



The Landings

at Terra Village

2023-2024 Student Handbook

Revised May 2023

Table of Contents

Part I – Opening	5
Purpose, Mission, and Vision	5
Core Values	5
Nondiscrimination Policy	5
Student Right to Know	6
Student Records and Right to Privacy	7
Confidentiality & Reporting	8
Directory Information	9
Mandate Reporting	9
PART II – CODE OF STUDENT CONDUCT	10
SECTION I – MISSION	10
SECTION II – JURISDICTION	10
SECTION III – PHILOSOPHY	10
SECTION IV – DISTINGUISHING CODE OF STUDENT CONDUCT FROM THE LAW	10
SECTION V – STUDENT RIGHTS AND RESPONSIBILITIES	11
SECTION VI – DEFINITIONS	12
SECTION VII – CONDUCT POLICIES: CODE OF STUDENT CONDUCT	13
College Policies	13
Academic Policies	
Please refer to http://www.tiffin.edu/academics/calcat/ for the most updated version of the Academic Bulletin.	13
Alcohol Policy	13
Assistance Animal Policy	14
Anti-Hazing Policy	16
Bullying and Harassment Policy- (outside of protected classes considered under Title IX)	17
Complicity Policy	17
Computer Network/Internet/Email Policies and Procedures	17
Conduct System Abuse	17
Disorderly Conduct	17

Disruption/Obstruction	17
Drone Policy	17
Emergency Equipment Policy	18
Electric Scooters	18
Failure to Comply	18
False Information	18
Gambling Policy	19
Fire Safety Policy	19
Harm to Others	19
Retaliation	19
Smoking/Tobacco Policy	20
Theft	20
Vandalism/Property Misuse Policy	20
Weapons Policy	20
Title IX Gender-Based Discrimination & Sexual Harassment/Misconduct Grievance Policies & Procedures	20
Residence Life Student Conduct Policies -	21
Bicycle Policy	21
Check-In/Out Policy (General Comments)	21
Entertainment Units Policy	21
Fireworks Policy	21
Furniture Movement Policy	21
Games/Sports In the Hallway	21
Guest/Escort Policy	22
Health/Safety Hazard	22
Laundry Policy	22
Ledges/Roof/Fire Escape Policy	23
Loft/Bunk Policy	23
Lounges - Furniture/Television/Microwave Use Policy	23
Maximum Occupancy Policy	23
Noise/Quiet Hour Policy	23

Pet Policy	24
Posting Policy	24
Prohibited Appliance/Items Policy	25-26
Refrigerator Policy	26
Room Damage Policy	26
Room Decoration Policy	26
Room Access Policy	27
Improper/Unauthorized Room Change Policy	27
Room Windows/Screen Policy	27
Solicitation	27
Subletting Policy	27
SECTION VIII – STUDENT CONDUCT PROCESS - (FOR TITLE IX PROCESS, PLEASE SEE PART II)	28
SECTION IX –SANCTIONS & OUTCOMES DEFINED	32
SECTION X– SANCTIONS, OFFENSES, AND OUTCOMES	34
Alcohol Sanctioning Guidelines - Incidents that result in:	34
Drug Sanctioning Guidelines - Incidents that result in:	35
Other Policy Violations Sanctioning Guidelines	36
SECTION XI– STUDENT CONDUCT RECORDS	40
SECTION XII– IMPLEMENTATION AND REVISIONS	40
SECTION XI– RESIDENCE LIFE & HOUSING OPERATIONS	41
Housing Agreement	42
Housing and Meal Plan/Appeal Committee	42
Room Assignments	43
Resident Withdrawals	43
Items Left Behind	45
Keys	45
Mail	47
Part III– Conclusion	48

Terra State Community College Purpose, Mission, and Vision

The Purpose of Terra State Community College as an institution of higher education is to transform the lives of students through education. Our Mission is to provide the highest quality education and training to our students, faculty, staff and community. Finally, our Vision is to be the model for academic excellence, student-focused service and community engagement.

Core Values

Teamwork

Working together to positively impact students, faculty, staff and community.

Excellence

Setting and achieving the highest educational standards for our students, region and workforce.

Respect

Building a campus of trust, courtesy, integrity and open communication.

Responsibility

Ensuring the health and well-being of the College.

Accountability

Taking ownership of our commitments and outcomes.

Nondiscrimination Policy

Terra State Community College does not discriminate on the basis of race, color, religion, national origin, ethnicity, age, sex, gender identity, genetic information, gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status in the provision of educational programs and services or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Age Discrimination Act of 1976, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

All members of the faculty, staff, administration, student body, and volunteers to campus have the right to be free from discrimination. All members of the above-mentioned groups are expected to conduct themselves in a manner that does not infringe upon the rights of others. The policies listed below have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policies serve as a measure for the College to determine, after the fact, if behaviors have violated policy.

Any person who believes he or she has been a victim of discrimination is strongly encouraged to report the discriminatory behavior directly to the human resources department, under the federal statutes of

the Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Vocational Rehabilitation Act of 1973.

All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Chari Mullens, Director of Diversity and Inclusion and Title IX Coordinator cmullen01@terra.edu 419.559.2330 or http://terra.edu/about_us/institutional_info_policies/title_ix_office.php

Student Right to Know

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

- Rights under the Family Education Rights and Privacy Act
 - Right to inspect and review student's education records
 - Registrar's Office
 - 419-559-2333
 - Roy Clay Hall, A200
- Direct Loan Deferment for Peace Corps or Volunteer Service
 - Information regarding deferment of loan payments while performing volunteer service
 - Financial Aid Office
 - 419.559.2344
 - Roy Klay Hall, A100
- Available Financial Assistance
 - Various Sources of financial aid and how to apply
 - Financial Aid Office
 - 419.559.2344
 - Roy Klay Hall, A100
 - financialaid@terra.edu
 - http://www.terra.edu/apply_aid/paying_for_college/index.php
- Institutional Information
 - Information regarding the College
 - Academic Calendar
 - http://terra.edu/degrees_programs/academic_calendar.php
- Athletics
 - Information regarding athletic programs, schedules, etc. Gillmor Student Center
 - 419.559.2100
 - Roy Clay Hall A304
- Title IX & Civil Rights
 - Gender equity, discrimination, harassment, retaliation, and sexual assault
 - Office of Institutional Diversity and Equity
 - 419.559.2330
 - Roy Clay Hall, A201-H
 - http://terra.edu/about_us/institutional_info_policies/title_ix_office.php
- Completion and Graduation Rates
 - Annual graduation rates for full-time Undergraduates
 - Registrar's Office
 - 419-559-2333

- Roy Clay Hall, A200
 - http://terra.edu/life_at_terra_state/commencement.php
- Campus Security Report-Clery Statistics
 - Statistics of criminal offenses for the three most recent calendar years concerning the occurrence of a crime involving students Student Handbook
 - 419.559.2253
 - E104
 - http://terra.edu/life_at_terra_state/student_services/campus_safety/
- Voter Registration and Constitution Day
 - Voter registration forms must be made available to all students for any state
 - Student Affairs
 - B105
 - Voter Registration Forms
 - Web site <http://www.sos.state.oh.us/sos/voter/>
- Reporting alleged fraud, theft of University assets, misstated financial statements, or misuse of University equipment and buildings
 - www.RedFlagReporting.com
 - 1-877-647-3335
 - Terra State Community College Client Code- 88009686446

Student Records and Right to Privacy

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

1. The right to inspect and review the student's education records within 30 days of the day the college receives a request for access. Students should submit to the registrar, vice president, or dean, a written request identifying the record(s) to be inspected. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by The College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of education records that the student believes are inaccurate or misleading. Students may ask The College to amend a record that they believe is inaccurate or misleading. They should notify The College official responsible for the record, clearly identifying the part of the record they want to be changed, and specify why it is inaccurate or misleading. If The College decides not to amend the records as requested by the student, The College will notify the student of the decision and advise the student of their right to have a statement by the student entered into the record.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by The College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom The College has contracted (such as an attorney, auditor, billing agency, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs

to review an education record in order to fulfill their professional responsibility. Upon request, The College discloses education records without consent to officials of another school at which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Terra State Community College or The Landings to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. Complaints may also be directed to Terra State Community College Office of Human Resources or the Office of Registration and Records.

Further information on the Privacy right for Students at Terra State Community College can be found on the website:

http://terra.edu/about_us/institutional_info_policies/legal_disclosures/hea_heoa_disclosures/student_privacy_rights.php

Mandated Reporting

An employee of the College who is obligated by this procedure to immediately share knowledge, notice, and/or reports of sexual misconduct and/or retaliation with the Title IX Coordinator. This includes the President, Vice Presidents, officers within the Department of Campus Safety, all Deans, Chairs, Directors, Department Heads, Student Organization Advisors, Academic Advisors, Career and Transfer Advisors, Advocates, admissions staff, human resources staff, and Athletic Coaches. All mandated reporters must promptly share all details under these procedures with which they observe or have knowledge.

Confidentiality and Reporting – under this Policy

ALL Terra State Community College and the Landings employees (faculty, staff, coordinators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On-campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a reporting party has requested this information be shared. If a reporting party expects formal action on their allegations, reporting to any employee can connect them with resources to report crimes and policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the reporter), who will take action when an incident is reported to them.

The following describes the reporting options at Terra State Community College:

A. Confidential Reporting

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

- On-Campus Resources
- On-campus Victim Advocate
- On-campus health service providers and staff
- On-campus licensed professional counselors and staff

On-Campus Services		
Victims Advocate 617 Croghan St Fremont, OH 43420 (419) 334-6418		Health & Wellness - Counseling Building B 107 (419) 559-2367 counseling@terra.edu
Off-Campus Assistance		
Fremont Police Department 1141 W State St Fremont, OH 43420 911 or (419) 332-6464	Fremont Fire Department 1145 W State Street Fremont, OH 43420 911 or (419) 447-1234	ProMedica Memorial Hospital 715 S Taft Ave Fremont, OH 43420 911 or (419)332-7321
ProMedica Student Assistance Program (after hours) (866) 327-3759	Sandusky County Victims Assistance 617 Croghan St Fremont, OH 43420 (419) 334-6418	Sheriff - Sandusky County 2323 Countryside Drive Fremont, OH 43420 419-332-2613

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

Terra State Community College employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant’s anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter must consult with the Title IX Coordinator on that assessment. Refer to *When a Complainant Does Not Wish to Proceed policy*.

Anonymous notice will be investigated by Terra State Community College & The Landings to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the ability for Terra State Community College to investigate, respond, and provide remedies, depending on what information is shared.

Mandated reporters may **not** be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

PART II – CODE OF STUDENT CONDUCT

SECTION I – MISSION

To establish a Code of Conduct and a process through which Terra State Community College & The Housing Office at the Landings at Terra Village that develops, disseminates, and upholds campus policies and procedures. The Code and Student Conduct Process educates Students of their civic and social responsibility as Terra State Community College community members, as well as future global citizens through proactive educational outreach and formal conduct processes. The Code also supports the Mission of Terra State Community College by providing Students educational opportunities that can positively impact their future goals. Student rights are an integral part of the Code and Student Conduct Process. All elements of the Student conduct process and Code of Student Conduct are designed to foster the ethical development and personal integrity of Students.

SECTION II – JURISDICTION

The Student Conduct process and Terra State Community College inform the rights and responsibilities of students and residents living in the Landings at Terra Village. This Code of Conduct and process address misconduct that occurs on Terra State Community College’s campus and The Landings property, as well as off-campus incidents (including study-abroad experiences and/or student-sponsored trips), and online interactions when the possibility or reality of a negative impact on the campus community exists.

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

The College at its discretion reserves the right to enter any campus facilities and/or conduct searches of any of its facilities (including residential communities i.e. residence hall rooms, apartments, or houses). These searches can be conducted with or without prior notice from the institution and intended to ensure the safety and security of the campus community and the adherence to Terra State Community College policy.

SECTION III – PHILOSOPHY

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

SECTION IV – DISTINGUISHING CODE OF STUDENT CONDUCT FROM THE LAW

The Student Conduct Process is an educational and administrative process of Terra State Community College. Its purpose is not to mirror a court of law, but rather to further the educational mission of Terra State Community College and foster student development. Consequently, the behavioral expectations found in the policies and procedures in the Code of Student Conduct may be higher than those found in criminal law.

Members of the Terra State Community College and The Landings Housing Staff and visitors are subject to all Terra State Community College policies, procedures, rules, and regulations. Additionally, students

are simultaneously subject to any local, state, and federal laws. Consequently, some conduct may result in a violation of law as well as the Terra State Community College Code of Student Conduct. In these cases, The College reserves the right to uphold the established Code of Student Conduct and investigate alleged student conduct, etc. without awaiting outcomes of any criminal trial, police investigations, etc.

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

SECTION V – STUDENT RIGHTS AND RESPONSIBILITIES

Students/Resident documented for alleged violations of Terra State Community College Policies within the Code of Student Conduct have the following rights:

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

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

Upon enrolling at Terra State Community College, an individual is indicating they acknowledge and accept this statement of Student Rights and Responsibilities as well as all other college policies, rules, and regulations. Further, upon enrolling, an individual is indicating they acknowledge and accept that all other College policies, rules, and regulations are to be interpreted by The College.

These policies, rules, and regulations may be affected by the obligations of individual programs, which may have additional requirements pertaining to licensing or participation, and related laws and regulations specific to their disciplines. Terra State Community College reserves the right to make changes to the Code as necessary. Changes made to the Code are made accessible to Terra State Community College Students through the Terra State Community College website.

Students are encouraged to check online for the most updated version of this document:

[Student Code of Conduct](#)

SECTION VI – DEFINITIONS

In order to make the Student conduct process at Terra State Community College accessible to students and residents, the following terms have been defined below.

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

SECTION VII – CONDUCT POLICIES: CODE OF STUDENT CONDUCT

College Policies

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

1. Academic Policies

Please refer to <http://catalog.terra.edu/content.php?catoid=7&navoid=277> for the most updated version of the Academic Bulletin.

2. Alcohol Policy

- a. Any of the following: possession, purchase, unlawful manufacture, distribution, dispensing, being under the influence, the unlawful use, or being in the proximity of alcohol or any alcohol containers by anyone under the age of 21.
- b. Alcohol stored in common share spaces (living rooms, shared fridges, etc.) if all residents in the apartment are not over the age of 21.
- c. Abuse/Misuse: Consumption of alcohol that impairs a Student’s personal health and/or safety, regardless of age.
- d. Common Source/Keg: Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punch bowls, punch cans, beer balls, etc.) and/or keg.
- e. Devices: Use and/or possession of mass consumption devices (ie. beer bong, funnels, etc.).
- f. Mass Consumption: Participation in activities and/or drinking games (i.e. beer pong, water pong, flip-cup, card games) that promote mass consumption of alcoholic beverages. This includes possession/use of furniture/tables used primarily for mass consumption games (i.e., beer pong, water pong, flip-cup tables, kegerators).
- g. Public Intoxication: Public intoxication and/or drinking in public.
- h. Underage Guests: Students that are of legal drinking age are prohibited from having underage guests (including Students) in the presence of alcohol containers of any kind (whether empty or full).
- i. Students may not possess or consume alcoholic beverages in any academic building, athletic event, including intercollegiate, club, or intramural practices or contests.

3. Disorderly Conduct: Any conduct occurring when a Student is under the influence of alcohol that violates the rights of others or leads to disorderly and/or dangerous behavior.

4. Drug Policy

- a. Any of the following: the possession, use, being under the influence of, furnishing, distribution, sale, or sharing of illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia.
- b. The distribution, use, or possession of prescription medication contrary to a valid prescription.
- c. All medication, prescription or otherwise (including vitamins, etc.) must be kept in its original container or packaging.
- d. Marijuana, including medical marijuana, is prohibited on campus regardless of age.

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

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

Amnesty Policy - Student health and safety are of primary concern to Terra State Community College & at The Landings. As such, there can be times where Good Samaritan Policies or Medical Amnesty Policies apply to campus life. Sometimes, reporting parties or witnesses are hesitant to report to College/Housing officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. To encourage reporting, The College pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident in certain situations.

Actively assisting requires that an individual contact either the police, a representative of Student Affairs, Campus Security, or a Resident Assistant to assess the condition of the situation. The following situations would NOT be covered by the Amnesty Policy:

- Students waiting until the police or other authority arrive before seeking assistance
- Action by police or other law enforcement personnel
- Violations of conduct policies other than the alcohol policy
- Possession with the intent to distribute drugs

The intoxicated student and possibly those involved in helping the student will be required to meet with a member of the Office of Student Affairs who may issue educational sanctions that may include but are not limited to alcohol/drug education, counseling, or substance abuse assessment. In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization may be held responsible for violations of College policies. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations.

Assistance Animal Policy

Individual's Responsibility for Assistance Animal - If The College grants an individual's request to live with an Assistance Animal, the individual is solely responsible for the custody and care of the Assistance Animal and must meet the following requirements:

General Responsibilities

1. The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The College reserves the right to request documentation showing that the animal has been licensed.

2. The owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by The College.
3. The owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Assistance Animal and/or discipline for the individual.
4. Terra State Community College nor The Landings will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Assistance Animal; however, an individual with a disability may be charged for any damage caused by their Assistance Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of The College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence facilities. The College shall have the right to bill the individual's account for unmet obligations under this provision.
5. The owner must fully cooperate with College personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).
6. Assistance Animals may not be left overnight in Housing to be cared for by any individual other than the owner. If the owner is to be absent from their residence hall overnight or longer, the animal must accompany the owner. The owner is responsible for ensuring that the Assistance Animal is contained, as appropriate when the owner is not present during the day while attending classes or other activities.
7. The owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
8. The animal is allowed in housing only as long as it is necessary because of the owner's disability. The owner must notify the Office of Disability Services in writing if the Assistance Animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the new animal must be necessary because of the owner's disability and the owner must follow the procedures in this Policy and the Reasonable Accommodation Policy when requesting a different animal.
9. College or Housing personnel shall not be required to provide care or food for any Assistance Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and will not be held responsible for the care, damage to, or loss of the animal.
10. The individual must provide written consent for the Office of Disability Services to disclose information regarding the request for and presence of the Assistance Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

Removal of Assistance Animal

The College may require the individual to remove the animal from housing if:

1. The animal poses a direct threat to the health or safety of others or causes substantial property

damage to the property of others – not on speculation or fear about the harm or damages an animal may cause;

2. The presence of the animal results in a fundamental alteration of a College program;
3. The owner does not comply with the responsibilities outlined in this policy, or

The College will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Office of Disability Services, Housing Operations, and Student Conduct and may be appealed to the Office of Equity, Access, and Opportunity/Section 504 Coordinator following the procedure set forth in College Civil Rights Resolution Policy. The owner will be afforded all rights of due process and appeal as outlined in that process. Should the Assistance Animal be removed from the premises for any reason, the owner is expected to fulfill their housing obligations for the remainder of the housing contract. (This policy was adopted from USA vs University of Nebraska at Kearney, et. al.) For additional information, please refer to the Assistance Animal Policy and Agreement in the Office of Disability Services.

Anti-Hazing Policy

As an educational institution, Terra State Community College has a special set of interests and purposes essential to its effective functioning. These include:

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

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

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

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

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

Any individual or organization suspected of authorizing or being complicit to hazing will be subject to investigation through the established Terra State Community College Code of Student Conduct. Any individual or organization suspected of hazing may face legal ramifications as well. Any active member, pledging or new member, advisor, faculty, staff, coach, or director is expected to report possible incidents

of hazing. Failure to report incidents of hazing after being made aware of the possible hazing is a violation of this policy and Ohio law.

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

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

Intimidation/Harassment, Bullying, or Cyber-Bullying

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

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

Complicity Policy

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

Computer Network/Internet/Email Policies and Procedures

Please refer to the Terra website for the most updated version of the ITS Policies webpage.

Conduct System Abuse

Any act(s) by a person(s) that attempts to inhibit or disrupt the Terra State Community College Student Conduct process. This includes but is not limited to: Attempting to influence the impartiality of a representative of a student conduct body or intimidation or harassment of witnesses.

Disorderly Conduct

Behavior that impairs or interferes with the orderly functions or processes of The College and/or the reasonable safety, security, or use of members of The College community.

Disruption/Obstruction

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

Drone Policy

Unmanned Aircraft Systems (UAS), commonly known as Drones, are regulated by the FAA. Use on campus, or off-campus on behalf of The College, is limited specifically to College-approved research or vendor contracts. Recreational/Personal Drone use on campus is prohibited.

Emergency Equipment Policy

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

Electric Scooters

Electric scooters are available for usage by campus visitors, students, staff, and faculty. Those who utilize electric scooters must operate them according to campus rules and regulations. The term “electric scooter” includes, but is not limited to: Self-balancing scooters, battery operated scooters, hands-free segways, hoverboards, and electric powered skateboards.

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

Failure to Comply

Students are advised that The College full cooperation, respect, and honesty with housing officials, Terra State Community College, The Landings Housing Staff, Campus Security, Fremont Police, Sandusky County Sheriff’s Deputies, civil officers, or Residence Life at all times. The failure to act in such a manner results in formal disciplinary action. This includes, but is not limited to when a student:

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

False Information

Providing false information to a College official, Residence Life staff member, Campus Security, law

enforcement officer, or to The College is prohibited. Additionally, the falsification of any College documentation is also prohibited.

Gambling Policy

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

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

Fire Safety Policy

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

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

Harm to Others

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

Retaliation

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

Smoking/Tobacco Policy

Smoking and the use of tobacco or tobacco/nicotine delivery related products is prohibited in all campus buildings (including Housing), Terra College or other College contracted vehicles, as well as outside spaces used by the College for related events (i.e. athletic events, residence life programmed events). Smoking (electronic cigarette or tobacco products) or vaping is prohibited within a distance of 25 feet of entrances, exits, windows that open, and ventilation intakes that serve an enclosed area. Devices that are prohibited from use inside of campus facilities include but are not limited to cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other device that uses tobacco, such as hookahs, or simulate the use of tobacco such as electronic cigarettes or vaping devices. This includes stick, pen, pod, and any other types of nicotine delivery system (including JUUL devices).

Because of the fire hazard they present, hookahs are prohibited from being stored in residential facilities under the Prohibited Items Policy.

Theft

The theft of any property is prohibited. Additionally, the possession of any stolen property, or property obtained and/or used without permission of the owner is also prohibited.

Vandalism/Property Misuse Policy

Intentional or reckless damage, destruction, or defacement to Terra State Community College and The Landings property (including signage and/or bulletin boards), or to property of any Student/faculty/staff and/or guest's property is strictly prohibited.

Weapons Policy

The possession or use of firearms, pellet guns, bows, and arrows, slingshots, fireworks, illegal knives, stun guns, or any objects that can be used with the intent to endanger student welfare and safety is strictly prohibited on Terra State Community College's campus and at all College-sponsored functions. This also includes objects that may resemble weapons such as water pistols or toy pistols such as nerf guns or other toy weapons or anything made to resemble a weapon. Students that violate this policy will be subject to disciplinary action and/or criminal action. The laws of the State of Ohio are strictly followed by Terra State Community College in regard to possession of weapons of any kind.

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

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

Please refer to the most recent updated version of the Terra State Community College Gender-Based Discrimination & Sexual Harassment/Misconduct Grievance Policies & Procedures for policies regarding Title IX. For more information on Title IX, please visit:

http://terra.edu/about_us/institutional_info_policies/title_ix_office.php

Residence Life Student Conduct Policies -

Bicycle Policy

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

Check-In/Out Policy (General Comments)

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

Entertainment Units Policy

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

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

Fireworks Policy

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

Furniture Movement Policy

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

Games/Sports In the Hallway

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

sanctions and restitution.

Guest/Escort Policy

A guest is defined as a non-resident of a room or building who is present at the invitation of a Terra State Community College Student or Landings Resident. Residents are responsible for the behavior of their guests at all times and are required to escort them when inside the residence facilities. Guests who are Students of Terra State Community College & residents of the Landings share responsibility for their behavior with their hosts. Hosts are required to inform guests of all pertinent institutional regulations. The host assumes financial responsibility for any damage that may occur. Residence life staff, Campus Security, and College officials reserve the right to remove guests from the building if their behavior is inappropriate or constitutes a violation of college policy or regulations. Students are permitted to have overnight guests in their rooms though guests are not permitted to sleep in residence lounges/living rooms. Guests aged twelve and under may stay in rooms with their hosts, but Students must have the permission of the Office of Student Affairs and of the Landings Housing office. A Student wishing to host a residential student or other guests must acquire permission from roommate(s) prior to a guest's arrival. You may not pressure or force your roommate(s) to tolerate the presence of a guest against their will. The rights of the roommate(s) and floor/hall members must be respected at all times. An overnight guest may stay for no longer than three consecutive nights per visit within a seven-day period (this also applies to Students who reside in a single room) unless the Area Coordinator grants special permission. An overnight guest may not circumvent the policy by leaving for a day and then returning for an additional stay. Overnight guests may stay a maximum of 3 days per week (consecutive or otherwise) unless given explicit and documented permission from a professional staff member within the Office of Residence Life and Housing. An extended pattern of visitation may lead to the immediate removal of the guest/visitor.

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

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

Health/Safety Hazard

Students are responsible for maintaining a safe and healthy living environment in their specific apartment, as well as in the common areas, bathrooms, hallways, in and around the Landings and Terra State Community College campus in general. Should Students create an environment either intentionally, maliciously, or unintentionally that creates an unhealthy, unsanitary, or hazardous environment for others, they will be subject to action through the Student Conduct Process. This includes but is not limited to propping exterior and interior doors to residence halls, houses, and apartments.

Laundry Policy

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

Ledges/Roof/Fire Escape Policy

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

Loft/Bunk Policy

No homemade or purchased lofts may be used in the residence facilities. Many of the beds on campus can be bunked with another bed in the room if the residents agree to bunk them. If a resident wishes to bunk their bed, the housing director must be notified. Residents may not debunk their beds without the permission of housing and our Terra State maintenance and housekeeping staff. If a resident debunks without proper permission or does not rebunk their beds before departure, residents will be charged a monetary fee of \$200. Bed risers that are placed under the bed posts are permitted and can be added by the resident without assistance by Maintenance. Bed lofting is no longer available.

Lounges - Furniture/Television Use Policy

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

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

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

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

Maximum Occupancy Policy

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

Noise/Quiet Hour Policy

Residence facilities should maintain reasonable quiet hours at all times because they are primarily educational facilities. At all times certain obvious activities are to be avoided, such as playing musical

instruments, radios, and stereos, at objectionable levels, and any other activity that distracts from studying and disturbs other residents. Courtesy hours exist 24 hours a day, which means that anyone may ask another person to decrease the noise level as a courtesy with a reasonable expectation for compliance.

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

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

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

Pet Policy

Fish are the only pets allowed in residence facilities and fish are the only inhabitants permitted in an aquarium (no greater than 10 gallons). For health reasons and potential damage to the facilities, no other pets of any kind are allowed in residence facilities at any time. When considering whether to have fish, Students should be aware that during break periods, electrical items are unplugged, and residence halls are closed so that care and feeding are disrupted. If a resident is found to have a pet other than a fish, Students will meet with a Student Conduct Hearing Officer to discuss the incident and a fine of \$200 per day may be administered for the time the pet was on campus.

Although it is the policy of Terra State and the Landings that Students are generally prohibited from having animals of any type in housing, the Landings will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Assistance Animal that is reasonable and necessary because of a mental health disability. However, no Assistance Animal may be kept in housing at any time prior to the individual receiving written approval for a reasonable accommodation pursuant to the Assistance Animal Policy located in the Office for Disability Services Student Manual. All requests for Assistance Animals in residence for individuals with disabilities should be directed to the Office for Disability Services only. Permission to have a pet not outlined in this handbook that was received by any department outside of the Office for Disability Services is considered null and void.

Students who do not have a Service Animal or an approved Assistance Animal by the Office for Disability Services may be found in violation of The College Pet Policy. Animal negligence or abandonment by any Student, including animals that are not approved as Assistance or Service Animals, may still be subject to disciplinary action from the Office of Student Conduct.

Posting Policy

Posted or distributed materials do not necessarily reflect the opinions of Terra State Community College.

The Assistant Director of Housing Operations or the designee must approve materials distributed through campus mail and flyers. Any materials from off-campus businesses or organizations will not be

distributed through the mail. They may however be posted on campus bulletin boards or distributed to central locations within the campus center and academic buildings with prior approval from the Assistant Director of Housing Operations, or in their absence, the Dean of Students or designee according to the Area Coordinator, and Director of Housing Operations. Materials posted in residence halls, campus houses, or campus apartments must be approved by a professional staff member of the Office of Residence Life or designee.

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

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

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

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

Prohibited Appliance/Items Policy

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

Air conditioners	Electric fryers/frying pans/Broiler/toaster/convection ovens	High wattage spot/flood lights	Oil lamps/ Halogen lamps
Electric heaters / Space Heaters	Hoverboards	Candles	Electric saucepans
Potpourri burners	Electric skillets	Devices that interfere and/or extend wireless networks	Sun / Lava lamps
Grills	Live holiday trees	Tattoo gun/machine/utensils	Spray paint
Incense	Smoke Machines	Dartboards	Hot plates

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

Refrigerator Policy

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

Room Damage Policy

Students are responsible for any damages that occur to their room, or to campus property within their room. This includes any damages caused by guests or other Terra State Community College Students and Landings Residents. Additionally, students are not permitted to remove or alter fixtures or furniture of the room such as doors or attached tables.

Room Decoration Policy

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

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

Room Access Policy

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

Each resident is issued a key and building key fob when moving into a residential space. Keys and access fobs are the property of Terra State Community College & The Landings and are non-transferable. Students may not lend or borrow keys/access key fobs. Possession of unauthorized keys/fobs or the duplication of keys is a serious matter in which disciplinary action will result. Student key fobs will be shut off if they have not been approved to live at the Landings for the consecutive housing year. Key fobs will also be shut off when a student has been dropped from a class or is no longer enrolled at Terra State Community College.

Improper/Unauthorized Room Change Policy

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

Room Windows/Screen Policy

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

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

Solicitation

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

Subletting Policy

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

In the sole discretion of The Landings and Terra State, upon any violation of this license agreement, College rules and regulations, on-campus housing policies, federal/state/local laws, or if, in the institution's sole discretion, the health, safety, or general well-being of the resident or others is

threatened in any way, the resident may be provided with the opportunity to remedy the violation, may be immediately evicted and/or may be referred for action through the Student Conduct Process. In the event that a resident is provided with the opportunity to remedy the violation and fails to do so to the institution's satisfaction and within a reasonable time period, the resident may be immediately evicted and/or referred for action through the Student Conduct Process.

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

- A. Notice of Incident and Documentation of Alleged Violation of Code of Student Conduct** - The first step in the Terra State Community College Student Conduct process is documentation of an incident that is an alleged violation of the Student Conduct Process. This documentation can be completed by college officials (such as professional residence life staff, resident assistants, and/or Campus Security). Additionally, any person may file a complaint against a Student or a Student Organization using the following link:

<https://jkin01.wufoo.com/forms/q31kh7q0dradmh/>

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

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

There are three possible results at this stage:

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

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

Community Standards Concern Meeting - There are times where a student behavior concern is

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

Community Standards Concern Meetings are designed to provide a forum for informal conflict resolution and/or an opportunity to address concerning student behavior. Additionally, these meetings provide an opportunity to remind Students of Terra State Community College's policy/procedures, and expectations.

B. Interim Measures

Interim Suspension - In certain instances, the Dean of Students or Designee may suspend a Student or Student Organization in the interim, until such time that the Student Conduct Process can be completed. An Interim Suspension will be enacted to ensure the safety and well-being of the Terra State Community College community and property, as well as the physical and/or emotional well-being of any Student(s) or Student Organization(s) involved. Additionally, an Interim Suspension may be put into place if The College learns that a student is undergoing a criminal investigation for a serious offense. Interim Suspensions are not subject to appeal.

Other Interim Measures:

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

C. Student Conduct Hearing Scheduling - Once a case has been created, the Student Conduct Hearing Officer will contact the respondent (as well as any potential witnesses) via email through the Maxient Student Conduct System. This email will contain any alleged violations of policy, conduct hearing times, and contact information for the appropriate Student Conduct Hearing Officer. Once this date has been established, Students may also receive letters via email using the Maxient system to re-inform them of:

- The alleged policy violations;
- The assigned Student Conduct Hearing Officer
- The date, time, and location of their hearing. Should a Student fail to attend their Student Conduct Hearing, a Failure to Comply charge may be added to the Student's alleged policy violations

- Schedule changes, which can be made per the discretion of the conduct officer based on academic reasons only.

A Student can be placed on Disciplinary Hold for failure to schedule or appear for a Student Conduct Hearing. Once on Disciplinary Hold, a Student cannot register for classes or receive transcripts from Terra State Community College. To have the hold lifted, the Student must attend a Student Conduct Hearing.

- D. Student Conduct Hearing Process** - Student Conduct Hearings are developmental at their core. Student Conduct Hearings provide The College the opportunity to investigate alleged policy violations and serve as an opportunity for Students to present any information and/or their perspective of an alleged policy violation(s). Students also learn about their rights within the process, policies and procedures, and potential sanctions, should Students be found responsible. Also, a respondent is permitted to have a support person accompany them to a Student Conduct Hearing. A support person is not permitted to verbally participate in the proceedings or argue the case for the Respondent.

Failing to appear for a hearing may result in the Student Conduct Hearing Officer conducting a hearing and determining an outcome and/or sanction without the benefit of the Respondent(s) and/or Witness participation. Additionally, failing to appear may result in the documentation for the Failure to Comply Policy.

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

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

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

Appeals

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

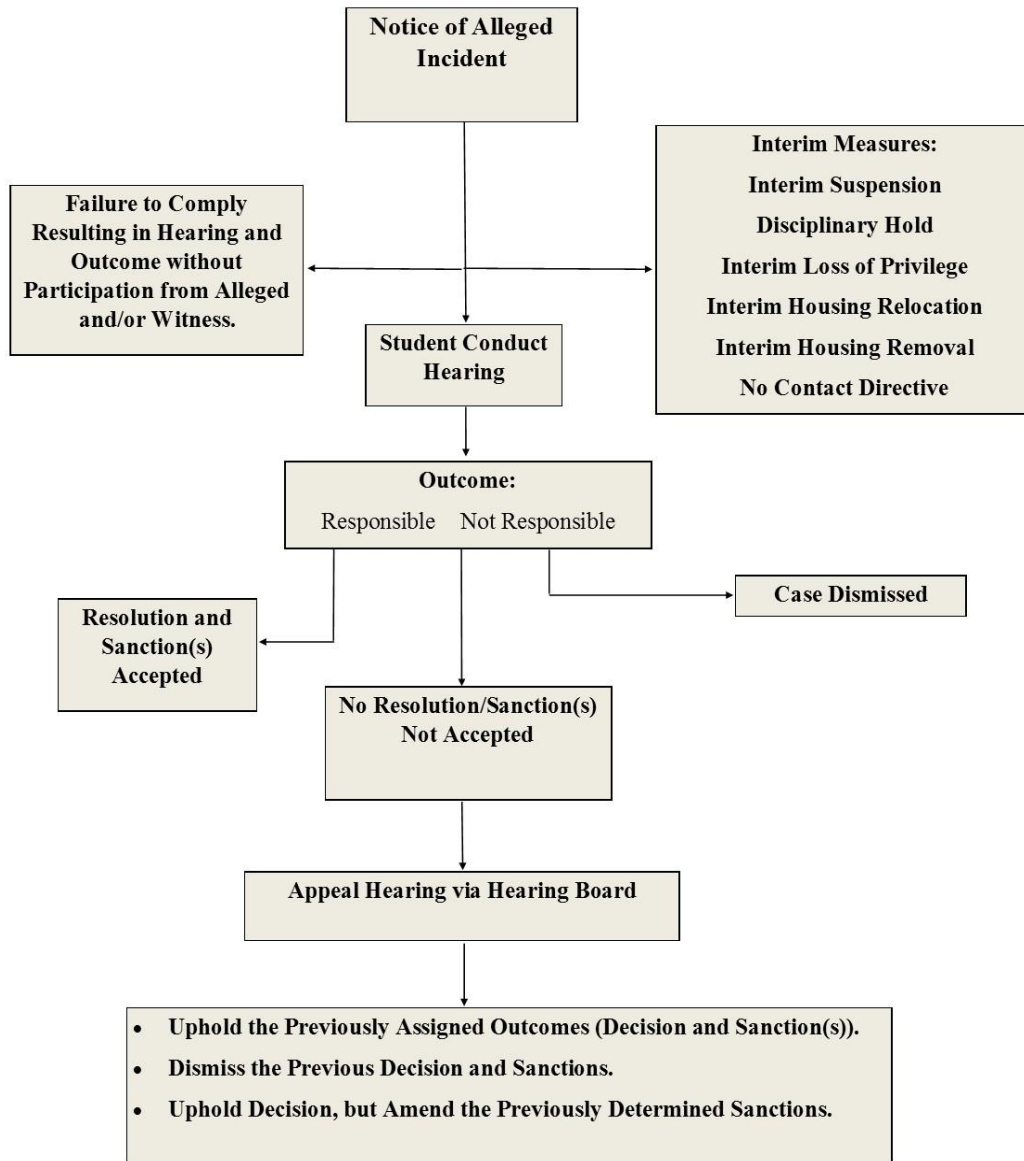
- 1. A procedural error occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures, etc.)
- 2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome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

All members of the Hearing Board receive Appeal Hearing Board training from the Office of Student Affairs, Housing, and other College departments. Students may formally object to the participation of any voting member of an Appeal Hearing Board. All objections will be reviewed and approved or denied by the chair of the committee.

Outcomes - Appeal bodies can:

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

F. Terra State Community College Student Conduct Process Flowchart



SECTION IX –SANCTIONS & OUTCOMES DEFINED

The following are the Terra State Community College sanctions that may be assigned as a result of a Student being found responsible for violating the Terra State Community College Code of Student Conduct. Sanctions may be assigned independently or in combination with other sanctions listed. Sanctions can be assigned to individual Students, teams, groups of Students, or Student organizations. For more information on group sanctioning please see the end of this Section.

- A. Campus Accessibility Restriction** - A temporary or permanent restriction of access to certain campus areas, properties, buildings, living units, public spaces, parking lots, activities, etc.
- B. Community and/or College Service** - Completion of a designated number of hours of service on campus or in the community.
- C. Disciplinary Probation** - A status set by a College Officer for an established amount of time where any further violation of the Code of Student Conduct will result in further sanctions

and/or jeopardize the Student's status with Terra State Community College.

- D. Dismissal** - The permanent separation of Terra State Community College/The Landings and a Student. Any Student that is dismissed is not permitted to be on campus unless given prior permission from the Dean of Students. Students found to be in violation of their dismissal may face legal action by The College.
- E. Educational Sanction or Assignment** - Educational Sanctions and/or Assignments are designed to assist in the development of students found responsible for violating the Code of Student Conduct. Examples of Educational Sanctions or Assignments include, but are not limited to: Paper assignments, bulletin board creation, and the Terra State Community College or The Landings Community Standards workshop (for more information, see Item P.)
- F. Housing Sanctions or Restrictions** - The College reserves the right to remove anyone from housing immediately should circumstances warrant it. This action can be temporary or permanent. Once a person has been removed from housing or placed with restrictions, that person no longer has guest access to residential areas of campus. Housing Sanctions or Restrictions include:
 - a. **Housing Relocation** - Students may be required to relocate their housing arrangements.
 - b. **Housing Removal** - The immediate removal from The Landings Housing either permanently, or for a set period of time.
 - c. **Loss of Privilege** - The withdrawal of a privilege, use of a service, participation in a program, event, or activity for a set period of time. This sanction may prohibit a student or organization from participating in extracurricular or athletic activities.
- G. Meeting with College and/or Community Resources** - Meeting with a College employee, office, or community resource to learn about resources offered to support students at the institution or in the community.
- H. Monetary Fine** - Monetary fines may be imposed for any Student found in violation of the Code of Student Conduct. Additionally, Students may be fined for any damages that occur in incidents where Students are found responsible.
- I. No Contact Directive** - In sensitive situations, Students may be given a No Contact Directive. The No Contact Directive prohibits Students from contacting other parties involved in alleged incidents.
- J. Parental/Guardian Notification** - The College reserves the right to notify parents/guardians of dependent students regarding any student conduct situation as it deems necessary. The College may also notify parents/guardians of dependent and non-dependent students of alcohol and/or other drug violations (if the student is under age 21), of any health or safety emergencies, or of any involvement with law enforcement.
- K. Counseling Referral** - A student may be sanctioned to consult with a counselor for an assessment and any follow-up appointments that stem from that assessment. Responsibility for costs related to counseling may be placed on the Student. Failure to keep appointments will be documented separately as a Failure to Comply violation.
- L. Removal of Animal** - In instances where the Animal policy has been violated, an Emotional Support Animal or Service Animal may be removed from campus on either a permanent or temporary basis. The resident is responsible for animal removal within 48 hours of the conduct outcome letter being sent.
- M. Restitution** - A Student may be sanctioned to pay for damage to property, for personal injury expenses and/or other expenses. Students may also be required to complete restitution through service. (For example: A student that intentionally vandalizes a bathroom could be sanctioned to assist Terra State Community College Housekeeping Staff in cleaning efforts). Additionally, a

Student can be sanctioned Restitution through community service.

- N. Suspension** - A set period of time in which the student is physically separated from The College for violations of the Code of Student Conduct. Certain requirements may be placed on the student that must be completed before the student may return to campus. Any student that is suspended is not permitted to be on campus unless given prior permission from the Dean of Students. Students found to violate their suspension may face legal action and further disciplinary action by The College.
- O. Terra State Community College Community Standards Workshop** - A monthly educational workshop offered through the Office of Student Affairs or the office of Housing Operations at the Landings. This workshop will focus on an in-depth look at policies and procedures, as well as the importance of being a responsible-minded community member of Terra State Community College.
- P. Warning** - Students may receive either verbal or written warning as a result of being found in violation of the Terra State Community College Code of Student Conduct. Any repetition of the same or similar behavior will result in further disciplinary action.

SECTION X– SANCTIONS, OFFENSES, AND OUTCOMES

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

Alcohol Sanctioning Guidelines - Incidents that result in:

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than two semesters, and \$200 fine.	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than one semester, and a \$100 fine.
Second Offense	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, possible suspension from The College, parental/guardian notification, and \$250 fine.	Substance abuse assessment, disciplinary probation of no less than two semesters, possible housing sanctions or restrictions, parental/guardian notification, and a \$150 fine.
Third Offense	Suspension from The College for no less than one academic year, housing sanctions or restrictions, parental/guardian notification, and a \$300 fine. Further violations may result in Dismissal from The College.	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and \$200 fine.

Drug Sanctioning Guidelines - Incidents that result in:

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

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

Other Policy Violations Sanctioning Guidelines

Level I Policy Violations	
Example Policy Violations:	
Bicycle Policy	Lounges – Furniture/Television/Microwave Use Policy
Complicity Policy	Media Copyright/Usage Policy
Entertainment Units Policy	Noise/Quiet Hour Policy
False Information Policy	Posting Policy
Fireworks Policy	Prohibited Appliance/Items Policy
Furniture Movement Policy	Refrigerator Policy
Games/Sports in the Hallway	Room Decoration Policy
Guest/Escort Policy	Room Key/Access Card Policy
Health/Safety Hazard Policy	Room Windows/Screen Policy
Hoverboard Policy	Smoking Policy
Laundry Policy	Solicitation
Loft/Bunk Policy	
Possible sanctions include but not limited to:	
Apology Letter	Monetary Fine: \$50-\$200
Campus Accessibility Restriction	No Contact Directive
Community and/or College Service	Restitution
Disciplinary Probation	Restorative Justice Session
Educational Sanction or Assignment	Terra State Community College Community Standards Workshop
Loss of Privilege	Warning
Meeting with College and/or Community Resources	Housing Sanctions or Restrictions

Level II Policy Violations	
Example Policy Violations:	
Bullying/Cyberbullying	Incapacitation
Coercion	Ledges/Roof/Fire Escape Policy
Complicity Policy	Sexual Harassment
Discrimination	Stalking
False Information Policy	Vandalism/Property Misuse Policy
Health/Safety Hazard Policy	
Possible sanctions include but not limited to:	
Apology Letter	Monetary Fine: \$150-\$250
Campus Accessibility Restriction	No Contact Directive
Community and/or College Service	Meeting with College and/or Community Resources
Counseling Referral	Parental /Guardian Notification
Disciplinary Probation	Restitution
Educational Sanction or Assignment	Restorative Justice Session
Housing Sanctions or Restrictions	Terra State Community College Community Standards Workshop
Loss of Privilege	Warning

Level III Policy Violations	
Example Policy Violations:	
Assistance Animal Policy	False Information Policy
Bullying/Cyberbullying	Fire Safety Policy
Coercion	Fireworks Policy
Complicity Policy	Incapacitation
Dating Violence	Retaliation
Discrimination	Sexual Assault
Disorderly Conduct	Sexual Exploitation

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

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

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

Level V Policy Violations	
Example Policy Violations:	
Assistance Animal Policy	Fire Safety
Bullying/Cyberbullying	Harm to Others
Coercion	Hazing
Complicity Policy	Incapacitation
Dating Violence	Retaliation
Discrimination	Sexual Assault
Disorderly Conduct	Sexual Exploitation
Disruption/Obstruction	Sexual Harassment
Domestic Violence	Stalking
Emergency Equipment	Weapons Policy
False Information Policy	Any offense or series of offenses which indicates that a student is a threat to The College community and others.

Possible sanctions include but not limited to:	
Campus Accessibility Restriction	Monetary Fine \$450-\$550
Community and/or University Service	No Contact Directive
Counseling Referral	Parental /Guardian Notification
Disciplinary Probation	Removal of Animal
Dismissal	Restitution
Housing Sanctions or Restrictions	Suspension
Loss of Privilege	

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

SECTION XI– STUDENT CONDUCT RECORDS

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

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

In adherence to FERPA requirements, Students can request access from the Office of Residence Life to review their educational records (i.e. student conduct records). The Office of Student Affairs then will accommodate requests within 45 days on a case-by-case basis.

SECTION XII – IMPLEMENTATION AND REVISIONS

The Code of Student Conduct is implemented by Officials of Terra State Community College. This Code will be reviewed annually, under the direction of the Office of Student Affairs. Terra State Community College reserves the right to make changes to the Code of Student Conduct as deemed appropriate by College Officials. The most up-to-date version of the Code of Student Conduct can be found at http://terra.edu/about_us/institutional_info_policies/student_code_of_conduct.php.

For questions or concerns regarding the Code of Student Conduct, contact the Associate Dean of Students or the Directors of Housing Operations for the Landings at Terra Village.

SECTION XI – RESIDENCE LIFE & HOUSING OPERATIONS: The Landings at Terra Village

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

- At The Landings, we believe in the development of independent decision-making skills. This process is an important part of the family-style approach to small group living, as well as the traditional congregate living options. The Landings is committed to providing an excellent residence life experience for all students regardless of national origin, race, ethnicity, creed, sexual orientation, gender identity, or any other characteristic protected by law.
- The keyword to campus living is community. The community provides an excellent opportunity for interaction with others, which leads to greater maturity, development of self-identity, realization of strengths and weaknesses, and a broadening of perspectives. When you live together in a community, there are many opportunities to learn from each other. You will find that you are willing to share talents, experience, and skills.
- All apartment units are under the supervision of a Resident Assistant (RA) who functions as a student administrator for the residents.
- The RAs are responsible for helping maintain an atmosphere conducive to learning. Throughout the year, the RAs will plan or assist in the planning of educational, cultural, and recreational activities that are designed as community builders. Additionally, the RA provides a great variety of services from mediating roommate conflicts to initiating needed maintenance or repairs.
- RAs are on duty each evening to assist residents. In addition, the building is also supervised by an Area Coordinator (AC) who monitors the building and supervises the Resident Assistants.
- The College will provide a bed (Twin XL), mattress, dresser, desk and chair, and a wardrobe or closet space for each student. These items must remain in the room for the entire year. Any missing furniture will be charged to the student's account.
- The general cleanliness of all housing units is the responsibility of the residents of that unit. The College's maintenance staff handles any repairs or equipment problems in the residences. Residents are expected to schedule and keep up on housekeeping chores. Cleanliness of the apartment is the responsibility of the residents. The College reserves the right to perform Health and Safety Inspections on any residential common area or individual room. These inspections may or may not be announced. Any violations of policy, including Health/Safety Hazard policy violations, will be documented.
- All circuit breaker boxes are maintained by College personnel. Any attempts to tamper/misuse electrical circuit breaker boxes is a violation of the Student Code of Conduct and may result in referral to the Office of Student Affairs.
- The resident is responsible for the proper care of their room and its equipment. The resident shall keep it in good order at all times. The rooms are subject to inspection by members of the staff, and charges will be made for littered or dirty rooms, soiled or defaced surfaces, and furniture, and for missing or damaged equipment. Damages to common areas are billed equally to each resident of a hall, house, or apartment unit when the individual(s) responsible for billable damages cannot be identified.

- All students residing on campus are responsible for accurate reporting of existing damages to the room and furniture.
- Students are required to be enrolled in at least one academic course or internship to be considered for campus housing, including during summer terms.

The College reserves the right to:

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

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

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

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

Housing and Meal Plan Appeal Committee - Terra State Community College & The Landings Housing Office strive to meet individual student needs on a personal basis. For special circumstances, students may apply to move off-campus or change their meal plan before their required room and board obligations are fulfilled. Applications may be obtained in the Office of Housing Operations. Upon completion of the application, it will be forwarded to the Housing and Meal Plan Appeal Committee. **Applications are due at the end of the second week of each semester. No applications will be accepted after this date.** Students will then be notified in writing through the Office of Housing Operations as to the status of their application or the Committee's final decision, which is not appealable.

Food Service Program - The campus food service offers a variety of meal plans for all students living on

or off-campus. Students are encouraged to speak with representatives from AVI for dietary restrictions, food allergies, or other food-related inquiries. **Students who live at The Landings are required to participate in the foodservice program.** Meal plans at Terra State Community College are as follows:

- \$600 per semester
- \$800 per semester
- \$1000 per semester
- \$1200 per semester

Declining balance funds are automatically rolled over from fall to spring semester. Unused balances **do not** roll over from one academic year to another.

The last day to make a change to a meal plan, without requiring an appeal to the Housing and Meal Plan Appeal Committee, is the first Friday at the beginning of each semester. Meal plans can be changed, within the requirements outlined above, only up to the fifth day of class each semester and require approval from the Housing and Meal Plan Appeal Committee.

Any maintenance requests are to be submitted through the resident assistant responsible for the area. Any maintenance requests regarding bed raising, or bunking must be submitted before September 3rd, for the fall semester, and February 1st, for the spring semester. Requests outside of these dates will only be honored as part of an Office of Disability Services approved accommodation. Not all furniture provided in residential spaces have the ability to be raised or bunked. No students, family, or unapproved staff are to adjust the furniture due to safety and security concerns.

Room Assignments -

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

Resident Withdrawals -

1. If a student withdraws from The College, A prorated refund for room and meals, as determined by the Business Office, will be credited to the student's account upon completion of the withdrawal process.** The amount of the refund is based upon the official date of withdrawal and the scale provided by the registrar's office. Notification of withdrawal must be made in

writing to the Registrar and Office of Housing Operations and the Office of Student Affairs by the student.

2. A student is required to vacate their room within six hours or other agreed-upon reasonable lengths of time after their dismissal from Terra State Community College & from The Landings.
3. All keys must be returned to the Office of Residence Life upon leaving school or the student will face a charge of \$200 for room keys and \$50 for key fob.
4. Withdrawals must be reported to the Assistant Director of Housing Operations.

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

Summer Storage -

1. The College will not provide summer storage.
2. The College is not responsible for belongings left in the residence.
3. All items remaining after the official closing date may be discarded or donated to charity.

Items Left Behind-

1. Students are required to remove all personal belongings from their former residential unit at the conclusion of their housing contract or if they withdraw or take leave from The College. Students who are not able to pack and/or move their own property for whatever reason are required to contact a moving company or make other arrangements prior to vacating their residential unit. Personal property left in residential units shall be considered abandoned property. A fee may be applied to a student's account for the disposal of abandoned property left in their former/vacated room and students shall also be responsible for any and all costs above that amount that are incurred by The College in disposing of abandoned personal property. Such costs shall be applied to the student's account in the same manner as room damage charges. Abandoned property may be disposed of in a manner deemed reasonable by The Office of Housing Operations or The College without further notice to the student. If the Office of Housing Operations determines, in its sole and exclusive judgement, that the circumstances warrant, The Landings or The College may, in its sole discretion, attempt to contact the student. Notwithstanding the foregoing, the responsibility for maintaining custody and control over all personal property rests with the student, and Housing is under no duty or obligation to contact a student about personal property left in a residential unit. Terra State Community College and the Landings assume no responsibility for lost, stolen, or damaged personal property; therefore, the student waives any claims against Terra State Community College and The Landings and its employees for damage or loss of any personal property left in a residential unit.

Keys -

1. Keys that are found should be turned into the Office of Housing Operations and either placed in the key return box or directly handed to a Residence Life staff or the Assistant Director of Housing Operations. Students using or possessing unauthorized keys will be referred to the Office of Student Conduct.
2. Residents must return room keys to a Housing Operations or Residence Life staff member when vacating assigned spaces and at the end of the academic year, regardless of whether or not assignments are held for the succeeding year. If a key is returned in such a manner that is not clear to whom it belonged, then the key is considered to be lost.

3. All locks and keys are the property of The College. Locks are to be repaired or changed only by College maintenance staff members. Residents shall not add locks of their own to the Landings doors or equipment.
4. Only The College may duplicate keys. Unauthorized duplication of a key is subject to the College action, up to and including expulsion from The College.
5. Students should leave their doors locked when they are not present in the room. This encourages a safe and secure living environment and assists students in keeping their belongings secure in their spaces.
6. A fine of \$300.00 will be assessed for lost keys (\$200 room key, \$50 key fob, \$50 mail key). The College reserves the right to bill the responsible party for replacing the lock and key.
7. Any key not returned when vacating a space will result in an automatic \$300 fine which will be refunded when the key is returned to the Office of Residence Life by the required due date.
8. Occupancy of a room is restricted to assigned residents and only for the period for which housing has been paid. Residents may not sublet assigned space to other persons, and may not transfer to another space without advance approval from the Assistant Director of Housing Operations. All rooms will be inspected by a member of the Residence Life Staff upon a student's moving out of a room. A two-week waiting period at the beginning of each semester has been established before room and roommate changes are permitted.

Break Periods - Students needing to stay on campus over Winter Break, need to request permission from the Associate Dean of Students or designee in writing (via email) by the required date before closing. Only authorized residents are permitted in the Landings apartment. Violators may be charged with trespassing.

Any student approved to reside on campus during break periods (Summer, Thanksgiving, Winter, or Spring Break) or returning prior to the official start of the academic year for pre-season activities must abide by all College and Residence Life policies. Students returning early, staying late, or remaining on campus during break periods are subject to a fee of \$50.00 per day. Should a student be found in violation of any residence life policy during this time, the student may be asked to leave campus until the formal start of the academic year or another such date decided on by the Associate Dean of Students or the Landings Housing Office.

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

The Landings at Terra Village Mail Services

Every Landings Resident will receive a locking mailbox and key upon moving into the Landings. Student mailboxes are located on the first floor of the Landings near the main front desk. Mail is usually delivered by 4 P.M., Monday thru Friday. The mailbox number is assigned to you corresponding to your apartment number. Your student mailbox is used by many offices on campus. Please check it often and clean it out regularly. It is not a storage box and should be used for Mail only. Please keep your mail attached on the same key ring as your apartment key. There is a replacement fee of \$50.00 to duplicate lost keys or if the key is not returned once you graduate.

The correct address for all student mail is:

Student Name
Landings at Terra Village
3070 Terra Way & **APARTMENT NUMBER**
Fremont, OH 43420

Please do not use "P.O. Box" in your address. This mail may not be delivered to The College. Packages which are too large for the student mailbox will be available for pick-up Monday-Thursday from 9 AM- 5 PM and Fridays from 9 AM-4 PM and you will be notified on your Terra e-mail account.

Your Student ID is required to pick up the package in the Housing Office. If you receive mail that is not yours, please return it to the Mail Center which is located in the Housing Office.

Part IX – Conclusion

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