

Denison University Student Handbook 2022-2023
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Introduction

Denison University is an educational community that prizes intellectual excellence and integrity. At Denison, students participate in an academic experience under the guidance of a faculty deeply devoted to teaching and actively engaged in advanced research and scholarship. The residential nature of this community permits learning to continue beyond the classroom.

Denison regards its students as moral agents who are capable of assuming primary responsibility for conducting their lives and making their decisions. Central to the mission of the University is the continual development of a community of respect, in which the principles of human dignity and ethical integrity are paramount. Rational dialogue and discourse determine the character of our interaction with each other.

Denison expects all members of the academic community to engage each other with mutual respect, compassion, and a deep appreciation for all of the cultural, racial, ethnic, sexual, religious, and economic differences that comprise the richness of our community.

The Student Handbook is not a contract. It is provided with the intention of including in one location current information and resources for student life at Denison. In it you will find a description of the various offices, services, and resources, as well as the policies and regulations that govern life at the University. All students are responsible for reading and knowing the policies and regulations of the University.

As you embark upon your collegiate journey at Denison, we trust that this Handbook will serve you well as a guide.

Nondiscrimination Policy

Title IX Notice: Sex discrimination is prohibited by federal law through Title IX of the Education Amendments of 1972. Denison does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment. Title IX also prohibits retaliation against reporters of sex discrimination, including reports of sex discrimination against administrators and other employees, and Denison will investigate alleged retaliation for participation in the Title IX process. Inquiries concerning the application of Title IX may be made to Denison's Title IX Coordinator and/or, the Assistant Secretary of the United States Department of Education. Reports of sex discrimination, including sexual harassment, may be made to the Title IX Coordinator at any time at the contact information below and also as detailed in Denison's Title IX grievance and response procedures and processes found on Denison's Title IX website (<https://denison.edu/campus/title-ix>).

Title IX Coordinator

Joseph Hall, Interim Title IX Coordinator
Office of Sexual Respect
409 Slayter Union
100 W. College Street
Granville, OH 43023
titleix@denison.edu
halljp@denison.edu
216-523-5481

Deputy Title IX Coordinator

Sara Lee
Senior Associate Director of Athletics
Mitchell Recreation & Athletic Center Rm 228
100 W. College Street
Granville, OH 43023
lee@denison.edu
740-587-6290

Deputy Title IX Coordinator

Ayana Hinton

Associate Provost for Diversity, Equity, and Inclusion

Doane Hall Room 201

100 W. College St.

Granville, OH 43023

740-587-6551

hintona@denison.edu

740-587-6327

Statement on Academic Freedom

Denison University actively promotes the free expression and exchange of ideas. Academic freedom is essential to the aims of higher education and to the University's goals of fostering critical thinking, moral discernment, and active citizenship among its members. It is the responsibility of the faculty and the administration to protect academic freedom. Furthermore, because Denison is a residential, liberal arts college, academic freedom must be extended to all members of the university community in the broadest of contexts. Indeed, academic freedom is a core value of liberal education and is essential to the transformative power of that education promised in our mission statement.

Academic freedom is the right of all members of the University to exercise the broadest possible latitude in speaking, writing, listening, challenging, and learning. It applies to opinions and inquiry regarding political, cultural, religious, scientific, and social matters, as well as to those regarding the University itself and its policies. Academic freedom is especially critical in the classroom, in research and publication, and in all educational activities.

Academic freedom applies to views and ideas that most members of the University may consider mistaken, dangerous, and even despicable. The ideas of different members of the University community will often conflict, but it is not the proper role of the University to shield individuals from ideas and opinions they find unwelcome, disagreeable, or offensive. Although the University values civility, and although all members of the University community share the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for limiting discussion of ideas, however offensive or disagreeable those ideas may be to some members of the community.

Academic freedom does not, of course, mean that individuals may say whatever they wish, whenever they wish. The University may prohibit expression that violates the law, defames specific individuals, constitutes a genuine threat or harassment, or unjustifiably invades substantial privacy or confidentiality interests. These limitations, however, are narrow exceptions; it is vitally important that these exceptions never be used in a manner that is inconsistent with the University's commitment to a free expression of ideas.

Members of the University community must act in conformity with the principle of academic freedom. Although members of the University community are free to criticize and contest the views of others, they may not obstruct or otherwise interfere with the freedom of others to express views they reject. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it. Such an open exchange of ideas is essential to liberal education.

** Portions of this statement are from the University of Chicago Report of the Committee on Freedom of Expression. University Offices, Services and Resources*

COVID-19 ADDENDUM – Community Expectations

The COVID-19 pandemic warrants unique considerations of our care for one another and support of community values of respect and safety. Students are expected to comply with University directives, guidance, and practices of physical distancing, mask wearing, off-campus travel, visitors or guests, and other University expectations adapted for the current public health context.

The Division of Student Life

Alexander R. Miller, Ed.D.
Vice President for Student Life
Slayter Union 409
millerar@denison.edu
(740)587-6208

Holly Breymaier
Executive Assistant
Slayter Union 409
breymaierh@denison.edu
(740)587-6208

Julie Tucker
Associate Vice President
Slayter Union 409
tuckerj@denison.edu
(740)587-6208

Shannon Franz
Administrative Assistant
Slayter Union 409
franzs@denison.edu
(740) 587-6765

Nicole Ausmer, PhD
Associate Vice President
Slayter Union 409
tuckerj@denison.edu
(740)587-6765

The Division of Student Life provides a wide array of services, programs, and advising for students. The Division of Student Life includes Alford Community Leadership & Involvement Center; Campus Safety; First-Year Experience and Orientation; Center for Belonging and Inclusion; Office of Community Values & Student Conduct; Red Frame Lab; Spiritual Life Center; Residential Communities and Housing; the Wellness Center; and our Class Deans.

The deans and directors in the offices within the Division of Student Life serve in a number of capacities to assist, counsel, and advise students in all aspects of their life at the University. They are available to discuss personal and academic problems and issues with students, and to assist students in navigating various resources and programs of the University. They are also responsible for implementation and evaluation of programming, the administration of policies governing student life, and they act as advisors for numerous campus organizations and participate in the general governance of the University.

For more information, go to http://denison.edu/campus/student_life

Resources

Academic Resource Center

The Academic Resource Center (ARC) offers programs and services specifically designed to help all students improve their overall academic performance and ultimately achieve personal academic

excellence. As a supplement to faculty advising, professional staff meet with students on an individual basis concerning academic matters as well as study strategies and time management development. The Center collaborates with other units at the college to provide additional programming and resources such as Productivity Circle and Advising Circles. Free subject-based peer tutoring is also available to all students on a first-come, first served basis in most subjects. Students can request tutors at <https://denison.tutorocean.com>. The Academic Resource Center coordinates the delivery of accessibility services for students with documented disabilities including requests for reasonable accommodations. Students must request reasonable accommodations on a semester by semester basis.

Please call 740-587-6666 or email arc@denison.edu for assistance or reasonable accommodations. Note: The Academic Resource Center has limited hours during June and July.

The Alford Community Leadership & Involvement Center

The Alford Community Leadership & Involvement Center (CLIC) is committed to providing student-centered experiences and leadership development to engage Denison students in meaningful campus involvement. CLIC creates co-curricular opportunities that enhance a student's academic experience, celebrate diversity, promote self-awareness, and deepen one's understanding of social responsibility and civic engagement. CLIC connects students to the campus community and encourages learning to enhance the holistic development of students. CLIC oversees several areas of student life, including: campus organizations, leadership education & development, service & civic engagement, major campus events & traditions, and the Slayter Union.

For more information, go to <https://denison.edu/campus/get-involved>

Athletics, Club Sports and Recreation Facilities

The University is committed to a broad-based program of intercollegiate athletics, sponsoring 26 varsity sports -- 14 for women and 12 for men. A wide variety of club and intramural sports, fitness classes and exercise facilities are available to accommodate interest levels of all students. The Mitchell Center is the centerpiece of athletics and fitness at Denison.

Please go to <https://denisonbigred.com> for complete information about athletics at Denison.

Business Affairs

Business Affairs provides oversight for various services for students including: Purchasing, Accounting, Contract Review, Food Trucks, and Office/Copy Services.

For more information, go to <https://denison.edu/campus/purchasing>

Campus Safety

The Office of Campus Safety is a professional public safety organization providing quality community safety services and innovative programs. The office is a student-centered, community-focused, public safety organization focused on using communication and education to foster strong relationships as the first tool in cultivating a safe community. The Office of Campus Safety has a staff of professionally trained community service officers, communications officers and student staff. Officers are on duty 24 hours seven days a week and are trained in best practices of community policing, CPR, Automatic External Defibrillator, First Aid, self-defense, and tactical communication, among other topics.

For additional information and required consumer information regarding Campus Safety, go to <https://denison.edu/campus/safety>

Center for Belonging and Inclusion

The Center for Belonging and Inclusion is committed to cultivating an inclusive campus climate where individuals from historically underrepresented social identities can find community, explore leadership, and access resources and opportunities that contribute to their academic, social, and personal well-being. Through critical and action-oriented high-impact initiatives, we seek to build bridges and enhance the cultural understanding and awareness of the Denison community.

All programming for The Center promotes a welcoming community for all by providing an integrated, holistic approach to diversity, equity, and inclusion through structures, policies, initiatives, and programming.

For more information please visit:

<https://denison.edu/campus/multicultural-students>

The Center for Global Programs

The Center for Global Programs is the hub for international learning opportunities at Denison. It houses off-campus study operations and support for international students. It collaborates regularly with the Lisska Center for Scholarly Engagement, the Knowlton Center for Career Exploration and Development, academic departments and programs, the Division of Student Life, and other campus partners to expand the range of global learning pathways and approaches. Our growing international community on campus includes students from around the world, permanent residents who live abroad, US citizens, and individuals who identify as global citizens.

Who studies off campus at Denison? Students who study off-campus come from a full range of majors, interests, personal and financial backgrounds, and involvement at Denison. More than half of the student body participates in off-campus study, including Denison Seminars, at some point during their four years, with the majority doing so during the junior year. The Center maintains a list of more than 300 Denison-approved programs in over 70 countries including the United States. The list of approved programs is reviewed and updated annually, and program providers are carefully vetted. Students must select a program from this list for fall and spring off-campus study. Please visit our [Global Tools](#) website, where you can see the current [list](#) of approved programs, read about our [application process](#), and find many resources to support you throughout the process. Students can email us with questions about off-campus study at globalprograms@denison.edu.

How do we support international students? We provide guidance and advisement for our international students so that they can thrive in their classes, develop friendships on campus, and participate in a range of co- and extracurricular opportunities. To that end, we offer a pre-arrival orientation program for entering students and assist students with their arrival to campus; regular one-on-one advising on the academic, social, and personal challenges associated with living and learning in an unfamiliar culture; multilingual learning support, career exploration advisement, and continuing education focusing on immigration regulations, requirements, and pertaining to the nonimmigrant student visa. Our office also organizes exciting programs and special events for all

Denison students interested in other cultures and meeting people from around the world. Please consult the [MyISS Portal](#) for valuable information related to maintaining the F-1 student visa status, employment options, ID cards, and more. Students can also email us at globalprograms@denison.edu.

Multilingual Learning The Multilingual Learning staff supports the academic success and achievement of all Denisonians living and working in more than one language through one-on-one tutoring/consulting sessions, group workshops, and the creation of online resources. If English is not your main language of use, our staff can assist you with your writing, reading, note-taking, and presentation skills. In addition, a Writing 101 (W101) course will be offered by our Multilingual Coordinator to students in their first year enrolled at Denison. This course is designed to assist multilingual students in the development of their college writing skills across various subject areas. More information about this W101 course will be shared during June Orientation.

Class Deans

Denison Class Deans partner with faculty and staff in supporting students, connecting and referring students to resources, and providing support to students experiencing challenges. Additionally, Class Deans support students through their withdrawal or re-enroll to the University. The goal of each Class Dean is to help students to develop self-advocacy skills that prepare them for involvement in the larger community and life beyond The Hill.

First-Year Dean
Nathan Graves
Higley Hall - 103
740-587-5495
gravesn@denison.edu

Junior Dean
Torrance Powell
Higley Hall -
740-587-6483
powellt@denison.edu

Sophomore Dean
Sarah Rundell
Higley Hall - 110
740-578-6668
rundells@denison.edu

Senior Dean
Mike Brady
Higley Hall - 014
740-587-6502
bradym@denison.edu

Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, Denison University's required Consumer Information can be found online at <https://denison.edu/consumer-information>

Dining Services

Denison University Dining Services offers healthy and sustainable dining options that cater to the needs of the campus community. Students will find flexibility in meal plan options, healthy nutritious options, access to dieticians and chefs directly with a focus on safety, quality and convenience in all of the dining locations on campus.

To learn more about locations, hours of operation, daily menus, ZINGLE and other Dining Service offerings, go to <https://denison.edu/campus/dining> or log into MyDenison and select the Dining Channel under the Campus Resources Tab. Meal plan options may be viewed at <https://denison.edu/campus/dining/student-meal-plans>

Financial Aid

The Office of Financial Aid offers a variety of financial aid programs to help students with their educational expenses. Scholarships, grants, loans, and work study opportunities are available for those who qualify.

Additional information on financial aid and consumer information is available at <https://denison.edu/campus/finances>.

Facilities Services

Facilities Services is responsible for maintaining campus grounds and buildings. For more information or to submit a work order, log in to MyDenison, and click on the TopDesk icon.

The Financial Wellness Program:

College can be a time where many learn how to become self-sufficient and navigate independence in many areas of their lives, including financial wellness. The Financial Wellness Program is committed to offering support for this growth not just during a student's time on the hill but to help develop lifelong financial skills. We provide unbiased financial knowledge to encourage financial autonomy and support students in their holistic development of self.

We are available to all students. Our office provides one-on-one financial coaching where students can schedule appointments for a variety of finance-related topics. Group presentations, campus wide programs, and on demand financial education are also available along with information about other campus resources. Check out our YouTube with helpful videos on managing meal plans, planning to study abroad, affording greek life and more!

For more information about the office, how to schedule appointments and other services please visit, <https://linktr.ee/DuFinancialWellness>

For financial emergency support please visit the Financial Resources page. Departments across campus offer support for a variety of needs, <https://my.denison.edu/campus-resources/financial-resources-for-students>

First-Year Experience

The Office of First-Year Experience facilitates the orientation, transition, and retention of all students in their first year at Denison University. Through their coordination of transition programs to assist new students in adjusting to the social, emotional, and academic communities they participate in, the office team works to provide an enriching collegiate experience.

The First-Year Dean serves new students as an administrative point of contact for information and directs students to university resources. Students can schedule individual meetings with the First-Year Dean to assist with a wide range of issues, including academic performance issues, personal adjustment problems, and other matters of concern.

For more information, go to <https://denison.edu/campus/first-year>.

Information Technology Services

Information Technology Services (ITS) provides a wide range of technology services to students, faculty, and staff. Key services include campus-wide WiFi, collaborative learning technology in classrooms and labs, web-based services (e.g.; MyDenison, Denison Apps, and the Canvas learning management system), select software for installation on personally-owned computers, online and in-person training, technology equipment for checkout at the Circulation Desk in the Library (e.g.; Chromebooks, digital still & video cameras, audio recorders, etc.), and much more.

The ITS Service Desk is available to support students with technology questions and issues. A staff of ITS professionals and skilled student employees are equipped to provide support. For more information on the ITS Service Desk, please visit:

<https://denison.edu/campus/technology/service-desk>

By using Denison technology services, students agree to abide by Denison's Acceptable Use Policy (<https://denison.edu/forms/acceptable-use-policy>). All technology policies can be found under the Information Technology Services "Important Policies" page in MyDenison's Campus Resources.

Knowlton Center for Career Exploration

The Knowlton Center for Career Exploration equips students with the support, knowledge, tools, and life skills to launch and sustain meaningful career journeys that honor their unique desires and abilities. From exploring career options to resume building to applying your skills in the real world, the Knowlton Center's career coaches will support and guide students throughout every step of the career-planning journey and launch. Students are encouraged to visit the Center early and often, participate in unique programming and utilize career technology and resources. To access digital resources, join a career community, search and apply for jobs and internships, register for events, schedule career coaching appointments, and more, log in to the Knowlton Center's online career hub, Knowlton Connect at www.knowlonconnect.denison.edu

Libraries

As the place where the disciplines meet, Denison Libraries help people ask the right questions as they discover and build knowledge. We are committed to connecting people with ideas. Two dozen librarians and staff members help students find and assess resources in all formats; they meet with students one-on-one, and often teach classroom sessions on library research. In conjunction with the first-year Advising Circles program, all students are assigned a "Personal Librarian" in September, so there's always someone they can approach, call, text or email to get help.

Throughout our 7 floors, the library has a variety of spaces that support quiet study as well as collaborative work. We offer access to over 500 databases and 26 million electronic articles from wherever you are. While we hold over half a million volumes in our building, we also have strong consortial partnerships that allow quick access to the resources of 120 higher ed members of OhioLINK, more than 46 million items.

Via our University Archives and Special Collections and our digital programs, students can use primary source materials for original research. See, for example:

<https://exhibits.denisonarchives.org/exhibits>.

For more information, see: <https://denison.edu/campus/library>

Lisska Center for Intellectual Engagement

The Lisska Center for Intellectual Engagement is Denison's fellowships office, oversees the Summer Scholars Program, coordinates academic funding, and serves as a campus hub for programs that promote a culture of intellectual life on campus. Our mission is to support research and scholarship, to foster intellectual community and academic enrichment among all Denisonians, and to provide an interdisciplinary space for the open exchange of ideas, perspectives, and arguments.

For more information, go to the Lisska Center at <https://denison.edu/career/research/about>

Office of Community Values & Student Conduct

The Office of Community Values and Student Conduct oversees the Student Code of Conduct and resolves interpersonal and organizational conflict through fair, consistent, timely methods of resolution, and cultivates skills to help individuals work through conflict in healthy ways. Staff provide conflict coaching, education, and connections to campus and community resources to emphasize connections between individual choices and community well-being. Committed to integrative restorative principles, OCVSC staff provide opportunities to resolve disputes through healthy confrontation of choices and honest dialogue. In doing so, staff facilitate learning, redress of harm, and community.

For more information, go to <https://denison.edu/campus/conduct>

Office of Fraternity & Sorority Life

Fraternity and Sorority Life plays a critical role in a vibrant campus community at Denison - the office is committed to providing values-based and inclusive environments, where students can foster collaboration, healthy social engagement, and discovery through individual and community-wide programs and events. Participation in fraternity and sorority life prepares our graduates with the knowledge, skills, and cultural competencies to lead and succeed in a rapidly changing world.

Today the Denison fraternity and sorority community has grown to 35% of Denison students, within 20 greek-lettered organizations and 4 governing councils. The National Pan-Hellenic Council (NPHC), Multicultural Greek Council (MGC), College Panhellenic Council (PHC) and Interfraternity Council (IFC) pride themselves in individuality, while recognizing their commitment to the values and principles of fraternity.

For more information, visit <https://denison.edu/campus/get-involved/fraternity-sorority-life>

Title IX and Sexual Respect

The Office of Civil Right & Title IX, in partnership with the Wellness Center and Belonging & Inclusion, provides the campus community with resources, support, trainings and educational opportunities designed to promote positive messaging of sex and to transform cultural attitudes on topics such as gender, gender expression, gender identity, and sexual orientation; understanding consent and incapacity; and the prevention of sexual violence, intimate partner violence, stalking, and sexual harassment. Students may also come to the Title IX Office to discuss and report potential sexual misconduct, policy provisions, interim protections and supportive measures.

For more information, go to: <https://denison.edu/campus/title-ix>

Provost

The Provost is the Chief Academic Officer of Denison University. The Provost provides leadership to all academic areas ensuring alignment with the mission and strategic direction of the institution. The Provost is charged with stewardship of the Academic Program and is responsible for the creation and implementation of academic priorities and allocation of resources that will support those priorities.

The Office of the Provost is responsible for the curriculum and the faculty of the University. In addition, the Registrar and the directors of the Athletic Department, the Michael D. Eisner Center for the Performing Arts, the Denison Museum, and the Doane Library report directly to the Provost. The Office of the Provost coordinates the work of the department chairs.

For more information, go to <https://denison.edu/academics/provost>

Red Frame Lab

Denison students come to the Red Frame Lab to explore entrepreneurship, design thinking, and innovation. Located in the heart of the Slayter Student Union, the Red Frame Lab is home to big programs, small workshops, and coaching opportunities for all students. The skills and experiences students gain help them put their passions to work for them now and long into their future career paths. Our staff, alumni, and network have a vast range of industry, entrepreneurial, and design thinking experience. Come by and start a conversation. You never know where it might take you.

For more information, please visit: <https://denison.edu/campus/entrepreneurship>

Registrar

The Registrar's office maintains student academic records, manages course registration, provides transcripts, coordinates transfer credits, confirms graduation, and issues diplomas.

For more information, go to <https://denison.edu/academics/registrar>

Spiritual Life Center

The Spiritual Life Center houses resources for religious and spiritual tradition on campus. Welcoming to all, the Spiritual Life Center staff offers celebrations for religious holidays, a diverse breadth of study groups, interfaith dialogue as well as pastoral care and spiritual direction. Located near the Chapel at Gilpatrick House, the Spiritual Life Center has both regularly scheduled events and opportunity for drop in conversation.

For more information, go to <https://my.denison.edu/campus-resources/religious-and-spiritual-life>

Residential Communities & Housing

Residential Communities & Housing works collaboratively with students in their residential spaces to cultivate communities that help students to foster life skills, engage across differences, and understand themselves. Our work is grounded in Denison's mission, principles of leadership, civic engagement, and creative problem solving, and in practices of individual and community well-being.

This office manages logistics and operations of the residence halls, and also serves to coordinate planning for physical improvements to, or new construction of, residential facilities.

The Residential Communities & Housing team is located in the Curtis Community Center (below Curtis Dining Hall) and offers a variety of services for students such as troubleshooting residence hall concerns, managing housing assignments, updating address/phone numbers, ID services, providing assistance with residence room keys, facilitating room change requests, and supporting students who may be managing a roommate conflict.

For more information, go to <https://denison.edu/campus/housing>

Slayter Student Union

Slayter Student Union is an informal gathering place for students, faculty, and staff and home to campus offices and an auditorium, in addition to the following:

- Alford Community Leadership and Involvement Center
- Center for Belonging and Inclusion
- Community Values and Student Conduct
- Denison Bookstore
- Dining options including Slayter Market and the Nest
- Fraternity and Sorority Life
- Red Frame Lab
- Sexual Respect Education and Title IX
- Student Life
- Student Mailroom and package distribution

Student Accounts

The Student Accounts office is responsible for all university billing and for providing statements of account, in addition to handling student health insurance, Denison Dollars accounts, and more.

For more information, go to <https://denison.edu/campus/student-finances>

Student Employment

On-campus jobs can provide students the opportunity to develop personally and professionally while gaining skills that will help as they launch into careers post Denison. Most academic departments and administrative offices employ students throughout the year to assist in the management and daily work of the campus. These opportunities allow students to engage in work that is impactful and meaningful while maintaining an ability to keep academics as a top priority.

For more information on student jobs and to search for openings, please visit: MyDenison » Students » Student Employment.

Transportation

Denison operates a free shuttle service that provides transportation to Newark and Columbus and surrounding areas for movies, dining, shopping, events, and more. Shuttles to the airport (CMH) for break periods will also be available for a fee yet to be determined.

For information about shuttles and other transportation options, go to <https://denison.edu/campus/granville-and-beyond/transportation>

Hoaglin Wellness Center

The Hoaglin Wellness Center provides high-quality medical and counseling care to the Denison student community. Our team of professionals includes counselors, physicians, nurse practitioners, registered nurses, and a psychiatrist and dietitian.

Wellness Education empowers Denison University students to develop healthy and responsible habits, attitudes, and lifestyles. The Student Wellness Education Coordinator organizes events, programs, and campaigns throughout the year designed to promote wellness and educate students about relevant college health topics such as responsible alcohol use, nutrition, sexual health, stress relief, and self-care.

For more information, go to <http://denison.edu/wellness>

University Policies and Procedures

Important Academic Policies and Procedures

For a complete description of academic policies, please consult the Denison Catalog <https://catalog.denison.edu/>

Important academic procedures can be found on the Registrar pages on MyDenison and at <https://denison.edu/academics/registrar>

NOTE: Academic offerings, practices, and policies are subject to change in the event of exigent circumstances, including the ongoing COVID-19 situation.

Academic Policies

All students are required to review Denison's academic policies. These include the Petition Policy, Absence Policy, Attendance Policy, and policies related to Student Classification, the Eligibility Rule, Credit Earned by Advanced Placement Testing, Recognition of Credit Earned Elsewhere, Grades Earned Elsewhere, Matriculation Requirements and requirements regarding participation in Commencement. These can be found at:

<https://catalog.denison.edu/catalog/academic-program/academic-policies/>

Students should familiarize themselves with the Grading System and regulations related to Incomplete Grades, Satisfactory ("S grade") Evaluation, and Repeating Courses.

<https://catalog.denison.edu/catalog/academic-program/grading-system-evaluation/>

Academic Standing

The Course Catalog details Denison's policies with regard to Academic Good Standing, Academic Warning, Academic Continued Warning, Academic Suspension, and Reinstatement following Academic Suspension.

<https://catalog.denison.edu/catalog/academic-program/academic-standing/>

Academic Grievance

The assessment of student academic performance, including the assignment of particular grades, is a faculty responsibility. The faculty member offering the course should be responsible for the evaluation of student course work and, under normal circumstances, is the sole judge of the grades received by students in that course.

If a student feels that a course grade was the result of a prejudiced, capricious, or in some other way unjust evaluation on the part of an instructor, that student may file a grievance petition with the Academic Standing Board. For more information go to the Academic Grievance section at <https://catalog.denison.edu/catalog/academic-program/academic-policies/>

Academic Integrity

Every Denison student is expected to know and uphold University standards in matters of academic honesty. Students who practice academic dishonesty assault their own integrity as well as that of the University. Each Denison student is expected to be familiar with this policy. Please note that violations may result in suspension or expulsion from the University. The Code of Academic Integrity and all regulations related to the academic integrity process can be found at <https://denison.edu/forms/code-of-academic-integrity>

Academic Procedures

Important academic procedures can be found on the Registrar pages on MyDenison and at <https://denison.edu/academics/registrar>. Log in to MyDenison, select Campus Resources, and choose Registrar to view information about add/drop, class registration, responsibilities of student advisees, important dates and deadlines, and additional academic information.

For information about withdrawal from the University, go to <https://denison.edu/campus/dean-of-students/withdrawal>

For information about reinstatement & re-enrollment, go to <https://denison.edu/academics/registrar/reinstatement-re-enrollment>

Disability Grievance Procedures

For Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Through policy and practice, Denison University is committed to providing to all enrolled students equal access to campus programs, services and activities. The following procedures have been adopted to ensure and maintain the University compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 under which no qualified student with a disability shall be denied access to or participation in programs, services or activities of Denison University. A qualified student is defined as one who meets the requisite academic and technical standards required for admission or participation in a post secondary institution's programs and activities. A person with a disability is anyone with a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, speaking or learning. In addition to those people who have visible disabilities, the definition includes people with a whole range of invisible disabilities. These include psychological disabilities, learning disabilities, or some chronic health impairments such as epilepsy, diabetes, lupus, cancer, HIV/AIDS, and more.

To view the Disability Grievance Policy, go to <https://denison.edu/forms/disability-grievance-policy-procedures>

Research Involving Human Participants

Students planning to conduct research that will involve human participants, whether on-campus or as part of an off-campus study program or internship, must submit a Human Participants Research Approval Form and obtain approval prior to beginning research. For more information, guidelines,

and access to the form, log in to MyDenison and go to <https://my.denison.edu/campus-resources/institutional-review-board-irb>

Other Policies and Procedures

Advertising/Posting on Campus

- A. All posters/banners must be event-specific and list "who," "what," "where," "when," and the sponsoring group or individual name. All posters/banners must include a valid email address or active website where contact information is listed. There are no exceptions to this policy.
- B. Postings for student-initiated commercial enterprises must be approved in advance by the Business Affairs office.
- C. Off-campus commercial enterprises are not permitted to advertise on campus.
- D. Wording or artwork on any posting may not contain reference to an amount or type of alcohol available at an event, nor may it reference alcohol to be the dominant feature of the posting. In addition, there may not be any reference to abusive or excessive consumption of alcohol in any advertisement.
- E. The advertising of term or research papers will not be permitted.
- F. The sale of personal articles (i.e. books, couches) may be advertised only in Slayter Union on the Community Bulletin Boards. These are located on the columns on the second floor of the building. No advertising of any kind may be placed under the doors of residents' rooms or on any motor vehicle on campus. There is no door-to-door solicitation allowed by anyone for any reason.
- G. No advertisements or postings may be hung on exit or access doors. No advertisements or postings may be placed on glass surfaces.
- H. Advertising may only be hung in interior spaces. Any advertising on any exterior surface is subject to removal and fines may be levied against responsible parties.
- I. Any poster/banner that is in Slayter Student Union which does not meet the above requirements will be removed.

Advertisement to the general campus population of any event requiring a guest list is not permitted.

Anti-Harassment Policy

It is the policy of Denison University, to be read in context with the important principles regarding academic freedom, that all students, faculty, staff and visitors should be free from harassment in any form – physical, verbal, graphic, written, or otherwise – based upon an individual's race, color, gender, gender identity and/or expression, sexual orientation, family configuration, socioeconomic status, religion, ethnic or national origin, age, disability, military status, or any other status

protected under federal, state, or local law. The entire Denison community is responsible for adhering to Denison's Anti-Harassment Policy <https://denison.edu/forms/anti-harassment-policy>.

Campus Organizations

Getting the most out of your Denison experience means getting involved. The Alford Community Leadership & Involvement Center (CLIC) recognizes the importance of co-curricular activities as a key part of your college experience. Registered campus organizations and their members are responsible for adhering to and supporting the community standards and values as set forth in the Student Handbook, Campus Compact, <https://denison.edu/campus/about/campus-compact> Code of Student Conduct <https://denison.edu/forms/code-of-student-conduct>, and the Campus Organization Handbook <denison.edu/orghandbook>. A campus organization, its officers, and/or its members may be held collectively and/or individually responsible for violations of the Code of Student Conduct. For comprehensive information about operations and management of campus organizations and important policies, refer to the Campus Organization Handbook <denison.edu/orghandbook>.

Business and Commercial Activities

Denison University strives to provide an environment that is conducive to academic endeavors and co-curricular activities, including entrepreneurial activities. For students with existing businesses or nonprofits and those with new ideas for a business or nonprofit, the Red Frame Lab is your source of support, connections to resources, and mentors.

Denison encourages students to explore entrepreneurship in a variety of forms, particularly when connected to Denison's mission. In pursuing entrepreneurial activities, students must comply with University rules and coordinate their activities with the Red Frame Lab. Student ventures cannot violate the university's Housing Policy, Denison's Code of Student Conduct, be unlawful or disruptive to other students or the campus.

Individual Denison Community Members

The following guidelines should be followed by individuals interested in fund raising or sponsoring business activities on campus:

- A. *Responsibility:* All student businesses or non-profit organizations are the responsibility of the student. All applicable insurance, tax, legal, and incorporation requirements are not provided by Denison. The Red Frame Lab employees can, however, help student entrepreneurs to think through these aspects of their business venture.
- B. *Approval:* Students must communicate with Red Frame Lab employees regarding the existence and nature of their business or non-profit, via email and through an in-person meeting. All paperwork, policies, forms, and procedures necessary for operating a student-run business or non-profit on campus must be obtained from Red Frame Lab, and when completed, reviewed with Red Frame Lab employees. The Red Frame Lab will provide authorization for community members to continue pursuing their activity and keep record of that authorization.
- C. *Intellectual Property:* Any use of Denison intellectual property including logos, trademarks, and copyrights outside of classes or programs is subject to standard intellectual property use restrictions. Use associated with classes and programs is subject to review by those advisors.
- D. *Residence Hall Use:* Students may operate businesses on campus and/or out of their residence hall rooms so long as no activity violates individual residence hall rules or residence hall quiet

hours, does not violate the university's housing policy, does not interfere with other students' use of the residence hall, does not disrupt the campus, and does not violate other university policies not listed here.

- E. *Receiving and Shipping:* The University mail room is to be used for the purposes of personal packages and not beyond reasonable personal use. All students operating a business on campus must meet with the Assistant Director for Business Services (the mailroom Director) prior to beginning receiving or shipping anything more than personal items.
- F. *Space:* Students engaged in operating a business or non-profit may utilize University facilities (such as a residence hall room) once the Red Frame Lab authorization is obtained. Use of university space will be determined on a case-by-case basis. There is no guarantee space will be made available. Students engaged in academically sanctioned businesses through a class or program may utilize facilities and services specified and reserved through the class or program.
- G. *Denison Enterprises:* Denison Enterprises, a university sanctioned campus organization, exists to help students start and operate Denison-centric businesses that exist for the sole benefit of the Denison community and not for individual profit. Meet with a representative of Denison Enterprises or Red Frame Lab employees to learn more.
- H. *Payment Acceptance Guidelines:* Students who are conducting private businesses must adhere to Payment Card Information Data Security Standards (PCI-DSS), to protect credit cardholders' data. These guidelines are in place to protect Denison from liability for credit card transactions not conducted for university business. If you have any questions regarding this guidance please contact ITS: helpdesk@denison.edu
 - 1. Credit card transactions may not occur on university owned devices. Personal computers, phones, or point of sale devices must be used for such transactions.
 - 2. Credit card transactions may not occur over a university wireless network. Cellular service is required for all in person, over the phone, or online transactions.
 - 3. Cardholder information that includes the 16 digit account number cannot be physically on campus, in a student's residence hall room, or on a university owned device.

Campus Organizations

The following guidelines must be followed by approved campus organizations interested in fund raising or sponsoring business activities on campus. All campus organizations must be approved through the Denison's Alford Community Leadership and Involvement Center (CLIC).

- A. No fundraising activities may occur without prior written consent of CLIC.
 - a. Campus organizations may sponsor fundraising events to benefit their organization or for a cause that is clearly communicated during any fundraising activities.
 - b. Campus organizations are not allowed to raise funds to benefit any specific individual unless the circumstance for fundraising is approved by CLIC.
 - c. All fundraising activities are subject to appropriate laws and regulations (e.g. raffles are often considered games of chance and subject to special regulations).
 - d. Campus organizations may sponsor commercial or business ventures on campus when their efforts further a fundraising or academic goal of the organization with the approval of CLIC.

- e. Any fundraising activity that involves the signing up or solicitation for credit cards is not allowed on campus.
- f. All policies and procedures necessary for coordinating any fundraising activity on campus may be found in CLIC.b
- g. No bake sales, food sales or food samples giveaways may be held on campus unless the food is provided by Bon Appetit Catering.

Code of Student Conduct

Part of the learning and development that Denison fosters is the ability to make ethical decisions and contribute to healthy communities by understanding the connections between individual choices and community well-being. This means that students are given opportunities to develop skills to work through conflict in healthy ways. Every student who accepts the invitation to join the Denison community is expected to abide by the University's policies, as well as identify ways to support fellow students in abiding by University policies or report to the University when they observe others violating those policies. The Code of Student Conduct outlines the expectations Denison has for its students and the University's procedures for resolving conflicts. It is not a legal document, nor written with the specificity of a criminal statute, but is an educational document based on the University's values. The Code can be accessed at <https://denison.edu/forms/code-of-student-conduct> and is administered by the Office of Community Values and Student Conduct.

It is important to note that students are expected to not only abide by the expectations set by Denison University; they are also expected to abide by local, state, and federal laws throughout their time as a Denisonian.

Drug and Alcohol Policies and Information

The Drug Free Schools and Communities Act Amendments of 1989 require Denison University to annually distribute information about the University's Drug and Alcohol policies <https://denison.edu/forms/drug-alcohol-policies-and-information> to all students and staff. This document includes information about standards of conduct, legal and disciplinary sanctions, health risks, and prevention and treatment programs related to drug and alcohol use. Please take time to review this important document. Please contact the Office of Community Values and Student Conduct (740-587-6232) or the Office of Wellness Education (740-587- 6385) with any questions.

FERPA (Family Education Rights & Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. To review FERPA, go to <https://denison.edu/forms/ferpa-family-educational-rights-and-privacy-act>

Financial Information and Regulations

Comprehensive information about tuition and fees, payment options, financial aid, refund and forfeiture of fees, and more may be found at <https://denison.edu/campus/finances>

Important information about refunds or forfeiture of fees in the case of withdrawal from the University is found in the Student Finances webpages at <https://denison.edu/campus/finances/refund-or-forfeiture>

Information Technology Services Policies

The Information Technology Services (ITS) policies and regulations for Acceptable Use, Peer-to-Peer File Sharing and other important policies and information are available by visiting

<https://my.denison.edu/campus-resources/information-security>. Students should log in and familiarize themselves with all policies related to information technology. Please note that Denison's Acceptable Use Policy specifically prohibits sharing Denison account credentials (BigRedID/username and password) with anyone. Students can grant access to selected portions of their information and records to parents and other guests using the Parent Proxy system. Please see <https://denison.edu/campus/finances/parent-proxy> for details.

Missing Student Notification Policy. Denison University's Missing Student procedures assist students who, based on facts and circumstances made known to the University, are determined to be missing. The Missing Student Notification Policy & Missing Student Procedure at <http://denison.edu/forms/missing-student-policy-procedure> describes required notifications within twenty-four (24) hours after the time a student is deemed to be missing. This plan complies with the August 14, 2008 Higher Education Opportunity Act, Section 485 (j) of the U.S. Department of Education.

Motor Vehicle Regulations

The Denison University Motor Vehicle Regulations have been created and adopted for the purpose of promoting the safe and orderly movement of traffic and the safe and orderly parking of vehicles on our campus.

All persons who enter Denison University campus are required to comply with Denison's Motor Vehicle Regulations in addition to State of Ohio motor vehicle laws. Denison students who intend to park their vehicle for any length of time are expected to have knowledge of and comply with the provisions of these Rules and Regulations.

Motor vehicle regulations and policies may be viewed at <https://denison.edu/campus/safety/vehicles-on-campus>

Outdoor Noise Policy

Outside-amplified events on campus grounds may only take place after 4:00 p.m. academic days, unless the event is scheduled during the common hours on Thursday. This policy applies to individuals as well as campus organizations.

Reservations for campus organization events are granted through the Events & Scheduling Office. The sponsoring organization must submit a proposal for the event including date, time, place, duration and reason for the amplification of the event. The proposal should be submitted no later than one week prior to the proposed activity.

All amplified events must cease by 10 p.m. as stated in the Granville Village Noise Ordinance.

Outside-amplified events will not be approved during final exam study periods or during finals week.

Parents/Guardians and Communications

The transition to college is an exciting and significant one for both students and families. Denison seeks to develop independent, self-reliant students who take ownership of their education and campus life. Because our students are adults, Denison treats you as such, and wants and expects you to be your own agents, shape your own experience, and to communicate directly with faculty and staff about challenges or concerns. Our faculty and staff are incredibly dedicated to our students and are here to support you in their academic and personal growth.

The University's approach to parental engagement and disclosure of student information to parents is based both upon legal privacy requirements and the university's philosophy that students are adults. For more information visit, <https://denison.edu/forms/communication-policy>.

Party Registration and Hosting Policy

The Hosting Policy was developed in collaboration by students, faculty, and staff to provide autonomy to party hosts while maintaining the interest of a safe and respectful social environment. The University provides several flexible, quality spaces in which students can host registered social events. Students can become "Safe Host Trained" to activate this privilege. For information, training, and to register events, visit:

<https://my.denison.edu/campus-resources/campus-safety/party-registration>

Policy on Firearms

No person shall possess, carry, store or use a firearm, deadly weapon or dangerous ordinance, as defined in the Ohio Revised Code, in or on university premises, defined as university owned, rented and/or sponsored property, except as allowable under Ohio Law. To view the complete policy, go to <https://denison.edu/forms/policy-on-firearms>

Policy on Hazing

Consistent with the Ohio Revised Code, no individual, group, campus organization or team (including intercollegiate and recreation teams) shall conduct or condone hazing activities. Apathy or acquiescence in the presence of hazing is not considered a neutral act; such action violates this policy. Tradition, the intent of such acts, and the express or implied consent of the victim do not constitute valid defenses for violation of the policy.

Ohio anti-hazing law "Collin's Law: Ohio's Anti-Hazing Act", was signed by Governor Mike DeWine on Tuesday, July 6, 2021. The law increases the legal penalties for hazing, creates a statewide curriculum for college students about hazing and requires transparency at the University level to report instances of hazing.

To view Denison's Policy on Hazing, go to

<https://denison.edu/campus/anti-hazing/policy-on-hazing>

Policy on Inappropriate Relationships Between Students and Faculty

A relationship between a faculty member and a student that is romantic or sexual is not in harmony with the values of the Denison community. Such an inappropriate relationship exploits the inherent inequality of power between faculty and students, creates a situation that inhibits the learning environment, and has a negative impact on the community. As such, it is incumbent upon faculty not to engage in such relationships, and to do so will be considered the basis for disciplinary action.

For more information and to view the complete policy, go to Policy on Inappropriate Relationships Between Students and Faculty in the faculty handbook at

<https://catalog.denison.edu/faculty-handbook/community-standards-policies/vii-h-policy-inappropriate-relationships-between-students-faculty/>

Policy Prohibiting Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Stalking and Retaliation

Sexual violence has a profound impact on both assault survivors and our community. Our community expects that students who choose to engage in sexual activity do so safely, appropriately, and in a manner that does not violate University Policy and/or the law. Students who attempt to or engage in sexual activity must have affirmative consent from the other person(s). Violations may vary in severity and consist of a range of behavior, including but not limited to non-consensual sexual contact or touching and non-consensual sexual intercourse, including forced sexual intercourse. Allegations of sexual misconduct are subject to the Policy Prohibiting Sex Discrimination, including Sexual Harassment, Sexual Misconduct, Stalking and Retaliation at <https://denison.edu/forms/policy-prohibiting-sex-discrimination>, which outlines the University's definitions of consent, force, incapacitation, and other important definitions related to sexual misconduct, as well as procedures used to investigate and resolve alleged violations. Students are responsible for reading and acting in accordance with the policy.

Reinstatement & Re-enrollment

Enrollment Management and the Registrars' offices, and Dean of Student Support and Family Partnerships coordinate university processes related to student reinstatement and re-enrollment.

For information about reinstatement & re-enrollment, go to <https://denison.edu/academics/registrar/reinstatement-re-enrollment>

Residential Communities and Student Housing Policies

Denison University is committed to the learning opportunities fostered in our residential communities. We strongly believe that students and our larger community benefit from these environments and the conditions they create within the student learning experience. As such, Denison requires that all students reside in the residence halls through the duration of their four years at the college.

With the notion of community and academic success at its core, the Residential Communities and Housing program is focused on the development of positive learning environments and a strong sense of civic responsibility and is designed to support the overall academic mission of the college. Students sign a Residence Agreement which defines student housing regulations and policies. The Residence Agreement and other important regulations may be viewed at <https://denison.edu/campus/housing/residential-policies>. By accepting University housing, students agree to abide by these policies as well as the Code of Student Conduct <https://denison.edu/forms/code-of-student-conduct> and other policies as described in this Student Handbook. The Student Resident Agreement is also available in paper copy in the Residential Communities and Housing office in the Curtis Community Center.

Smoking, Vaping, and E-Cigarettes

As a public health measure, smoking, including vaping and e-cigarettes, is prohibited in all interior areas of University buildings, including classrooms, residence halls, offices, labs, restrooms, hallways and dining rooms.

Student Consumer Complaint Policy

Federal regulations require each college or university authorized to offer postsecondary education in one or more states to ensure access to a complaint process. To view Denison's Student Consumer Complaint Policy go to <https://denison.edu/forms/student-consumer-complaint-policy>

Student Records

- A. Denison University guarantees full compliance with the provisions of the Family Educational Rights and Privacy Act of 1974. Student educational records are maintained and may be accessed only by members of the University with legitimate educational interest in the student.
- B. Students may inspect the contents of their official file and placement credentials, including personal references. Exceptions are letters collected under a waiver of inspection and information on parents' financial status. Requests should be in writing to the office responsible for those records and upon inspection may not be removed from that office.
- C. The Division of Student Life is the depository for student conduct and disciplinary records. The Provost's office maintains Academic Integrity records. The Registrar's Office maintains all academic information. The Office of Financial Aid maintains all forms and correspondence regarding financial aid, scholarships and student employment. University Communications maintains information used for news releases to the media.
- D. In addition to the regular sharing of grade information among University offices concerned with student academic standing and advisement, cumulative GPA's are furnished to officers of chartered honoraries for the purpose of membership selection.
- E. Contents of inspected records may be challenged upon the grounds that the information is inaccurate, misleading or otherwise in violation of the person's privacy or other rights. The administrator responsible for maintenance of those records will hear the challenge, and based on the information presented may decide to:
 - 1. Let the record stand
 - 2. Allow the student to insert a letter of explanation
 - 3. Correct the record
 - 4. Delete the item in question

University Privacy Policy

Denison University is committed to protecting the privacy of students' personal information. Denison respects students' right to privacy and recognizes its obligation to keep student information secure and confidential. For more information, go to University Privacy Policy <https://denison.edu/privacy>

Withdrawal from the University

For information about withdrawal and links to related forms, go to <https://denison.edu/campus/dean/withdrawal>

Withdrawing from the University may have implications concerning a student's financial aid and repayment plan. Visit <https://denison.edu/campus/finances> or contact the Office of Financial Aid for more information. Students should also contact Student Accounts <https://denison.edu/campus/finances> with questions regarding the amount of refund or forfeiture of charges.

Important University Committees and Campus Governance

Students play an important role in shared governance of the University. For information about governance committees and how concerns get proposed and considered, refer to the Governance Document at <http://denison.edu/forms/governance-document>

Academic Calendar

A complete academic calendar may be found at the following website:

<http://denison.edu/academics/calendar>