on campus, the Delaware Police Department will inform MTSO of any violations and all actions taken. Annually, MTSO has to record all major accidents and police activity that takes place on campus and report these results to the federal government.

### Firearms, Fireworks, Weapons, Explosives and Projectiles

No person shall store, possess or detonate dangerous weapons, have under the person’s control, convey, or attempt to convey devices or substances including, but not limited to, fireworks, firearms, ammunition, pellet guns, bow and arrows, martial arts equipment, switchblade knives, brass knuckles, swords, large knives, stun and shock devices, projectile devices (i.e. sling shot), and clubs. This prohibition includes all land, campus buildings, residence, in vehicles, and off campus at an MTSO-related activity, unless permitted on the basis of the person’s position as a recognized public safety official or appointed peace officer, even if otherwise permitted by law. A valid license does not authorize the licensee to carry a weapon onto the school premises. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others is expressly prohibited. Violations of this policy by students will result in consideration for expulsion upon the first offense. Violations of this policy by employees will result in consideration for immediate dismissal upon the first offense. All violators of this policy, whether affiliated with MTSO or not, will be

subject to prosecution to the fullest extent of the law. Further, toy guns (i.e., dart, paint ball, foam darts, squirt, cap, and other projectile devices) are also forbidden which could reasonably be mistaken for a firearm or explosive. The use of these items on campus is prohibited.

## Safety and Security

Students are encouraged to walk together to the parking lots or to the residence halls after dark.

Residents are the primary eyes and ears of the campus, particularly after dark. Campus residents are likely to develop the best sense of what is normal in terms of campus life. **If residence notice any activity or anyone who seems unusual or suspicious, share those concerns with the Facilities Manager and/or building manager right away. (Do not wait until the next day.)** If a campus resident witnesses anything that causes concern (such as an unfamiliar car, unknown people loitering near the housing units or other buildings after they are locked, etc.), call 9-911. The Delaware City Police Department, non-emergency number is 740-362-1111.

One of the ways to prevent unwanted intruders in campus buildings is to remember that the swipe card permits access to some buildings after they have been locked. **Do not leave doors propped open.** If a resident is expecting a guest (including pizza delivery) instruct the guest to utilize the call boxes outside the Helen Werner Apartment Building or the Dewire Residence Hall to gain entry to the building. The guest will dial the appropriate extension to reach the resident and the resident will come to the door to greet the guest.

**In the event of a fire** call 9-911 and call the Building Manager. In the event that the smoke detector is activated, call the building manager.

## Fire safety

### Fire Drills

MTSO is required by our insurance company and the City of Delaware to have regular fire drills in all residence units. These fire drills are held at least annually and are unannounced. When the fire alarm sounds, evacuate the room or apartment immediately, using the nearest exit.

### Evacuation Guidelines

So that Building Managers can attempt to account for all residents and guests when there is a fire drill/alarm, evacuate using the following guidelines:

- *Dewire Residence Hall*(Dorm) residents should proceed to the far side of the parking lot on the south side of the building (Near the Maintenance Garage.)
- *Helen Werner Apartment Building* residents should proceed to the front lawn of that building.
- *Kleist Manor* residents should gather in the front lawn of their respective building.

Persons who do not evacuate a building during a fire drill can be assessed a fine by the fire marshal.

### Alarm Systems

All residence units have fire alarm systems and smoke detectors that are checked by the Maintenance staff on a regular basis. Residents noticing any trouble with a smoke detector should contact Maintenance at [maintenance@mtso.edu](mailto:maintenance@mtso.edu).

Once an alarm has sounded, it needs to be re-set in the living unit as well as the in the Administration Building—regardless of the time it is occurring. If the alarm sounds in a unit and the resident is *certain there is no fire* (smoke from cooking may have set off the alarm, for example), immediately inform maintenance, the front desk *and* a Building Manager. Regardless of the time of day, CALL the Building Manager.

In **Kleist Manor** apartments fire extinguishers are located in the joint laundry rooms. In **Dewire Residence Hall** and the **Helen Werner Apartments** fire extinguishers are located in each hallway. Additionally, residents may want to purchase a fire extinguisher for one's personal protection in the apartment.

### Fire Doors

The Residence Hall and Apartment Buildings have fire safety doors in hallways and stairways. In the event of fire, these doors automatically close to prevent the spread of smoke and are marked "KEEP CLOSED." **Do not** prop these doors open.

### Fire Safety Practices

Parents who live on campus should be sure their children understand basic fire safety principles and procedures for reporting a fire as well as evacuating their residence in the event of a fire.

All residents need to be careful about how and where flammable materials are stored. Paper, empty boxes, chemicals and other flammable materials should not be stored in storage bins, hallways, or in Kleist Manor apartment utility areas. (Items stored in Kleist Manor utility areas must be at least 3 feet away from all sides of the furnace and water heater.)

MTSO allows the use of candles or open flames in worship services and other events where such use is appropriate, as long as the use is in full compliance with the requirements of applicable codes (e.g., not used near flammable or combustible materials, etc.) and where there is a continuous presence of individuals who are responsible for candle or open flame usage. However, based upon the potential fire risk for building occupants and buildings, MTSO requests that candles or other open flames not be used inside campus buildings (including housing units) outside of worship services and other appropriate events (such as birthday parties). We request that other means be used to accomplish the desired effect.

During Advent and Christmas, campus residents may wish to have a tree in their apartment and/or decorate using electrical lights. The lights must be turned off and unplugged when leaving the

apartment for any length of time. Live trees present a fire hazard and must be watered daily. In addition, they are not to be placed near any location in the apartment that could be combustible. If a live tree is in an apartment, and the resident will be leaving campus for more than one day, the tree must be taken down prior to leaving and disposed of properly. Artificial trees may be used in MTSO housing; however, they must not be placed in the apartment near the heating units or any other location that could be combustible.

## Severe Weather

### MTSO Alert

MTSO Alert is MTSO's primary method for communicating about weather-related cancellations and other urgent emergency messages. All students, faculty and staff are expected to sign up for this free information service at [www.mtso.edu/alert](http://www.mtso.edu/alert).

Through MTSO Alert, important campus information is sent to all registered users via text message, email, or telephone voice message. As a registered user, you may choose which of these methods you prefer. MTSO provides this service at no charge, though text messages or calls you receive are subject to whatever rates your own phone service provider might charge.

### Weather-related cancellations and schedule changes

Central Ohio does experience severe weather on occasion. Subscribers to MTSO Alert will be the first to know of any weather-related cancellations or changes in schedule. MTSO also shares such news via its website and social media and by notifying Columbus-area radio and television stations. But the quickest and most reliable way to ensure that you will learn of closings is to create and maintain your MTSO Alert account.

### General weather safety

Remember that a "WATCH" of any kind means that conditions are conducive for severe weather to develop; a "WARNING" means that severe weather is imminent. Sirens may also sound when severe weather is approaching.

### Thunderstorms

In case of severe thunderstorms, it is wise to turn off and unplug televisions, computers and other electronic equipment. A power strip will not necessarily protect one's computer from the type of surges that an electrical storm can produce. Only a surge protector will protect electronic devices. In the event there is a power outage a flashlight should be a part of each resident's emergency preparedness kit. For more information on emergency preparedness kits go to [www.ready.gov](http://www.ready.gov). We urge all residents to keep a flashlight handy since high winds, lightning strikes, and fallen trees/limbs often take down power lines. Sometimes, it can take quite some time before power is restored.

## Tornados

April, May and June constitute the peak of tornado season in central Ohio although tornados can form at any time when conditions are right, regardless of the calendar date.

A **Tornado Watch** means that weather conditions are such that there is a good possibility that tornadoes could develop. A **Tornado Warning** means that a funnel cloud has been sighted and persons should take cover immediately.

Persons who have experienced tornadoes report hearing a very loud noise that sounds like a freight train just before the tornado strikes. There may be very little time to react.

**Helen Werner Apartment Building and Dewire Residence Hall:** Proceed immediately to the basement or to a lower level stairwell. Usually the northeast corner of a basement is the safest place to be when a tornado passes over a building. Stay away from windows.

**Kleist Manor Apartments:** Proceed immediately to the basement of D or E building whichever is closest. Usually, the northeast corner of a basement is the safest place to be when a tornado passes over a building. Stay away from windows.



If you are in:	Then:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
A vehicle, trailer, or mobile home	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
The outside with no shelter	Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

## Campus Closings

### Administrative Procedures

The President and Dean and Vice President of Academic Affairs each have the authority to close the campus, delay opening, and/or cancel classes in response to an emergency, power or utilities failure, severe weather or other calamity.

There may be some circumstances under which classes would be cancelled, but offices will remain open, and vice versa. When circumstances permit, a decision to close the school will be made as early as possible in the day.

Classes will automatically be cancelled and offices will automatically be closed during a Level III weather emergency in Delaware County. The Delaware County Sheriff's Department declares all such emergencies.

Students living outside Delaware County should not drive if a Level III emergency is declared in the county in which they reside. Traveling during a Level III will result in a ticket and a fine.

### **Definitions (Source: Delaware County Sheriff)**

**Level I Snow Emergency:** Roadways are hazardous with blowing and drifting snow. Roads are also icy. Extreme caution is advised when driving.

**Level II Snow Emergency:** Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. The student should contact his or her employer to see if he or she should report to work.

**Level III Snow Emergency:** All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary travel. All employees should contact their employers to see if they should report to work. Those traveling on the roadways may be subject to arrest under 2917.13 of the Ohio Revised Code. This offense is a misdemeanor of the fourth degree.

### **Notification of Closing or Delayed Opening**

Notice of closing or delayed opening will be available through the following means:

- Sent instantly to MTSO Alert subscribers via text, email or voicemail (subscribe at [www.mtso.edu/alert](http://www.mtso.edu/alert))
- Posted to [www.mtso.edu](http://www.mtso.edu), [www.facebook.com/MethodistTheologicalSchoolInOhio](https://www.facebook.com/MethodistTheologicalSchoolInOhio) and @MTSOedu on Twitter
- Announced to callers to the main MTSO number: 740-363-1146
- Submitted to Columbus-area radio and TV stations.

### **Use of Personal Judgment/Notification of Absence**

Given that weather conditions in home locations of students and employees may differ significantly from those in Delaware County, employees and students should always exercise their best personal judgment when MTSO is open, and when travel to and from the school involves unusual or extraordinary risk. Students and employees should initiate direct communication with supervisors or faculty if absence is deemed necessary. It is assumed that responsibility, reasonableness and fairness will guide decisions regarding absence, and that compassion and understanding will guide faculty and supervisors as arrangements are made to make up for missed work.