

## Student Rights and Responsibilities Statement

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#### ***Preamble and Premises***

The primary mission of The University of Findlay is to equip students for meaningful lives and productive careers. To accomplish this, students must be provided with the opportunity to acquire a liberal arts education to the extent of their abilities, to achieve competence in their chosen disciplines, to explore the significant issues confronting society, and to develop a heightened sense of responsible citizenship. In keeping with this mission, the academic program at The University of Findlay attempts to:

1. Be responsive to the needs of students in a rapidly changing society and to new developments in the understanding of learning;
2. Assist students to become mature adults capable of continuous self education;
3. Develop awareness of self, others, and the environment;
4. Develop understanding of various approaches to knowledge;
5. Develop ability to choose values critically.

The University of Findlay Board of Trustees, as the governing body of the University, is charged by law with the authority and duty to determine policies and to make or approve rules and regulations to promote the mission of the University. This legally-imposed duty includes the authority to delegate administrative responsibilities to supervise and control the conduct of any member or segment of the University community who impedes, obstructs, or seriously threatens the mission of the University.

Together with the Trustees, all members of the University family, individually and in group relationships, share a common responsibility to refrain from conduct which obstructs the achievement of the purposes of the University, interferes with the lawful exercise of rights by other persons, endangers the safety or security of other persons or their property, prevents the proper use of the facilities of the University by persons entitled thereto, or impairs the growth and maintenance of the kind of academic environment which is essential to the operation of an institution of higher learning.

It is assumed that any person admitted as a student at The University of Findlay is aware of its mission and hopes to gain the maximum educational benefits available, both formal and informal. Informal education benefits available to students are those which accrue from participation in the political, social, religious, cultural, aesthetic, and recreational experience related to the non academic life of the University community and contact with the broader public community of which the University is a part.

The student has basic civil and human rights and immunities which the University has a duty to protect and which the student has an obligation to fulfill. Consequently, the proper functioning of The University of Findlay community requires the adoption and enforcement of rules and regulations specific to its own self image and circumstances. A student has the right to the practical experience derived from participation in the formulation and administration of such rules and regulations, especially those most directly concerned with the student's personal relationship to the University and to his or her fellow students- a community committed to the honoring of responsibilities, the protection of rights, and the goal of equality of treatment for all within the requirements of state and federal law.

I.

*The following particular rights of the student are recognized as among those which*

*the University has a duty to foster and protect:*

1. The right to pursue educational, recreational, social, religious, cultural, and residential activities.
2. The right to maintenance of a campus environment characterized by safety and good order.
3. The right to organize, join, and maintain membership in associations to promote lawful interests the student holds in common with other students, subject to reasonable and non discriminatory University regulations.
4. The equal right with others to appropriate available services of the faculty, administrative offices, and counseling agencies of the University.
5. The right to fair and impartial evaluation of the student's academic work.
6. The right to have complete and accurate records kept by the University of the student's own academic performance and equally accurate records of fellow students with whom he or she is compared for grading and awarding of degrees.
7. The right through representatives of the student's choice to voice his or her opinion and to participate in the formulation of regulations affecting student affairs.
8. The right within lawful bounds, individually and in association with others, to express dissent, to protest, to petition for redress of grievances, or to demonstrate in support of or against University, city, state, or national policy in a manner not infringing on the rights of others, but subject to the condition that demonstrations staged on campus or University controlled property must conform to University regulations concerning prior notice of time, place, and purpose filed by persons who acknowledge responsibility for leadership of the activity in question.
9. The right to have the University maintain and protect the confidential status of the student's academic conduct and counseling records. Except under legal compulsion, information contained in such records, with the exception of the student's name, address, telephone listing, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, will not be released to agencies outside the University without written consent of the student. The student shall specify what categories, if any, of his or her records are excluded from such permission; otherwise the permission will be deemed to be general. If the permission is limited, this fact may be noted on the release. Recognition of this right of confidence shall not, however, infringe on the right of an individual to express his or her unofficial personal judgment within a professional framework as to the ability and character of a student based on personal knowledge and the public reputation the student has made for himself or herself in the University community. A copy of the Family Educational Rights and Privacy Act (FERPA) may be requested through the Office of Student Services.

## II.

*The following are among the responsibilities recognized as incumbent upon every student:*

1. The responsibility to exercise initiative in contributing to and maintaining standards of academic performance as established by the faculty and governing authorities of the University.
2. The personal responsibility for acting in such a manner as to promote and ensure to fellow students and other members of the University family the rights enumerated in the preceding Section I of this statement.
3. Individual responsibilities for his or her actions in respect to University rules and regulations.
4. Individual responsibility for his or her actions in respect to the provisions of local, state, and federal laws.
5. Responsibility for conducting himself or herself in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
6. Responsibility to refrain from individual and group action which causes loss or damage to property and rights therein of the University, fellow students, or any other member of the University community.

## III.

*Student participation in University government.*

1. Qualified students selected by the student body and representative students

selected by the administration shall be given the right to attend, take part in the deliberations of, and have the right to vote at meetings of faculty standing committees such as the Convocations Committee, Athletic Committee, Committee on Committees, and other standing or ad hoc special committees that may be established in the future with provisions for student representation.

2. Student representatives also shall be selected to attend and take part in the discussion of various standing committees of the Board of Trustees, and other ad hoc special committees, dealing with subject matter of particular interest to students and shall be invited to attend meetings of the Board of Trustees dealing with matters of special interest and given an opportunity in such meetings to express their views and opinions.

#### IV.

*Disciplinary procedures in cases of student misconduct not subject to suspension or dismissal.*

1. Policy:

a. Violations of University rules, regulations, or policies that do not rise to the level of suspension and/or dismissal shall be adjudicated by authorized personnel associated with the Office of Student Services. Outside counsel may not represent or be present at a judicial meeting. Sanctions may include but are not limited to: assignment of probation status, monetary fine, community service, restitution, counseling, restriction in campus access, and/or participation in additional educational activities.

b. The student's attention is expressly directed to the relevant rules and regulations contained in this catalog for further details in connection with these matters.

2. Appellate procedure in cases under this heading:

a. A student who has been found responsible of misconduct in a matter where the maximum prescribed sanction is less than suspension or dismissal may file a written application for permission to appeal to the Vice President for Student Services. Such application shall identify the matter and contain a concise statement of the reason for the appeal (e.g., a claim that the finding of responsibility is contrary to the manifest weight of the information presented at the hearing; that the sanction assessed exceeds that prescribed for the violation for which the student was cited; other substantial errors in the original proceeding) and shall be filed within 72 hours from the pronouncement of the decision.

b. The Vice President for Student Services shall consider the application as promptly as possible and may call the appellant to appear to make a further statement or explanation in support of the application before deciding whether to grant the application. If it is decided that the application is not merely frivolous and does present a substantial question whether real injustice has been done, the application shall be granted and the case reheard. If the ends of justice do not require the resubmission of the information as to the facts, but errors are claimed or evident in the original proceeding, then the appellate authority may sustain, reverse, or modify the decision and orders made in the original proceeding without a complete rehearing of the case.

c. The judgment and final orders of the Vice President for Student Services, including orders denying applications to appeal, in these cases shall not be subject to review by or appeal to any higher authority.

3. In cases where the assessment of the prescribed or decided appropriate sanction for lesser offenses render a student subject to suspension or dismissal, the jurisdiction of authorized personnel from the Office of Student Services shall cease. Such cases shall be forthwith referred to the Vice President for Student Services for appropriate action. In cases where the possibility of the imposition of such major penalties first arises in the course of a student's optional appeal to the Vice President

for Student Services, the appellant shall be granted the option to continue with the appeal and accept the jurisdiction of the Vice President for Student Services to make a final decision and order or to have the appeal transferred to the jurisdiction of the Conduct and Discipline Committee for a complete hearing.

V.

*Disciplinary procedures in cases of misconduct which may subject a student to suspension or dismissal.*

1. Investigation of alleged misconduct:

a. Investigations of alleged serious misconduct shall be made by authorized personnel of the Office of Student Services. Accused students shall be personally interviewed. Before being questioned, a student shall be advised to the specific allegations made against him or her and that he or she is not required to make any statement but may voluntarily make a statement and explanation of the facts and submit information in proof of the same. If, as a result of such preliminary procedures, it appears there is factual basis supporting an allegation which could lead to suspension or dismissal, then the matter will be referred to the Conduct and Discipline Committee for a more detailed investigation before any decision is made or disciplinary action is taken against him or her.

b. In a matter when a student feels that disclosure of events surrounding his/her actions before a committee may be detrimental to his/her reputation, he/she may request that the Vice President for Student Services investigate the matter and render a decision. If the Vice President feels there is cause for such a private meeting, then the student may waive his/her right to a meeting with the Conduct and Discipline Committee. Should he/she choose this alternate route, then there is no appeal to the Conduct and Discipline Committee; however, students may appeal as described in Section V, Item 3.

2. Conduct and Discipline Committee Meeting:

a. The student shall be furnished with a written statement of the allegations against him/her along with a notice of the time and place of the Conduct and Discipline Committee meeting.

b. The student shall be given (at the discretion of the Conduct and Discipline Committee Chair) reasonable opportunity to introduce information by way of written and/or oral statements from witnesses and otherwise in his/her own defense. Outside counsel may not represent or be present at a Conduct and Discipline meeting. The Conduct and Discipline Committee shall weigh the information, reach a decision, and determine and impose the appropriate sanction, if any. The committee's action shall not be subject to any further appeal in the normal sense except as described in Section V, Item 3. Copies of the allegation letter sent to the student prior to the meeting and the decision letter sent to the student following the meeting will be kept on file by the Office of Student Services.

c. At any time when time factors or vacation periods make it impossible for the regularly appointed Conduct and Discipline Committee to meet, the Vice President for Student Services will appoint an ad hoc committee to meet.

d. During the last 21 days of any semester the Vice President for Student Services, with the permission of the President, may suspend the student immediately. The student may appeal to the Conduct and Discipline Committee within 72 hours after the suspension.

e. In the event that it appears the action of a student may present clear and present danger to the campus community, the Vice President for Student Services in consultation with the President may suspend a student immediately. In such an event, the student may appeal this

decision to the Conduct and Discipline Committee after the suspension but no later than 72 hours.

3. Notwithstanding the generality of the foregoing provisions, a student who has been ordered to be dismissed or suspended from the University as a result of any of the foregoing provisions designed for the protection of the student's right to defend himself or herself from unwarranted charges or unreasonable penalties may request and may be granted an opportunity for a personal conference with the President or his designate to review the substance of the proceedings which have taken place; to receive counsel as to his or her future course of action in continuing an effort to acquire further educational opportunity; and, in case the President or his designate are convinced there has been an actual miscarriage of justice or that the best interests of both the University and the student require it, the President or his designate shall have authority to modify what would otherwise be the final order of the Vice President for Student Services or that of the Conduct and Discipline Committee. A request for such a conference must be made in writing within 72 hours of the suspension.

4. If the Vice President for Student Services feels that the decision of the Conduct and Discipline Committee is inconsistent with the mission and goals of the institution, he may appeal the decision to the President of the University.

#### VI.

##### *Disciplinary Procedures in Cases of Student Organization Misconduct.*

In the event a recognized student organization is accused of misconduct, the following procedure will generally be followed:

1. Upon notification of a violation, either the Vice President for Student Services, the Director of Housing and Greek Life, or their designate will meet with the president of the organization to investigate the situation.
2. If, after investigation, the violation does not warrant loss of University recognition, the matter will be handled following the procedures outlined under section IV.
3. If, after investigation, the violation appears to warrant loss of University recognition, the matter will be handled following the procedures outlined under section V.
4. In all cases the president of the accused student organization shall serve as the official spokesperson, and shall be responsible for presenting all information regarding the matter.
5. If a student organization is placed on probation status, any violations occurring during the term of that probation will be investigated by appropriate staff members, and the matter will be adjudicated by the Vice President for Student Services. Decisions rendered by the Vice President for Student Services regarding violations occurring during the probation term shall be final and shall not be subject to appeal.

#### VII.

##### *Types of misconduct which may subject a student to suspension or dismissal.*

1. It should be readily understood that misconduct which the laws of the land treat as punishable crimes (which may be loosely defined as wrongs against society) usually involve also an element of harm to some individual or group within the broader context. A complex organization such as a university community requires rules and regulations peculiar to its own situation and internal means of enforcing their observance independently from public authority for the protection of itself and its subgroups and individual members; keeping in mind the principle that discipline should have the primary aim of promoting the welfare of the person who is subject to it and that punishment as a matter of law enforcement is incidental and secondary.
2. The following offenses on the part of a student, when committed on University-owned or -controlled property or against such property or when the offense is against a fellow student or other member of the University family or its invited guests, are considered to be of a nature, depending on the circumstances of the particular case, as to warrant disciplinary action up to the possible level of temporary suspension or permanent dismissal.

- a. Attempting or committing physical violence or acts of sexual harassment against any student, faculty member, administrative officer, employee, guest of the University; or against any other person on University owned or -controlled property.
- b. Malicious destruction, damage, or theft of personal or University property, including incidents of arson, vandalism, larceny, burglary, breaking and entering, robbery, or embezzlement.
- c. Obstructions or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on University owned or -controlled premises.
- d. Alteration, forgery, or misuse of University documents or records including fraudulent misuse of identification cards or furnishing false information to the University with intent to deceive.
- e. Dishonesty such as plagiarism and cheating when charges are preferred by a faculty member with approval of the department head.
- f. Violation of published University policies, rules, and regulations concerning fraternities, sororities, and other student organizations; violation of published policy, procedures, bylaws, and rules or regulations of any clinical facility utilized by the University in its professional education program; use of University facilities; or concerning the time, place, and manner of meetings and demonstrations on University owned or -controlled property. (Protection of right of lawful assembly and protest are covered in Section 1, (8) of this joint statement.)
- g. Possession or use of firearms, air guns, explosive devices, or materials of any description, or deadly weapons, in violation of civil laws and ordinances and in violation of University regulations concerning safekeeping of lawful firearms.
- h. Unlawful possession, use, or distribution of marijuana, narcotics, hallucinogens, barbiturates, amphetamines, prescription drugs, or any other illegal substance.
- i. Possession, use, or distribution of beer, wine, or intoxicating liquor.
- j. Gambling.
- k. Tampering with or misuse of fire alarms or fire fighting equipment.
- l. Disorderly conduct of aggravated degree, incitement, enticement, verbal abuse, or lewd, indecent, obscene, or racist conduct or expression on University owned or -controlled property or at University sponsored or -supervised functions.
- m. Conduct not herein above specifically listed which is classified as a felony under the provisions of the Ohio Revised Code or Federal Statutes.
- n. Refusal to comply with lawful directions of University officials acting in the performance of their duties.
- o. Infractions of on-campus housing policies and/or University policies as detailed in this catalog, involving a third appearance before a hearing officer are subject to be treated as a single offense subject to disciplinary procedure under this section.
- p. Earlier sections of this joint statement describe the procedures designed to assure every student who is charged with misconduct of fair and impartial consideration and treatment. The penalties referred to, directly or by inference, in those sections range all the way from simple reprimand and minor social probation through restitution, strict disciplinary probation, temporary suspension, and up to the ultimate

point of permanent dismissal. It might appear at first glance that it would be well to prescribe a very particular punishment for infraction of each particular rule. There are good reasons for not so attempting: (1) What should be a brief, understandable statement of principles would become a complex, rigid, self defeating code stressing the negative approach to social interaction; (2) More importantly, substantial inequities would be certain to result from the fact that many given acts of misconduct do vary greatly as to seriousness and appropriate kind and degree of punishment depending on intent and surrounding circumstances which cannot, in the nature of things, all be foreseen and allowed for. Consequently, the real protection against the harshness and inequities inherent in such a system lies in the adoption of a flexible framework within which administration involving the peers of the accused is provided and the right of meaningful appeal is protected.

3. With respect to serious public offenses committed by students off campus and not directly involving the University or member of the University family, or under circumstances not specifically covered above, the following policy shall apply: It is not the function or the intention of the University to attempt to substitute itself for or duplicate the work of the duly constituted civil authority in dealing with violations of the law and ordinances enacted for the protection of the public. It is understood that the University should not assess additional punishment or penalties, as such, for such infractions. In these cases, when the unique and distinct interests of the University are not involved, its role shall be that of a counselor to the end of helping the student achieve an acceptable adjustment under which he or she can continue his or her education. However, a student who has been formally charged in a civil court with a criminal act of so serious a nature and under such circumstances that the student's presence on campus is deemed to constitute a real threat to the safety of property of the University or of the persons or property of members of the academic community or whose presence under the circumstances is clearly deleterious to the avowed purposes of the institution, may be suspended for a temporary stated period or pending final determination of the case by the courts. The question of possible dismissal of the student in case of admitted or legally determined guilt shall not be considered or decided pending action in the courts.

#### VIII.

##### *NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY*

The University of Findlay is committed to fostering an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equality and prohibits discriminatory practices, including harassment. Therefore, The University of Findlay expects that all relationships among faculty, staff, and students will be characterized by mutual respect and will be free of bias, prejudice, discrimination, and harassment.

The University of Findlay does not engage in discrimination in its programs, activities, and policies against students, employees, or prospective employees, in violation of state and Federal laws. The University of Findlay prohibits and will not tolerate any such discrimination or related harassment at its facilities, programs, and activities.

The University of Findlay also prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

##### *Individuals and Conduct Covered*

These policies apply to all faculty, staff, and students, and prohibit harassment, discrimination, and retaliation. Conduct prohibited by these policies is unacceptable on The University of Findlay campus and at functions related to The University of Findlay off campus.

##### *Definitions of Harassment*

a. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, catcalls, or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal, or visual conduct of a sexual nature.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, sexual orientation, or any other characteristic protected by applicable federal, state, and local laws or that denigrates or shows hostility or aversion toward an individual's relatives, friends, or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (iii) otherwise adversely affects an individual's opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

#### *Reporting an Incident of Harassment, Discrimination, or Retaliation*

The University of Findlay strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to The University of Findlay's policy or who have concerns about such matters should file their complaints as follows:

Students believing they have been the victim of discrimination, harassment, or retaliation should initially report the incident/s to the Vice President for Student Services.

Faculty or staff members believing they have been the victim of discrimination, harassment, or retaliation should initially report the incident/s to the Director of Human Resources.

The University of Findlay also has a Harassment Hotline. The number is 419-434-6777; your call will be answered confidentially and directed to the appropriate area for help. If you are in immediate danger, security will be notified.

When lodging a complaint, provide the following information:

- The complainant's name, contact information, and status within the University community, including title and departmental information as appropriate
- The basis for a claim of an alleged act/s of harassment or discrimination: that is, race, color, religion, sex, age, national origin, disability, sexual orientation,

- or other characteristic
- The name and position in the University community held by the person/s who committed the alleged act/s
- A brief description of what occurred, including location/s, date/s, time/s, and names of witnesses or individuals who can corroborate the allegations
- The complainant's reason for concluding that the behavior or action was discriminatory or harassing in accordance with all applicable laws
- Copies of materials, if any, which may be relevant to the investigation of the complaint
- Steps the complainant has taken to date, if any, to resolve the complaint
- A statement indicating the remedy sought by the complainant

Faculty, staff, or students who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation could affect a person's rights in pursuing legal action.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while claims may be filed within 180 days of the harassment or discrimination, The University of Findlay strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

#### *Investigating an Incident of Harassment, Discrimination, or Retaliation*

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly as follows:

- Allegations made about a student harassing, discriminating against, or retaliating against another student, faculty member, or staff member will be investigated by the Vice President for Student Services.
- Allegations made about a faculty member harassing, discriminating against, or retaliating against another faculty member, a staff member, or a student will be investigated by the Vice President for Academic Affairs.
- Allegations made about a staff member harassing, discriminating against or retaliating against another staff member, a faculty member, or a student will be investigated by the Director of Human Resources.

The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. University employees and students are obligated to comply with requests to provide statements during an investigation.

#### *Taking Action Regarding an Incident of Harassment, Discrimination, or Retaliation*

Upon completion of the investigation, one of the following actions will be taken:

- For allegations made about a student harassing, discriminating against, or retaliating against another student, faculty member, or staff member who has lodged a complaint, the Vice President for Student Services will first pursue resolution through informal counseling with the parties involved. If the matter cannot be resolved by informal counseling, the matter will be referred to the Student Conduct and Discipline Committee. A complainant also may request at any time that his/her complaint be immediately referred to the Student Conduct and Discipline Committee for formal review. This committee will review all information, meet with the parties involved, render a decision, and provide written notification of the decision to all involved parties.
- For allegations made about a faculty member harassing, discriminating against, or retaliating against another faculty member, a

staff member, or a student who has lodged a complaint, the Vice President for Academic Affairs will first pursue resolution through informal counseling with the parties involved. If the matter cannot be resolved by informal counseling, the matter will be referred to the Faculty Judicial Committee. A complainant also may request at any time that his/her complaint be immediately referred to the Judicial Committee for formal review. This committee will review all information, meet with the parties involved, render a decision, and provide written notification of the decision to all involved parties.

- For allegations made about a staff member harassing, discriminating against, or retaliating against another staff member, a faculty member, or a student who has lodged a complaint, the Director of Human Resources will first pursue resolution through informal counseling with the parties involved. If the matter cannot be resolved by informal counseling, the matter will be referred to the Staff Affairs Committee. A complainant also may request at any time that his/her complaint be immediately referred to the Staff Affairs Committee for formal review. This committee will review all information, meet with the parties involved, render a decision, and provide written notification of the decision to all involved parties.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriate disciplinary measures. Responsive action may include, but is not limited to, reprimand, probation, suspension, dismissal, counseling, and/or required training.

The appropriate University official shall monitor all reported incidents of alleged discrimination and harassment for an appropriate time period, subsequent to their resolution, to ensure that the offending conduct has ceased, any corrective action has been complied with, and retaliatory actions have not occurred.

#### *Appealing a Decision Regarding an Incident of Harassment, Discrimination, or Retaliation*

If a faculty member, staff member, or student making a complaint does not agree with its resolution, a written appeal may be submitted to The University of Findlay President within 72 hours of the notification of the resolution. The decision of the President, in conjunction with the appropriate vice-presidents, and/or Chairman or Vice Chairman of the Board of Trustees, will be final.

#### *False Charges:*

Once a complaint of sexual harassment and/or discrimination has been made, the University has an obligation to investigate the matter. Any complaint determined to be intentionally dishonest or made maliciously without regard for the truth shall subject such complainant to disciplinary action. The determination as to whether a complaint constitutes a false charge under this section shall be made as part of the complaint resolution process set forth in these procedures.

#### *Records Regarding an Incident of Harassment, Discrimination, or Retaliation*

The University of Findlay Human Resources Office will maintain records regarding all cases of harassment, discrimination, or retaliation for a period of at least three years or longer where required by law. These records will include all documentation related to a reported incident and its disposition. Except as required by law, no records maintained by the Human Resources Offices shall be released.

The University of Findlay \ 1000 North Main Street \ Findlay, OH 45840 \ 1-800-472-9502 \ Fax 419-434-4822



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