



**MALONE UNIVERSITY**  
CHRIST'S KINGDOM FIRST

# **STUDENT HANDBOOK**

## **Academic Year 2024-25**

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Maintained by:

Office of Student Development

Randall Campus Center | Malone University, OH 44709

Updated July 2024

**The Student Handbook is an official publication  
of the Office of Student Development.**

The policies of Malone University are under continual examination and revision. The Student Handbook presents the policies in effect at the time of publication and in no way guarantees that the policies will not change.

For the most up-to-date policies and information, please check the link at [www.malone.edu/studenthandbook](http://www.malone.edu/studenthandbook).

The University reserves the right to modify the requirements for admission and graduation, to amend any regulation affecting the student body, and to dismiss from the University any student if it is deemed by the University to be in its best interest or in the best interest of the student to do so. Malone University does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, marital status or other characteristic protected by law, in its educational programs and activities, admissions, or employment, as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable laws and University policies.

**Inquiries concerning the Americans with Disabilities Act, the Rehabilitation Act, and related issues may be directed to:**

Anna Meadows  
Director, Center for Student Success  
2600 Cleveland Avenue NW  
Canton, OH 44709  
[ameadows@malone.edu](mailto:ameadows@malone.edu)

**Inquiries concerning Title IX and related issues of sex discrimination may be directed to:**

Emily Provance, Title IX Coordinator or  
Melody Scott, Deputy Title IX Coordinator  
2600 Cleveland Avenue NW  
Canton, OH 44709  
[eprovince@malone.edu](mailto:eprovince@malone.edu) ; [msscott@malone.edu](mailto:msscott@malone.edu)

**Other inquiries:**

Office for Civil Rights  
United States Department of Education  
1-800-421-3481

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# Getting Started

On the Student Development website, you will find a list of pre-arrival tasks and frequently asked questions about what to bring (or not). The list is given at: <http://www.malone.edu/student-life/residence-life> . Take care of these things as soon as possible! Several forms may need to be completed immediately or over the next few months. All of them can be completed through MaloneXpress, where you can also check important dates for classes and logistics. If you find you have a question that can't be answered by consulting the website, please send an email to your admissions counselor or contact the Office of Student Development.

## *Your Malone Email Account*

You'll want to get this set up as soon as possible, as it is our primary source of communication.

Here is how to get started:

1. Go to the website [www.malone.edu](http://www.malone.edu)
2. Click on MaloneXpress in the middle of the top navigation bar on the homepage
3. Enter your personal login name and password. Your Malone email address is your username AT malone.edu.

Example: John C. Doe's username is jcdoe1.

His email address is jcdoe1@malone.edu.

MaloneXpress will allow you to see real-time updates of your admission status, items you still need to send to Malone, your financial aid package, and your class schedule. Please note that this log-in and password are specific to you. It is vital that you save these so you will be able to access MaloneXpress in the future.

## *Moving In*

Be sure to check the Student Development website for [specifics and FAQ's](#) , but here are a few suggestions:

Provided:

- An extra-long twin bed (36"x 80") mattresses are extra-long, 80-inch, twin
- Closet/chest of drawers
- Desk and chair
- Desk light
- Face mirror (full-length mirrors are in hallways)

All university furniture is required to stay in the room at all times (this includes single rooms).

What to Bring:

- Pillows
- Blanket/comforter
- Twin sheets to fit extra-long mattress (36x 80-inches long)
- Alarm Clock
- Power strips (multiple outlets with surge protectors.)
- 3-prong extension cord
- Hangers
- Towels & washcloths
- Bible
- Desk supplies (stapler, planner, paper, pens, pencils, scissors, post-it notes)
- Backpack or book bag
- Personal toiletries (soap, shampoo, towel, flip-flops, shower caddy)
- First aid kit (prescriptions, Tylenol, Pepto Bismol, cough syrup, band-aids)
- Wastebasket and trash bags
- Cleaning supplies
- Laundry supplies (detergent, dryer sheets, laundry basket). The washers and dryers are free!
- Small snow shovel for your car

Other items to consider bringing with you:

- Computer and printer
- Fan
- Sports equipment
- Snacks, plate, bowl, mugs, cups, flatware, silverware, can opener
- Posters/pictures and poster mount that can be affixed to the wall without nails (Command hooks)
- Television/electronic equipment
- Headphones/earbuds
- Tissues, paper towels
- Camera
- Calendar/Planner
- Extra set of car keys
- Floor mat (although it cannot be kept in the hallway)
- Umbrella or raincoat
- Couch, chair, futon
- Outdoor chair/camping chair for outdoor events
- Board games or playing cards
- Small tool kit/small sewing kit
- Small refrigerator (no more than 3.6 cubic feet)
- Memo board (dry erase board)
- Small vacuum

### What NOT to bring:

- Electrical appliances with exposed heating elements
- Microwave oven
- Toaster/toaster oven
- Slow cooker
- Oil corn popper
- Hot plates, grill (including George Foreman grills)
- Space heater
- Candles, candle warmers, oil lamps, incense, or any devices that use open flames
- Air conditioner
- Halogen lamp
- Pets (except fish in a tank no larger than 20 gallons)
- Fireworks of any kind
- Weapons
- 2-prong extension cords
- Vape items or electronic cigarettes
- Additional desks or beds

### *Campus Bookstore: Slingshot*

The campus bookstore is called Slingshot; it offers a wide range of products and services to ease your transition into the residence halls at the start of the year. The bookstore is located on the ground level of the Brehme Centennial Center.

### *Computers*

Windows and Apple are supported on campus in various buildings. Computer locations can be found in [FAQ 169](#) or by scanning the QR code to the right. Email [helpdesk@malone.edu](mailto:helpdesk@malone.edu) for recommended systems and configurations.



**The Help Desk** provides technical assistance for students, faculty and staff: **330-471-8428** and select the option for Help Desk support. You can also contact the Help Desk by e-mail at [helpdesk@malone.edu](mailto:helpdesk@malone.edu). The Help Desk is located in the North end of Haviland Hall.

Malone's campus has wireless internet available within each of its buildings. All Malone-provided WiFi network names will begin with "Eduroam" or "Malone." There are networks labeled "Eduroam" and "Malone-Guest." The Malone network requires a Malone username and password. The Guest network requires registration with an email address. The Guest network is not encrypted/secured; it permits only basic internet service.

### *Mailroom Services*

Every residential student is assigned a mailbox number and key, which you may obtain during Orientation. Commuter mailboxes are also available upon request. The Campus Mail Center is located on the ground level of the Brehme Centennial Center and it processes all mail functions for the University. Postage and other mailing supplies are available at the Mail Center. Amazon lockers are also by the Johnson Center.

#### **Your address at Malone for all mail and packages is**

Student Name  
(Box #) Malone University  
2600 Cleveland Ave.  
Canton, OH 44709

Students have access to their mailboxes from 8 a.m. to 8 p.m. Monday through Friday, and 12 noon to 8 p.m. on Saturday and Sunday. Mail business window hours are 8:30 a.m. to 4:00 p.m. on Monday through Friday.

The mail window is typically closed on Saturdays and Sundays. The Campus Mail Center will open on the first day of classes. Please do not send packages before August 25 or before the first week in January for those arriving in January. When your package arrives, you will receive a slip in your mailbox. Please bring the slip and your ID to the window for pickup. Be sure to properly close and lock your mailbox to avoid theft.

### *Bikes & Cars*

Parking on campus is free and conveniently located, but your vehicle must be registered. Register any car online on Malone Xpress in the “Campus Life” tab.

Many businesses and restaurants in town are within walking distance. SARTA bus line is located at the main entrance of campus. Ridesharing and carpooling can also be resources.

If you bring a bicycle to campus, don't forget to bring a bike lock to secure it to racks around campus.

## **Malone History**

In 1892, a young Friends couple named Walter and Emma Malone opened a college in a rented home in Cleveland that would eventually become known as Malone University.

Inspired by young people in their community who “had the call of the Lord in their hearts,” the Malones’ vision was “to open a small school where the Bible could be taught every day and supervision given in practical Christian work, such as visiting the sick, calling in homes, and personal evangelism.” The College initially attracted students from the surrounding area, but enrollment steadily increased.

In 1957, with more young men and women arriving from neighboring states, Cleveland Bible College relocated to Canton and was renamed Malone College in honor of its founders. The curriculum also changed and Malone became a Christian liberal arts college. The Christian liberal arts approach, the very essence of Malone, is widely recognized today as producing exceptional graduates, not only for today's competitive marketplace, but for all aspects of life.

In 2008, Malone College became Malone University. A fully-accredited Christian university, Malone offers a strong educational experience based on biblical faith.

### *Malone Today*

Malone is a Christian university for the arts, sciences, and professions in the liberal arts tradition, affiliated with the Evangelical Friends Church, offering nearly 50 majors, more than 40 minors, and 11 graduate programs, as well as a wide variety of activities including NCAA II athletics, music, service-learning, and fun social events comprise our lively campus.

Enrollment is approximately 2,000 undergraduate and graduate students, coming from 35 states, 16 countries, and more than 40 denominations. There are nearly 14,000 living alumni living in Northeast Ohio and throughout the world.

Malone University continues to rank among the Best Regional Universities in the Midwest in a recent survey by *U.S. News & World Report*, achieving #75 among 173 institutions for 2018. Malone is also identified by *U.S. News* as a Best Value School, ranking 41<sup>st</sup> among 77 colleges and universities in the Midwest. *College Consensus* selected Malone as one of five institutions in Northeast Ohio to be included on their "Best Colleges in Ohio" list, and *Washington Monthly* again included Malone on their "Best Bang for the Buck" list based on its performance with graduation rates and test scores as well as price of education and graduates' salaries. In 2018 and 2019, the first-time pass rate for bachelor of science in nursing graduates on the National Council Licensure Examination (NCLEX-RN) was 100%; similarly, in 2017, social work graduates passed the licensure exam at a rate of 100%, 29 percent higher than the national average. The University has had four faculty Fulbright Scholars in the last ten years and 80% of the full-time faculty have earned the terminal degree in their discipline.

## **Welcome Week**

### *Gen 100: The College Experience*

If you're a first-year student taking at least 12 credit hours, you'll be taking *Gen 100: The College Experience*, which starts during Welcome Week and runs throughout the fall semester. This program was developed to help ensure the success of first-year students in college. You'll deal with a wide range of topics relevant to the college experience which immerse you into the Malone community.

There is a textbook for the course:

The College Experience- a compilation of articles and readings from various sources

Each class section will have an upperclassman course assistant (CA) to assist the instructor and show you the ropes of adjusting to college life. This student will be available in numerous ways



to help you throughout your first semester. You'll meet your course assistant at the beginning of Orientation.

### *Welcome Week/New Student Orientation*

Welcome Week is a multi-day program that enables new students to meet with academic advisers, participate in campus tradition events, and engage in community-building activities. This new student orientation is a key part of making a smooth transition to your Malone experience.

All the information you need about the schedule and activities will be posted online. When you arrive, you'll receive a detailed schedule, and you'll make instant friends with your College Experience class. Go to: [www.malone.edu/student-life/new-student-orientation/](http://www.malone.edu/student-life/new-student-orientation/).

The Office of Student Development will be available so that you and your family can learn about programs and meet their staff members.

Upon arrival, Orientation team members will be on hand to help you move into your room and begin the process of getting to know the place. You will also receive helpful information, including a complete Orientation schedule, class materials, and other important items, like your room key!

Be sure to bring your student ID to show upon arrival. There will be activities for parents and family members during the first day of Welcome Week.

**Gen 100: The College Experience and Welcome Week programs are designed to help you make the transition to college life at Malone. Be ready to make new friends and learn what it means to be a Pioneer.**

### *Arrival for International Students*

International students, including exchange and U.S. abroad students, are invited to participate in Welcome Week. Multicultural Services hosts a special event designed to welcome international students. Detailed information about this program will be in the Orientation schedule.

### *Early Arrival for Pre-Season Athletes*

Students who have been invited to participate in pre-season practices for a fall sport should contact their coach directly to learn about arrival details. No other early arrivals are permitted.

### *Commuter Hostel*

The Malone Commuter Student Hostel is a service for current commuter students which offers an affordable overnight accommodation in one of our male or female residences halls. The room can be easily reserved by email or phone. This is especially helpful when students have an early morning exam/project or when bad weather suddenly strikes. Details can be found at:

<https://www.malone.edu/student-life/housing-dining/off-campus-living/commuter-hostel/>

### *Lodging for Families*

Malone University does offer limited guest rooms for families for a nominal charge. For more information: <https://www.malone.edu/events/events-facilities-request-forms/guest-room-reservation-request-form/>

For information about local hotel options for family members, please visit [www.visitcantonstark.com/hotels](http://www.visitcantonstark.com/hotels) .

### *Getting to Campus*

#### **By car:**

General driving directions to campus are available at <https://www.malone.edu/admissions-aid/visit-malone/locations-directions/>

#### **By air:**

The closest airport to Malone is the Akron-Canton (CAK) Airport, approximately 10 minutes from campus.

Cleveland Hopkins International (CLE) Airport is approximately 60 minutes from campus. Please note that Stark County public transportation options are limited. Car rentals are available at the airport.

### *Campus Safety*

Campus Safety can be easily reached if you need help in an emergency situation: **330-471-8111**. Calls are answered 24 hours a day. You will also find a safety officer on duty and patrolling nightly. The Safety Office is here to help when needed.

### *Campus Shield*

Campus Shield is Malone's Campus Safety Alert System; it is a safety app available to Malone University students and staff. The app can be downloaded through [Apple's "App Store"](#) and [Google's "Play" store](#) for Android phones. **The app is FREE.**

More information and a step-by-step guide on creating your account will be released during Orientation. Even if you do not own a smartphone, this system will send texts regarding emergency alerts, weather-related closings, etc. **So, it's vital that you create an account.**

### *Register Your Vehicle*

Commuters and residents are required to register their vehicles by following these simple steps:

1. Go to MaloneXpress/Campus Life/Vehicle Registration
2. Fill in your vehicle description including an accurate license plate number
3. Register as many family vehicles as needed
4. Update current info and add vehicles as needed

## **Academic Life**

As an academic institution in the Christian tradition of the Evangelical Friends Church, Malone University is committed to intellectual enrichment in the context of Christian faith. We strive to provide an education that produces graduates with a love of truth and a vibrant, mature faith. Our intent is that students attain the wisdom, knowledge, and skills necessary to serve, engage, and transform the communities in which they live and work.

To this end, we provide the curricular and co-curricular context in which to pursue the following educational goals:

1. Understand and critically engage the bodies of knowledge and cultural influences that have shaped the world
2. Understand the biblical, historical, and theological foundations of the Christian faith
3. Think critically and creatively and communicate effectively in multiple contexts
4. Attain expertise in at least one profession or academic discipline and lay the foundation for meaningful work or further studies at the graduate level
5. Explore the implications of the Christian faith for all areas of living, including intellectual, spiritual, and community pursuits

The full version of Malone's foundational principles and educational goals can be viewed online at: [www.malone.edu/about](http://www.malone.edu/about).

### *Academic Catalog*

Malone's Undergraduate Catalog is available online to every Malone student ([catalog.malone.edu](http://catalog.malone.edu)). It serves as the official University document for all academic policies and procedures as well as information related to enrollment, fees, and other aspects of campus life. Students should refer annually to the Catalog for up-to-date information and modifications to existing policies and degree requirements.

### *Pendle Hill Pathway*

Pendle Hill is a set of academic requirements common to all students, ranging across a spectrum of academic disciplines and subjects. The program is designed to help you achieve the holistic goals Malone sets for students. It is also a chance to explore unfamiliar territory and cultivate new interests. Many components of the program allow for choices among multiple courses or topics, so work with your academic adviser to pick courses that best suit your interests.

While college can be an exciting and enriching place in many ways, teaching and learning are, after all, what makes college, college. We believe that what you know becomes an integral part of who you grow to be. For that reason, our goals for students are ambitious and comprehensive.

### *Majors and Minors*

Your major is an in-depth program of study chosen by you to satisfy your own interests and goals. A minor is a smaller, condensed program that gives you a chance to explore an additional interest or supplement a major with a complementary field of study. Most major programs at Malone allow enough space for you to add a minor or (in many cases) a second major; be sure to discuss possibilities with your academic adviser.

### *Registrar's Office*

This is the office to go to for all things academic, including academic records, transcript requests, course registration questions, transfer credits, final grades, and degree completion.

### *Course Registration*

You will register for your courses through an online process based on the number of credits you have earned. You and your adviser work through the requirements you need in order to stay on track for graduation. It's also important to understand that you have a limited time frame to add or drop courses if you want a refund of tuition money. If that time frame expires, you are expected to stay enrolled in the course until it's completed.

Current schedules can be found online: [www.malone.edu/academics/academic-resources/registrar](http://www.malone.edu/academics/academic-resources/registrar) .

### *Class Requirements*

College classes operate differently than most high school classes. You will spend fewer and more concentrated hours in class and do more work outside of class, and you will need to take more responsibility for staying organized and keeping track of requirements yourself. Take the opportunity to build effective new habits and take charge of your own learning!

### *Class Evaluation*

Excelling at attendance, participation, exams, and assignments will contribute to your success in any class, but the specific ways your work will be evaluated can vary from class to class. The course syllabus is your comprehensive guide to requirements for each class. Get to know it well!

Every class usually includes written, oral, and practical work so that your professor is able to evaluate your progress. An unexcused absence from a pre-announced exam will most likely result in a grade of F. If you have a compelling personal circumstance, illness, or injury that will prevent you from completing an exam or assignment, you should speak with your professor immediately.

For fall and spring semesters, the final examination period usually begins two to three days following the end of classes. The examination schedule is published at the time you register for classes, and you must take your exams at the indicated times. See the University Catalog for more information.

### *Class Attendance*

Class attendance is vital to success. Your professors will share their expectations with you through your course syllabus on the first day of class.

The general idea will be the same: miss too many classes and you may see that reflected in your final grade.

If you have to miss a class, it's important to communicate with your professor right away to explain your circumstances. If you are going to miss more than 3 days of classes, you will need to contact the Office of the Provost, who will, in turn, notify each of your professors of the date(s) and reason for your absence. Be prepared to present documentation of your absence if the professor requires it in order to permit make-up work.

University-sponsored field trips, athletic or music or drama events may necessitate absence from class. Absences of this kind will be considered excused if you abide by the following procedure: contact each professor whose class you will miss and make arrangements to make up the work or test. This must be done BEFORE the date(s) of the absence. It is your personal responsibility; do not rely on the other members of the team or group to notify your professor(s) and make arrangements for you.

If you have a compelling personal circumstance, illness, or injury that will prevent you from completing an exam or assignment, you should speak with your professor immediately, before the due date or exam date. Otherwise, an unexcused absence from a pre-announced exam will most likely result in a grade of F.

Students must take each final exam on the day it is scheduled. Any exceptions need to be cleared ahead of time with the Provost's office by completing the petition for Rescheduling of Final Examinations found on the Student Tab of Malone Express under Student Resources. All students are expected to attend class regularly. No student may continue to live in the residence halls, participate in co-curricular activities and/or receive financial aid who does not do so. Failure to attend class does not constitute official withdrawal from a course.

### *Student Research Symposium*

Each spring, the campus celebrates and showcases the creative and scholarly work of students. Students present their individual research projects from nearly every discipline to a wide campus and community audience. [www.malone.edu/research-symposium](http://www.malone.edu/research-symposium)

### *Withdrawal, Suspension, Readmission*

Sometimes students need to take a semester or even a year off at some point during their studies. In most cases, this is a voluntary withdrawal—a student is feeling unmotivated to pursue academics for a period of time or is struggling with a personal issue that needs their full attention. You must notify the Registrar’s Office of your intention to withdraw for a semester (or longer), and you should contact the Student Development Office, also. The Registrar’s Office can give you further instruction about your intended return. Students should also check the catalogue for refund or withdrawal timeline regarding tuition, room and board.

Occasionally, students experience challenges that compromise their ability to function in a healthy manner on campus. When students are unable to function safely and effectively in our academic and residential environment, we may support their voluntary withdrawal or, in very rare cases, enact an involuntary withdrawal. Students must address the issue of concern with an appropriate professional before they return to Malone. Students may also be withdrawn for academic reasons, or be suspended for major policy violations. When students are withdrawn for academic failure, they may return to Malone when they can demonstrate that they have addressed whatever issues led to their academic struggles.

### *Academic Honesty*

Students are expected not to cheat, fabricate, plagiarize, duplicate work on separate assignments, or tolerate these behaviors in others in any academic material (homework assignments, group work, test answers, etc.).

Academic honesty is expected in all areas of life. To become an educated person, you need to be honest about what you do and do not know. Malone’s faculty and staff are called to love our students. Be sure to seek out their help and guidance in navigating your academic goals. We expect you to express your ideas without unauthorized help, and we expect you to give credit to others for their ideas and influences.

The penalty for academic dishonesty can include receiving an “F” in the course or dismissal from the University. Students charged with academic dishonesty have the right to appeal through the grievance procedure outlined in the University Catalog.

The benefit of academic honesty is satisfaction with the effective stewardship of one’s own abilities and the pursuit of high personal ethics and academic excellence.

### *Academic Grievance Procedure*

The purpose of the academic grievance procedure is to ensure that students have ample opportunity to express a grievance regarding academic affairs (e.g., course grades, class

procedures, and academic dishonesty). Please refer to the Undergraduate Catalog for more information regarding the academic grievance process.

### *Title IX*

Malone University does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, marital status or other characteristic protected by law, in its educational programs and activities, admissions, or employment, as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable laws and University policies.

### *Family Educational Rights and Privacy Act (FERPA)*

Students gain certain rights once they turn 18. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA permits Malone University to release directory information about students, and it also requires the University to protect some student information. More details can be learned in the Registrar's Office or on the website of the U.S. Department of Education.

### *Center for Student Success*

The Center for Student Success coordinates campus-wide efforts to promote learning and encourages success and retention through graduation. The Center continually strives to improve student satisfaction and connection with the Malone community. We serve all students as they transition from high school or another college to Malone. Our work begins with scheduling new students for their first semester classes, administer ACT Residual exams, and COMPASS placement tests.

Specifically, we are here to help students:

1. Explore various majors and career interests
2. Examine how academic strengths fit into those career objectives
3. Develop an action plan to bring objectives into reality
4. Present various testing options available to gain academic credit
5. Provide individual services designed to assist in achieving your academic goals

Location: Library

Phone: 330-471-8250 | Fax: 330-471-8390

Email: [css@malone.edu](mailto:css@malone.edu)

Office Hours: Monday–Friday, 8 a.m. to 4:30 p.m.

The Academic Adviser located in the Center for Student Success registers all new and transfer

students for classes based on the information provided on the Pre-Registration Survey. Continuous academic advising will be provided for all undecided majors and on-campus College Credit Plus (CCP) participants.

### *Faculty Adviser*

An important person in a student's academic experience is their faculty adviser. The faculty adviser assists students by guiding them through the planning and scheduling of courses, internships, and other opportunities possible within the Malone academic program. Students will meet with their adviser frequently as appropriate to their needs and interests, working together effectively, and committing to the process while reflecting on the implications and benefits of a well-developed plan of study.

Based on academic interests and goals, we assign faculty advisers to each student during their first semester at Malone. A request for a change of adviser is permissible provided that the selected adviser is a faculty member in the students' field of study and the request has been approved by the faculty member.

### *Career Development*

Malone's Center for Student Success provides students with tools and skills needed to succeed in college - and in life after Malone. Students can find help deciding on a major, understanding how internships work, learn how to write a resume or how to start a job search. In the Center, our Career Development Coordinator will assist students in assessing strengths, interests, and skills to develop vocational goals.

Services available:

1. [www.malone.myplan.com](http://www.malone.myplan.com)
2. Institutional job fairs and information regarding local career events; assistance providing transportation
3. Resume/interview assistance
4. Individual consultations

### *Retention*

The Retention Adviser refers students to resources ensuring persistence and completion for all undergraduate students. Faculty and staff members can submit confidential concerns regarding poor attendance, missed assignments, inadequate grades, potential transfer plans or other difficulties a student faces in the Jenzabar Early Alert System.

In confidential meetings, those concerns will be discussed and assistance is offered as needed.



### *Student Accessibility Services*

The Director of Student Accessibility Services in the Center for Student Success approves accommodations for students with disabilities (vision, hearing, speech, mobility, physical, learning, and/or psychological). Appropriate documentation of the disability must be provided.

Please contact the Director of Student Accessibility Services for more information:

<https://www.malone.edu/academics/academic-resources/center-for-student-success/accessibility-services-2/>

Potential accommodations:

- Note-taking assistance
- Distraction reduced testing
- Extended time for tests
- Electronic textbooks
- Screen Readers (JAWS, Read and Write Gold)
- Braille conversions
- ASL interpreters
- Adaptive technology
- Professional tutoring
- Type Well Transcription Services
- Housing accommodations

### *Testing*

ACT-Residual exams, CLEP, COMPASS placement testing, and Malone course test-out options are available, as well as course testing for students with documented disabilities. For more information or to schedule an appointment please contact the Office Manager and Coordinator of Test Services in the Center for Student Success at **330.471.8249**.

### *Tutoring*

Free peer tutoring services are available to all Malone undergraduate students. The purpose of peer tutoring is to help students better understand class material, lectures, and labs as well as provide resources to improve study skills. Our trained peer tutors have excelled in the courses they tutor. Tutoring is offered for most 100-200 level classes/labs.

Professional tutoring is available through a fee-based program. For more information on peer or professional tutoring please e-mail: [css@malone.edu](mailto:css@malone.edu).

Study Skill Resources regarding note-taking tips, reading and testing strategies, time, space and stress management, and classroom success are provided. "Students for Success" Workshops are offered weekly.

### *Everett L. Cattell Library*

Malone's library is a member of the OPAL (Ohio Private Academic Libraries) consortia and OhioLINK. Our library offers online access to thousands of peer-reviewed journal articles and ebooks, as well as reciprocal borrowing of more than 46 million items among 87 libraries in the state.

For more information and hours: [www.malone.edu/library](http://www.malone.edu/library) .

## **Arts**

Malone is committed to the arts through strong academic programs and many outlets for creative expression in music, visual arts, theatre, creative writing, and much more.

### *Creative Writing*

The goal of the Creative Writing Program is to offer not only a curriculum conducive to the study of writing, but to build a culture where writers are supported and challenged to grow as artists. You will have opportunities to meet and work with visiting writers, to travel to conferences, compete in contests, to work on publications, and be part of an active arts community. Above all, you will work closely with faculty and peers on your writing, forging literary friendships and getting a solid start on the lifelong work of becoming a writer.

### *Writers Series*

The Malone University Writers Series brings authors of distinction and promise to campus for public readings and workshops so that students can engage with and learn from them.

### *Film*

Film at Malone is storytelling with images—images that baptize your vision and make your eyes see the world in a new way.

### *Music*

The Department of Music offers majors in music, music education. Certificate programs in piano pedagogy and voice pedagogy are also offered and scholarships are available through audition.

Our Music programs are notable for the depth and breadth of opportunities they offer, no matter what type of music career you're seeking. Performance and composition are important pieces of the overall masterwork that you'll create: a successful career in the field where your God-given talents lie.

### *Performance Opportunities: Music Ensembles*

The Johnson Center is home to state-of-the-art rehearsal rooms for Malone's music ensembles and performance groups. Malone students have the opportunity to participate in ensembles that perform at high levels. Some groups travel and tour each year.

### *Alpha Psi Omega*

Malone students have the opportunity to participate in a national theatre honorary. Alpha Psi Omega (APO) wants to help students who are interested in theatre reach the highest accomplishments, envisioning all that helps them to “seek a life useful” (the APO motto), striving to seek the highest goal of any artists—to serve.

### *Gallery*

Malone supports The Malone Art Gallery (MAG) located in the upper level of the Johnson Center to showcase art.

## **Exploration**

Malone students are adventurous! Your faculty can help you identify international study and service-learning opportunities in all corners of the United States and the world.

Another option is the Christian College Consortium Visitor Program, where students have an opportunity to spend a semester and take course offerings on another Christian college or university campus while maintaining regular standing at Malone.

### *The Center for Intercultural Studies*

The Center for Intercultural Studies (CIS) will enhance your education and expand your horizons through one of the many international and cross-cultural programs that Malone offers to students. You can choose to study for a semester or summer in one of almost 40 locations around the world and in the U.S.

You can also be a part of a short-term service-learning team with fellow students and faculty/staff leaders. The CIS will help you navigate through everything you need to know and do in order to participate in these programs. The CIS contact information is **330-471-8243** or [crosscultural@malone.edu](mailto:crosscultural@malone.edu).

### *Study Abroad*

Every semester, Malone students participate in various off-campus and study abroad opportunities. Students have the opportunity to participate in local, national and global programs, such as the AuSable Institute for Environmental Studies, the creative arts program in Orvieto, Italy, or the Romanian Service Program.

Students have the opportunity to study for a semester or summer term in locations such as:

- Australia
- China
- Ecuador
- England
- Greece
- India
- Ireland
- Italy
- Los Angeles
- Middle East
- Nashville
- New Zealand
- Spain
- Uganda
- Washington D.C

You can study in a range of subjects and disciplines, to supplement your major or experience something new:

- Business
- Communications
- Ecology
- Fine Arts
- Journalism
- Language
- Ministry
- Music
- Social Work
- Student Teaching

### *Service Learning*

In addition to studying abroad, students also can join a service-learning team. These teams offer short-term opportunities to immerse students in other cultures, explore new experiences, and grow in faith, all while serving alongside fellow Malone community members. Each year, teams partner with local people and organizations around the globe in a variety of projects focused on areas such as humanitarian, education, orphanages, medical, ministry, relational, and outreach.

Studying and serving abroad is an integral part of a student's educational experience. Students are required to complete a certain amount of cross-cultural engagement credits during their study and can do so through the programs offered by the CIS. Students should plan early if they are interested in one of these programs. You can contact the Center for Intercultural Studies on campus for more information (330-471-8243, [crosscultural@malone.edu](mailto:crosscultural@malone.edu)).

### *Best Semester™ Program*

Malone's connection to the Council for Christian Colleges and Universities (CCCU) provides Malone students access to four incredible off-campus and study abroad programs around the United States and the world.

Explore the world outside the classroom. Live an adventure in a new community. Learn to relate your faith to your passions. Dare to be transformed in the way you see and experience your own cultural identity and personal relationships. Best Semester™ has been enlightening student worldviews and individual realities for more than 30 years.

Available programs include:

- American Studies Program, Washington, D.C.
- Contemporary Music Center, Nashville (Greenville)
- Middle East Studies Program
- Oxford Scholars' Semester
- Oxford Summer Programme

With robust academics, the highest priority for student safety, and excellent financial advising, the Program's Christ-centered and immersion-oriented faculty and staff are available to help along the way

Available to juniors and seniors with a minimum GPA of 2.75.

BestSemester™ programs are considered "extension campuses" of Malone. The academic credit for each course is recommended by the CCCU. Credits can usually be applied in a variety of ways. Hands-on internships, field experiences, and practicum are part of most programs. Check with your academic adviser before applying for a program. For further information regarding academic requirements, financial arrangements, and schedule planning, visit [www.bestsemester.com](http://www.bestsemester.com).

# Community Living

- ✓ We believe that personal growth, relationships guided by love, and responsible participation in community are lifelong characteristics of a faithful and fulfilling life. Students at Malone become full participants in an academic community that embodies these core convictions.
- ✓ We take the holistic view that intellectual growth cannot be separated from moral and spiritual growth, and that adhering to communal responsibilities and spiritual disciplines frees us to grow in Christ and into the people we were created to be.
- ✓ We believe that learning to love God with our whole selves and to love our neighbors as ourselves is a lifelong participation in the redemptive work of the gospel. We cultivate concern, accountability, respect, humility, and grace in our relationships with one another.
- ✓ We believe that people learn and grow not just as isolated individuals but as responsible participants in an academic community. Each of our actions may contribute to or take away from the health and wellbeing of that community.

## *Statement of Community Responsibilities*

The purpose of education is to help people develop in deliberate and constructive ways. At Malone University, we affirm the deep interrelatedness of mind, body, and spirit, and we understand that people are formed by habits and relationships as well as by classroom learning. Members of the Malone community become participants in a safe, loving, supportive academic community in which we grow together in love of God and neighbor, toward the people we were created to become.

As participants in this community, each of us is called to play an active role in maintaining this supportive environment, and to participate in communal and spiritual disciplines that free us to grow in Christ. We do this primarily by teaching, modeling, and encouraging one another in all areas of our lives. We also do this by establishing rules and boundaries that guide and protect both the work of our community and our development as individuals.

Malone welcomes into our community students who share our Christian convictions, students who do not, and students who are still trying to figure it all out. But all members of the Malone community commit themselves to active and responsible participation in the disciplined life of our community. It is our students who often cite “community” as one of the things they love about attending Malone. A successful community is a product of responsible and thoughtful members who contribute in meaningful ways. It is our conviction and our experience that living within the boundaries established by these Community Responsibilities strengthens our shared life and helps create space for God to work in and among us. The below Community Responsibilities create guiding principles for student behavior and help shape the policies and mission of Malone. Students who enroll at Malone should embrace and uphold these Community Responsibilities in all aspects of life.

### *Violations of Person*

We are called to build up others in love, but life with others inevitably brings about conflicts that call for self-control, forgiveness, and thoughtful discernment.

Malone prohibits:

- Conduct which substantially infringes on or invades the rights of others, including theft, willful damage to, or vandalism of, personal or University property
- Intentionally or recklessly endangering or threatening the life or physical safety of others or self
- Directing any kind of demeaning gesture, threat of violence, or physical attack toward a person
- The possession or use of lethal and non-lethal weapons; i.e. guns, knives, explosives, tasers, plastic bullet guns, BB guns, dangerous chemicals or noxious devices, and other dangerous weapons on all premises owned by Malone, or while engaging in Malone-related activities, except as otherwise required by law. Malone University reserves the right to ban any other devices it chooses.
- The practice of hazing of any form for the purpose of initiation into any recognized or non-recognized Malone team or organization. Ohio law prohibits any form of hazing; this law applies both to officially recognized and unrecognized groups and to practices conducted on and off campus. The term hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code. Hazing is a crime punishable by fine or imprisonment. The University will take disciplinary action in appropriate cases and may report confirmed incidents to appropriate law enforcement officials. (Ohio general laws can be found at <https://codes.ohio.gov/ohio-revised-code/section-2903.31>).

### *Alcohol, Tobacco, and Illegal Drugs*

Abuse of, and addiction to, alcohol and drugs are extremely harmful to people's health and relationships, and intoxication breeds irresponsible behavior toward others.

Malone prohibits:

- The possession, use, distribution, purchase, or sale of illegal or unauthorized drugs or controlled substances, or being under the influence of any such substance. Drug-related paraphernalia is also prohibited.
- Using, or being under the influence of, alcohol while on Malone property, while conducting Malone business, while engaging in Malone-related activities, or while operating or riding in any vehicle owned or supplied by Malone. Malone officials may conduct drug and/or alcohol testing of students without prior notice. For further details, refer to the Malone University "Substance Use and Abuse Policy for Employees and Students." (Appendix B)
- Malone discourages the use of tobacco or alcoholic beverages for all members of the Malone Community.

### *Language*

Language is a primary means by which we build up or tear down other people, and it helps shape the way we understand our world. Concern with language mirrors the thoughtful concern for “careful speech” that is a part of Malone’s Quaker heritage.

Malone prohibits:

- Dishonesty, both in academic work and in interpersonal relationships
- Profanity, obscenity, vulgarity, and other forms of speech that dishonor God, people, or creation

### *Sexual Conduct*

Our sexuality can draw us into loving intimacy in ways that give us glimpses into the love of God. Our misuse of this gift breeds alienation and abuse. The sexual practices of the early church were countercultural, reflecting God’s holiness and love in a world in which sexual conduct had become exploitative and degraded.

- Sex should be exclusively reserved for the marriage relationship, understood as a legal, lifelong commitment between a husband and wife
- Possession, participation in, or viewing of pornography in any form is forbidden
- Modesty of dress and the display of affection in public must reflect limits defined by consideration for others

Malone prohibits:

- Sexual misconduct, discrimination and harassment (see Appendix A)

### *Compliance with the Laws of the Land*

Members of the Malone community are expected to uphold the laws of the local community, the State of Ohio, and the nation, except on those rare occasions when obedience to the governmental authorities would require behavior in direct conflict with the teaching of Scripture. In this latter case, the individual generally would submit voluntarily to the legal penalty for the behavior. Criminal violations of any kind occurring on or off campus are subject to review within the Malone community for potential disciplinary action.

### *Compliance with Malone Authorities*

Conduct which substantially disrupts, impedes, or interferes with the operation of Malone is prohibited. This includes, but is not limited to, disobedience of, or noncompliance with a directive or order of a member of the administration, faculty, peace officer, school safety officer, or other school authority when such disobedience or noncompliance can reasonably be anticipated to result in disorder, disruption, or interference with the operation of Malone, or adversely affect the good standing and reputation of Malone.



By living within the preceding statement of community responsibilities we mirror the calling of Christians to “encourage one another and build each other up” (1 Thessalonians 5:11) in the love of Christ.

## ***CAMPUS POLICIES***

Malone has several policies to support its goals of building a safe, diverse, and vibrant campus. These policies strictly prohibit unlawful discrimination and harassment, including sexual harassment and sexual misconduct, dating violence, domestic violence, stalking, and related retaliation. We treat these matters seriously and encourage students who experience or witness any of these behaviors to speak up and contact their Resident Director or the Dean of Students. University policies relating to student conduct are detailed in this handbook and are available on the Malone website.

### *Addressing a Complaint*

Malone University strongly encourages all members of the community to engage one another informally, in a manner consistent with our Evangelical Friends heritage, which promotes integrity, peaceful resolution of conflict, as well as responsibility. The vast majority of concerns arise from misunderstanding and, once addressed, can be resolved in a timely manner. Students are encouraged to go first to the source of their concern, be it a faculty or staff member, department or director.

When concerns cannot be resolved satisfactorily, Malone encourages students to use the Student Senate (a body of students who champions concerns to the administration) by either informally addressing the concern with a member of Senate or through an online form at:

<https://www.malone.edu/student-life/activities-organizations/student-senate/>

Alternatively, students may register a formal complaint to the respective office listed below.

### *Process for Filing a Complaint*

If informal concerns have remained unaddressed, students may file a Formal Complaint in writing, addressed to contact named in the administrative area of the complaint.

Students should specify the following:

- Contact information of the person submitting the complaint
- Identity of the individual or department of concern
- A description of the specific individual behavior or action
- Brief outline of what steps have been previously taken, e.g., information regarding previous reports of discussions, whether any resolution occurred, with whom the student met, etc.
- The date or period of time in which the behavior occurred and the location of the incident
- A listing of all individuals who witnessed any part of the incident in dispute

The University administrator assigned to the area of the complaint will review it and respond in writing to the student within 15 calendar days of the submission of the complaint.

### *Office of Student Development*

The Office of Student Development encompasses key components of campus life, including the counseling center, health center, judicial affairs, orientation, residential life, campus safety, spiritual formation, as well as student activities, student senate, and student organizations. We recognize that your out-of-class experience is vital to your education and our staff works to build and maintain a diverse and supportive community to come alongside you and provide essential resources, services, programs, and activities necessary for your experience.

We offer hospitality at the intersection of your academic, co-curricular, and residential lives, and we make an effort to provide opportunities for leadership, personal growth, civic engagement, and spiritual formation.

### *Campus Safety*

Campus Safety offers protection for the physical well-being of students, faculty, and staff. This includes providing campus-wide surveillance and protection through safety officers on a 24-hour basis; these officers respond to activities that could threaten the safety of students, faculty, staff, and guests-- including escort services and assistance with minor car problems as needed.

They also oversee the emergency alert system, Campus Shield. Every student is encouraged to create an account with this app that is FREE for Apple and Android devices. Additionally, Campus Safety provides physical protection of campus facilities. They are responsible for securing/protecting buildings and property on a regular basis during operating hours.

Campus Safety supports community guidelines that improve the safety of students. This includes enforcing traffic/parking regulations and auto registration, as well as training and educating on relevant safety precautions. They regularly publish information and statistics about campus safety at [www.malone.edu/offices-and-services/campus-safety](http://www.malone.edu/offices-and-services/campus-safety).

This information can also be found in the handbook under Malone Standards on Campus.

All officers are trained to perform their duties and are here to help and protect. The free cooperation of every student is required when approached by a security officer. Students in violation of campus regulations or those refusing to cooperate with a safety officer are subject to discipline up to and including suspension from the University.

Campus Safety can be easily reached: **330-471-8111**. This number will be answered 24 hours a day. You will also find a safety officer on duty and patrolling nightly. Their office is located on the ground level of Haviland Hall.

### *Counseling Center*

The Counseling Center, located on the third level of the Randall Campus Center (the Barn), provides free, comprehensive, confidential counseling services to students who are currently enrolled at Malone.

Our staff members are state-licensed, professional clinical counselors, and we have graduate interns in the process of attaining their licenses who are available to serve as well. They are specially trained to assist students who seek help for relationship concerns, personal issues, stress management, and related topics. The staff is sensitive to the integration of Biblical truths in the counseling process, and they seek to offer students compassionate, non-judgmental and respectful care. The Counseling Center aims to address concerns in a holistic manner, taking into consideration not only the students' emotional and mental health, but also their physical health and spiritual wellbeing.

The Center is open weekdays during the academic year and closed for holidays and breaks. Staff hours are by appointment. For more information regarding available counseling services, please call **330.471.8711** or email: [counselingcenter@malone.edu](mailto:counselingcenter@malone.edu).

### *Multicultural Services Office*

At Malone, we embrace the complexities and individuality that each person brings. The Office seeks to provide resources, support services, and educational programming to students of color. It is our goal to build and maintain a community that is more inclusive of underrepresented American ethnic minorities, and create a climate conducive to serving the multicultural population of Malone. In an effort to assist faculty, staff, and students of color in finding a sense of community and belonging, the Office collaborates with other departments and outside organizations to sponsor speakers, workshops, and multicultural activities throughout the academic year.

Programming includes:

- SmartStart Peer Mentorship Program—a program for African American first-year students
- One Voice Gospel Choir—a program designed for all students to participate in a form of worship known primarily in the African American community
- Multicultural Student Union—an organization for all students designed to create community across cultures

Events include:

- Culture Fest (September)
- Hispanic Heritage Celebration
- One Voice Gospel Choir Fall Concert
- Multicultural Conference
- Black History Month Events (February)
- One Voice Gospel Choir Spring Concert (March)
- Multicultural Graduation Banquet (April)

<https://www.malone.edu/academics/multicultural-services/campus->

## [organizations/](#)

### *Office of Residence Life*

Our residential system believes that an excellent education happens at all hours of the day—over dinner as well as in the classroom. Residence Life exists to assist residential students in growing with a vibrant, Christian worldview which informs their spiritual, vocational, and communal life. This team integrates academic and social experiences with residential life to encourage the free exchange of ideas and a robust intellectual community.

Malone has four buildings for student housing on campus. First-year students are assigned to one of these buildings. After your first year, you can choose which building you live in. The Residence Life staff consists of professional staff members, resident directors and area coordinators, who live in residence halls. There are also approximately 30 resident assistants, student leaders who live, serve, and lead on designated floors.

The Residence Life team seeks to create a safe, hospitable, and sustainable student-centered living space that enhances academic achievement and student interaction. They educate on conduct, accountability, and how positive self-directed behavior influences community. Residence Life also encourages participation in a diverse, living-learning community that fosters active growth in all areas of life by cultivating experiential activism through civic engagement opportunities.

### *Roommates*

Learning to live with a roommate can be a challenge for many new students. It takes time to adjust to sharing space with another person. Our Housing Coordinator manages room assignments. Efforts to assign your room and roommate are based on several criteria from responses to the housing questionnaire you completed. We do our best to match roommates by interest, personality, and habits. This residential experience is important to your education and growth.

While the majority of roommate pairs on campus are successful, conflicts will arise, and we encourage students to attempt to work out their differences. Here are some tips for getting along with your roommate:

1. **Communicate:** sit down with your roommate at the beginning of the semester and talk about your backgrounds, preferences, habits, emotional styles/moods, and personal values. This can be particularly helpful for those who choose to room with friends you have known prior to attending Malone. Regardless of how well you may think you know your “best friend,” you may be surprised to find out some things you did not know before living together.
2. **Establish ground rules:** After discussing your values and preferences, establish some ground rules by which you will live together. Some common topics upon which to reach mutual agreement include room cleanliness, borrowing each other’s belongings, study time, sleeping hours, open hour visitation times, room security, etc. Write your agreements together in the beginning and it will help in resolving problems that may develop later.

3. Ask for help: If a conflict should develop at any point during the year, do not hesitate to go to your RA. If additional advice is required, you may approach your RD. Many times, students wait until minor irritations become major conflicts. Your hall staff is experienced in dealing with problems and can usually aid in resolution of problems between roommates. Working out differences with your roommate can provide a greater understanding of yourself as well as the other individual.

We believe it's important to work on co-existing with people who may be different than us – communicating, compromising and navigating conflict. As a result, we do not permit students to change rooms for a certain period of time at the beginning of the semester. After this period, if students are still having difficulty, we will encourage you to consult the resident assistant or resident director. Should relocation to a different room be necessary, the resident director and housing coordinator can make that change, space permitting.

### *Issues with your room?*

If you have a maintenance problem with your room, you can make a request to our Physical Plant maintenance team through MaloneXpress (click on the link for IT & Physical Plant). This system allows you to check the status of submitted requests, and will automatically send you an email when requests are completed.

### **QUESTIONS ABOUT RESIDENCE HALLS**

Please see “Expectations for Residence Halls” in the handbook for important information like laundry service, bike storage, fire safety guidelines, future room selections, etc.

### *Office of Spiritual Formation*

While Malone is affiliated with the Evangelical Friends Church denomination, the University welcomes students from a variety of Christian denominations, religious traditions, and those who are still trying to figure it all out. We view spiritual diversity as a strength of our community. The Office of Spiritual Formation promotes interfaith dialogue and fosters respect for the wide spectrum of beliefs and practices of Christian denominations represented in the Malone community. The Office aims to contribute to students' spiritual formation by building them up to know, love and serve Jesus Christ.

### *Spiritual Formation Opportunities*

The Office of Spiritual Formation provides opportunities to develop your faith in individual and group settings across a variety of campus contexts. These are known as Spiritual Formation Opportunities (SFOs). Many different types of SFOs will allow you to consider issues where faith and life intersect by exploring topics that are important to you. All full-time, undergraduate students— residents and commuters—are required to earn at least 15 Spiritual Formation credits (one SFO = one credit) each semester. Specific information about these offerings can be found at: [www.malone.edu/faith-at-malone/faith-student-life/spiritual-formation-opportunities/](http://www.malone.edu/faith-at-malone/faith-student-life/spiritual-formation-opportunities/)

Examples include:

- Community Worship, our Wednesday morning gathering of the Malone community to worship God through music, Scripture, and hearing the message. This is a credit-bearing opportunity.
- Life Groups are weekly or bi-monthly opportunities led by various Malone faculty and staff members. The groups are open to anyone at any time. Each group has a unique focus (e.g. Bible study and discipleship). Dates and times are TBD. This is a credit-bearing opportunity.

### *Why Do We Require Spiritual Formation?*

Within Malone's Christian framework, students are required to accumulate Spiritual Formation credits because we believe that all teaching of truth must be built on a foundation of God's truth. In the same way that the University requires students to study the truth of physical science, the arts, and literature, we see no contradiction in requiring students to study God's truth. SFOs facilitate students' experiences and understanding of God's truth through study of the Bible, exposure to corporate worship, and opportunities to understand the relationship offered to us in Christ.

### *Campus Activities Board*

There are endless opportunities to find your space at Malone, extracurricular activities, Student Senate, programs and events, or groups and affiliations. The Campus Activities Board (CAB) consists of students and staff who endeavor to promote involvement by coordinating fun events on weekends for all students with the goal of creating a vibrant campus community. Examples include off-campus trips, music events, movie nights, Super bowl parties, trivia nights and more. We want every student to know that they are important to us.

### *Malone's Events Calendar*

<https://www.malone.edu/community/calendar/>

Malone's comprehensive events calendar includes daily academic, athletic, Spiritual Formation, and extracurricular events. You'll also find weekly event highlights on table tents in the dining commons at mealtimes. You may notice monitors in various buildings which provide announcements as well.

### *Student Organizations*

Organizations, intramurals, cultural activities and events, student senate, CAB outings, SFOs, and civic engagement projects are great ways to get involved at Malone. In the process, you'll learn about yourself, meet new friends, and develop new skills.

RUSH is a student involvement fair which takes place during the first week of classes. It is a great way for new students to meet student leaders and learn more about and/or join student organizations of interest.

You can find a complete list of student organizations at [www.malone.edu/student-life](http://www.malone.edu/student-life) .

### *Student Senate*

Student Senate is a unified group that represents students in the decision-making process of the University, as well as guiding student organizations. They represent students to administration and faculty. Student Senate is the official channel for student participation in forming institutional policy that affects academic and student affairs.

Student Senate plays a significant role in shaping the total academic, spiritual, and social life of the Malone community. It is made up of student-elected representatives and class representatives.

For more information: <https://www.malone.edu/student-life/activities-organizations/student-senate> .

### *Student employment on campus*

Malone provides opportunities beyond the classroom that encourage student learning. Securing a part-time job on campus allows students to acquire and hone certain workplace skills, knowledge, and abilities that can be the foundations for building a résumé.

For more information see, [www.malone.edu/studentemployment/](http://www.malone.edu/studentemployment/)

### *Dining Services*

Malone, in partnership with AVI Fresh, Inc., provides breakfast, lunch, and dinner seven days a week in the Hoover Dining Commons. When you walk into the dining commons, you'll see and smell a variety of food stations:

- **Bakery:** Fresh baked goods are made daily including breads, pastries, doughnuts, muffins and an assortment of cookies, bar, cakes and other specialty items
- **Deli:** Offers meat, cheese, and toppings for sandwiches, wraps, and paninis on fresh-baked breads and rolls, perfectly paired with our homemade soups
- **Entrées:** Standard comfort foods including a carved meat, vegetable, and starch are offered each night
- **Pizza:** Fresh-made pizzas including cheese, pepperoni, and a specialty pizza daily. We also offer specialty pasta dishes with our signature bread
- **The Grill:** Hamburgers, hot dogs, cheeseburgers, veggie burgers, and grilled cheese are served daily, along with a specialty grill sandwich and specialty French fries
- **Salad Bar:** A variety of freshly-cut fruits and vegetables, romaine lettuce, spinach, and mixed greens fill this station. Included are two vegetarian spreads, four composed salads, and lots of toppings
- **Soups:** Choose from two soups made from scratch daily. The soups utilize only the freshest ingredients that are never canned or frozen. A vegetarian option is always available
- **Fusion:** Fusion signature dishes can be selected at this station. Foods representing different flavors and combinations influenced by destinations around the world.

- **Hot Beverages:** Enjoy Taylor & Byrnes coffee offered daily, with specialty flavored syrups
- **Cold Drinks:** A variety of juices and soft drinks will be sure to quench your thirst each day

A few more notes about eating on campus:

- ✓ Those with special dietary needs can be accommodated by AVI upon request.
- ✓ Check with AVI for information about guest passes
- ✓ When you are on-the-go between classes, eco-containers are available! They are an environmentally- friendly reusable to-go container that is available for \$5.00 at the cashier's desk in the Hoover Dining commons.
- ✓ The meal plan also includes a meal exchange program in Regula Café. For reduced meal plans, there are a limited amount of "Flex Dollars" which can be used in our alternate dining locations of Emma's and Regula Café.

## Meal Plans

**Resident student options:** All residential students are required to be on the board plan. See Residence Life policies for further information about meal plans. First-year residential students must take the 28 meal board plan. After their first year, residents have a choice of 28 Meal Plan or Block 14 (with flex dollars). Residential meal plans can be arranged through the office of Student Development.

**Commuter student options:** Commuter students may select from any of the resident meal plans or a Block 75 plan, which includes 75 meals during the semester and flex dollars. Block Meals are used in the Hoover Dining Commons; flex dollars can be used in Hoover Dining Commons, Regula, or Emma's.

Commuter Block Plans can be managed through the Office of Student Development. They are non-refundable and any unused blocks will expire at the end of each semester. Flex dollars expire at the end of the academic year.

Students can put money on their ID swipe card to use on campus for food services; this can be done through MaloneXpress.

\*Daily Rates are also available.

\*Graduate or Graduate Assistant students living in residence halls may choose in to a limited meal plan or opt out.

## Dining Services Hours of Operation

### Hoover Dining Commons

*Monday–Thursday*

Continuous Service: 7 a.m. – 7 p.m.

*Friday*

Continuous Service: 7 a.m. - 6 p.m.



*Saturday/Sunday*

Continental Breakfast: 8–11 a.m.

Lunch: 11:30 a.m.–1:30 p.m.

Dinner: 4:30–6 p.m.

**Emma's**

*Every day, all day! Purchases are made at a self-pay kiosk.*

**Regula Café**

*Monday–Thursday*

Continuous Service: 7 a.m.–8 p.m.

*Friday*

Continuous Service: 7 a.m.–1:30 p.m.

*Saturday/Sunday*

Closed

*Financial Aid Office*

The Financial Aid Office serves all students by assisting them with finding financial resources for their education. Their friendly staff offers students and their families' education and counseling services regarding matters of financial aid. They are located on the ground level of the Brehme Centennial Center.

*Business Office*

The Business Office handles student accounts and collects payments; they can help you arrange payment plans and loan repayment. They can answer questions about student insurance and distribute work-study paychecks, student loan checks, and credit refund checks.

Payment options: cash, personal checks, cashiers' checks, money orders & major credit cards (Visa, MasterCard, Discover & American Express). Students, upon presenting their Malone ID, may cash checks up to a \$50 daily limit.

- ✓ There's an ATM on the ground level of Brehme, outside the bookstore and Mail Center

# Health, Wellness Education, Safety

## MALONE BEHAVIORAL STANDARDS

We desire to see you grow in every area of your life: in wisdom, in maturity, in kindness—and in physical wellness and safety. For this reason, we have guidelines which contribute to that growth.

Students may be subject to the rules of Malone for their conduct on or off the Malone campus, whether or not classes are in session. Any student charged with and found responsible for any act of misconduct is subject to disciplinary action through Malone Judicial Process. No rules of conduct can cover all possible behaviors or circumstances, and Malone reserves the right to take appropriate disciplinary action for misconduct not covered in these rules, and to revise or add rules of conduct as conditions warrant. A student violating these policies will be subject to disciplinary action, up to and including dismissal.

### *Sexual Conduct*

Our sexuality can draw us into loving intimacy in ways that give us glimpses into the love of God. Our misuse of this gift breeds alienation and abuse. The sexual practices of the early church were countercultural, reflecting God’s holiness and love in a world in which sexual conduct had become exploitative and degraded.

- Sex should be exclusively reserved for the marriage relationship, understood as a legal, lifelong commitment between a husband and wife
- Possession, participation in, or viewing of pornography in any form is forbidden
- Modesty of dress and the display of affection in public must reflect limits defined by consideration for others
- Malone prohibits sexual misconduct, discrimination and harassment (See Appendix A).

### *Alcohol, Tobacco, and Illegal Drugs*

Abuse of, and addiction to, alcohol and drugs is extremely harmful to people’s health and relationships, and intoxication breeds irresponsible behavior toward others.

Malone prohibits:

- The possession, use, distribution, purchase, or sale of illegal, or unauthorized drugs or controlled substances, or being under the influence of any such substance. Drug-related paraphernalia is also prohibited.
- Using, or being under the influence of, alcohol while on Malone property, while conducting Malone business, while engaging in Malone-related activities, or while operating or riding in any vehicle owned or supplied by Malone. Malone officials may conduct drug and/or alcohol testing of students without prior notice. For further details, refer to the Malone University “Substance Use and Abuse Policy for Employees and Students.” (Appendix B)
- Malone discourages the use of tobacco or alcoholic beverages for all members of the Malone Community.

- Malone prohibits the use of tobacco, e-cigarettes, nicotine-related devices or electronic nicotine delivery systems (ENDS). This includes, but is not limited to, vapes, vaporizers, vape pens, hookah pens, electronic cigarettes (e-cigarettes or e-cigs), and e-pipes for all members of the Malone Community while on Malone property.
- Malone prohibits all marijuana use, including medical marijuana, and provides sanctions for its use. Medical marijuana which is prescribed for healing purposes is prohibited at Malone University even though there may be state laws which permit its use. Malone University receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting this money, Malone University is required to certify that it complies with the Drug-Free Schools, and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus to comply with the Federal Drug-Free School and Communities Act and avoid losing federal funding, Malone prohibits the use of medical marijuana.

### *Alcohol and Drug Abuse Prevention Program*

The Malone Alcohol/Drug Abuse Prevention Program currently consists of a referral system, which is applicable to all facets of Malone. Students, faculty, and staff are encouraged and expected to take appropriate action to assist individuals who use or abuse alcohol, drugs, or other controlled substances, or who have dependency problems with such substances.

Members of the Malone community have access to local resources and are encouraged to use them as referrals. Opportunities include the Health Center, the Counseling Center, community public service agencies, and privately owned practices within the vicinity.

Any student needing more information can contact a member of the Student Development staff.

### *Policy on social liability (hosting gatherings where underage consumption takes place)*

No person who is the owner or occupant of any public or private space (including, but is not limited to: residence hall room, off-campus house or apartment, hotel room, cabin, campground) shall knowingly allow any underage person to remain in that space while possessing or consuming alcohol or illegal controlled substance.

With this in mind, Malone reserves the right to sanction students who host gatherings, on or off campus (up to dismissal) where underage drinking takes place.

### *Policy on drug and alcohol testing*

In keeping with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendment of 1989, the unlawful manufacture, distribution, possession or use of a controlled substance is strictly prohibited within the bounds of the Malone campus or any properties leased or controlled by Malone, as well as at any Malone-sponsored activities or events. Malone officials reserve the right to conduct drug and/or alcohol testing of students

where reasonable suspicion exists. If a student's drug and/or alcohol test results are positive, **the student is responsible for the cost of the test.**

Drug and/or alcohol tests are conducted without notice in order to ensure accurate testing. Any student may be drug or alcohol tested at any time in order to support Malone's drug-free policy. If a student refuses to submit, fully and honestly, to either of these tests, or to sign a release of information form, Malone assumes the student is admitting responsibility for a violation and proceeds accordingly. Any student refusing to take a drug test, or otherwise interfering or failing to cooperate with any such test, is held responsible for the violation of Malone's policy regarding illegal drugs and is suspended immediately. Likewise, any student refusing to take a breathalyzer test is responsible for the violation of intoxication and will likely be suspended.

Positive tests are considered conclusive evidence that a student was in an environment where the prohibited drug or alcohol activity occurred and/or participated in such activity. Challenges to a positive drug test based on "second-hand smoke," or similar arguments, are therefore not valid.

### *Policies on safety and security*

Campus Safety offers protection for the physical well-being of students, faculty, and staff. This includes providing campus-wide surveillance and protection through safety officers on a 24-hour basis; these officers respond to activities that could threaten the safety of students, faculty, staff, and guests-- including escort services and assistance with minor car problems as needed.

The Campus Safety staff consists of the Director of Campus Safety, Assistant Director and contracted professional safety officers. They conduct foot and vehicular patrols of the campus and residence hall area 365 days a year. These safety officers aid in the enforcement of Malone rules and regulations. Malone has closed-circuit television cameras that operate twenty-four hours a day, seven days a week. The cameras observe various parking areas, exterior building entrances, and some public lounges and dining areas. These areas can be viewed by campus safety from multiple locations. Local police are called in for any arrests relating to violations of city or state laws, and the Malone Safety Office works closely with local, county, and state police agencies. We do not permit students to watch video footage unless required by legal authorities.

They oversee the emergency alert system, Campus Shield. Every student is encouraged to create an account with this app that is FREE for Apple and Android devices. Additionally, Campus Safety provides physical protection of campus facilities. They are responsible for securing/protecting buildings and property on a regular basis during operating hours.

All officers are trained to perform their duties and are here to help and protect. The free cooperation of every student is required when approached by a security officer. Students in violation of campus regulations or those refusing to cooperate with a safety officer are subject to discipline up to and including suspension from the University.

Campus Safety supports community guidelines that improve the safety of students. This includes enforcing traffic/parking regulations and auto registration, as well as training and educating on relevant safety precautions. They regularly publish information and statistics about campus safety at [www.malone.edu/student-life/wellness-safety/campus-safety/](http://www.malone.edu/student-life/wellness-safety/campus-safety/)

This information can also be found in the handbook under Malone Standards on Campus.

Campus Safety can be easily reached: **330-471-8111**. This number will be answered 24 hours a day. You will also find a safety officer on duty and patrolling nightly. Their office is located on the ground level of Haviland Hall.

Potential criminal actions and other campus emergencies should be reported directly by any student or employee to Campus Safety by dialing the campus emergency number. Campus Shield can also be activated. Upon receipt of the call, an officer will be dispatched immediately to the site of the complaint and will make a formal report and/or contact the local police, if necessary. Students who are charged under or convicted of violations of civil or criminal law may be subject to Malone disciplinary procedures and sanctions for the offense, when the misconduct occurs on-campus or when it has an adverse effect upon Malone and its educational operations.

Notify Campus Safety (330-471-8111) when:

- Questionable strangers are on our campus, or in the residence hall
- A strange/unknown vehicle appears on campus
- There is a problem with student safety
- There are situations which require the attention of the Canton City Police.

### *Safety Tips*

The cooperation and involvement of students and employees in campus safety is absolutely essential. All must assume responsibility for their own personal safety and for the security of their belongings by taking simple, common-sense precautions:

- ✓ Never carry large amounts of cash with you.
- ✓ Always keep your residence hall room locked.
- ✓ Always lock valuables out of sight. Carry wallets, checkbooks, and purses with you.
- ✓ Always keep your car locked.
- ✓ Park in busy, well-lit areas.
- ✓ When approaching your locked car at night, be alert, have your key in hand ready to open the door, pay attention to movement around/under your car, check the back seat before getting in, lock your door after entering.
- ✓ Hang up immediately if you receive a prank, obscene, or harassing phone call and report it to a staff member or safety officer.
- ✓ Do not go out at night alone, especially for a walk or jog.
- ✓ Be careful where you leave book bags and coats, especially if they contain cell phones, keys, etc.
- ✓ Report anything unusual to a staff member or safety officer.

Malone is committed to providing an environment that is physically safe and secure. The use of professionally trained officers and the enforcement of community standards that promote safety are evidence of that commitment, yet each member of the Malone community contributes to the overall climate of the campus.

### *Parking Regulations*

Malone University parking policy requires all undergraduate students who plan to park or operate a vehicle on campus to register vehicles online. Undergrad students do not receive a

display card or parking permit to park, but they must register. There is not a separate parking fee for registering vehicles.

Registration of your vehicle is an acknowledgment by the registrant that Malone has established specific parking policies and constitutes an agreement by the registrant to abide by all parking policies.

Driving and parking on the Malone University campus is a privilege given to all students, provided that the vehicle regulations and policies are honored. Violation of parking regulations will result in fines. Excessive violation of parking regulations will result in the loss of student parking privileges on Malone property.

### **Abandoned Vehicle Policy**

Any vehicle without a current parking decal, inoperable, unregistered, expired or with no license plates for more than 72 hours will be deemed an abandoned vehicle. Any abandoned vehicle left on university property for more than 72 hours without permission from the Office of Campus Safety will be towed at the owner's expense. The university will try to contact the owner or driver using the university's vehicle registration system. The vehicle will be removed within 24 hours of digital notice. If the vehicle isn't listed in the system, it will be reported to the Canton police department and removed within 24 hours of report. The owner of said vehicle will be responsible for all fees associated with the removal process.

#### **Abandoned bikes and scooters**

Malone Safety will confiscate bikes and personal transportation devices, such as scooters, that are either abandoned or unclaimed. A bike/scooter is considered abandoned if it is not registered with the college, inoperable, and/or displays signs of significant neglect, such as flat or bent tires or missing parts. If the bike or scooter is not claimed at the end of the holding period (7 days), it will be donated offsite, recycled, or scrapped. Abandoned items are not considered the property of Malone University, and the University is not responsible for damaged locks when removing abandoned property.

#### *Registering a vehicle*

Commuters and residents are required to register by following these simple steps:

1. Visit MaloneXpress/Campus Life/Vehicle Registration
2. Fill in your vehicle description including an accurate LICENSE PLATE NUMBER
3. Register as many family vehicles as needed. Update current info and add vehicles as needed.

Students must provide complete vehicle information in order for MaloneXpress to accept your registration information. If you receive an error message, please verify that all information fields have been filled in. Any student vehicles parked on the Malone University campus that have not been registered or have provided inaccurate license plate information will be considered UNREGISTERED and are subject to receive a fine.

#### *Parking locations*

Student parking spaces are any UNMARKED parking spaces on campus; this is General Parking. Parking spaces intended for faculty/staff, visitors, handicap-accessible, or loading/unloading will be designated as such.

Unmarked spaces can be found in the following lots:

- All residence halls
- Brehme Centennial Center
- Cattell Library/Osborne Hall
- Johnson Center
- The northeast lot (east end of the track)
- Randall Campus Center
- Yale Avenue/East Campus Center

These are the only areas where student vehicles are permitted to park 24 hours a day. Use of all of the parking locations listed above will require registration of your vehicle on MaloneXpress.

NOTE: Registration on MaloneXpress allows a registrant to park in any student parking area on campus; however, Malone University does not guarantee the availability of a legal parking space. The responsibility of finding a legal parking space rests with the student by allowing for proper time to locate a space that may or may not be as close to a residence hall or classroom as desired. Lack of parking spaces in a desired location is not considered a valid excuse for violation of Malone University parking policies.

HANDICAP parking may be used only with permission from the Director of Campus Safety when a student provides a written excuse from a physician. This type of permission will be granted for limited time periods only. All other use of handicap parking requires a handicap permit or license plate issued by the State of Ohio. There is a substantial fine for unauthorized use of a handicap space.

Resident students: If you have a guest (friend or relative) who will be parking a vehicle on campus for any length of time between the hours of 8 a.m. to 5 p.m., please obtain a temporary parking pass for their use. Your guests should use unmarked parking areas and avoid the visitor spaces that are intended for use by visitors to Founders Hall or the Admissions Center.

### Vehicle Safety Regulations

- Pedestrians always have the right-of-way.
- The speed limit campus-wide is 15 M.P.H.
- Driving the wrong way through one-way sections of campus is prohibited.
- Driving on sidewalks or lawns is not permitted.
- Removal of barricades or safety cones to obtain access to restricted areas is not permitted.
- Students are prohibited from any unsafe activities including bumper skiing, donuts in the snow, and riding on the hood, roof, or trunk of a vehicle.

All regulations listed above are in effect 24 hours a day, 7 days a week, throughout the year. For the safety of all, students are required to obey the instructions of any officer who observes any of the above actions.

### *Anti-violence policy*

Malone is committed to creating and maintaining an environment that is free from threatening or violent behavior. Malone maintains a strict policy of prohibiting any violent conduct, or threats of violence, by Malone employees, students, or visitors on Malone property or in connection with any Malone business or activity. Such behavior while on University-owned or controlled property, or while engaged in official University business, will not be tolerated. The University encourages students, faculty, staff, visitors, and contractors to promptly report any emergency or crime to Campus Safety. The University will respond promptly, positively, and aggressively to deal with threatening and violent behavior.

This policy applies to the conduct of any person on University premises or at University-sponsored activities, including faculty, students, staff, visitors or contractors while on University-owned or controlled property, or while engaged in official University business.

**Violent behavior** includes any behavior, whether intentional or reckless, which results in bodily injury to one's self, another person, and/or damage to property.

**Threatening behavior** includes any behavior, whether intentional or reckless, that by its nature would be interpreted by a reasonable person as an intent to harm one's self, another person, or damage property belonging to another. Threats may be oral, written, or communicated through conventional mail or electronic/technological means and may be direct or implied.

**Campus violence** encompasses threatening and violent behavior. Campus violence can include, but is not limited, to the following:

- Physically assaulting a person, including slapping, hitting, punching, pushing, poking or kicking; or physical threats to inflict physical harm;
- Arson, sabotage, equipment vandalism, damaging or destroying property, throwing or hitting objects;
- Displaying a weapon or an object which appears to be a weapon in a threatening manner; carrying a firearm of any kind onto University owned or controlled property (except those permitted by state law); or using a weapon to harm someone
- Using greater physical size/strength to intimidate another; intimidating or threatening gestures, bullying;
- Intimidating, threatening, harassing, hostile or abusive language directed toward another person that communicates the intention to engage in violence against that person and leads a reasonable person to expect that violent behavior may occur
- Hazing, defined as willful acts with or without the consent of the individual involved: physical injury, battery, kidnapping, imprisonment, activity that subjects a person to physical harm (including abandonment), emotional harm, degradation, humility, embarrassment, ridicule, compromising of moral or religious values, forcing consumption of any substance, willful destruction of public or private property, or undue interference with academics. Acts of hazing only include those acts which are done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Acts of hazing include acts inflicted by an individual onto one or more people.



- Stalking another person either physically or digitally. Stalking is defined as engaging in a pattern of conduct causing another person to believe that the offender will cause physical harm to the other person or mental distress.

Any person who engages in campus violence while on University-owned or controlled property, or while engaged in official University business, may be removed and/or barred from the premises pending the outcome of an investigation.

Additionally, except as otherwise required by law, guns, knives, explosives, dangerous chemicals or noxious devices, and other dangerous weapons or ordinances are prohibited on all premises owned or controlled by Malone, including, without limitation, motor vehicles owned or provided by Malone, parking areas, campus and work sites, or while on Malone academic, business, or recreational activity or event. This prohibition supersedes any and all permits obtained, or which may be obtained, from any issuing authority that allows private citizens to possess, carry, or conceal guns or other weapons, except as required by law. Malone reserves the right to take appropriate disciplinary action, up to and including criminal prosecution, employment termination and/or student expulsion, as appropriate, with respect to violations of this anti-violence policy.

Employees and students are strongly encouraged to report any violent acts or threats (including concerns about the violent tendencies of any Malone-related individual) to the Director of Campus Safety at ext. 8251. Any such report will be investigated and will be handled with appropriate confidentiality. In its application and enforcement of this policy, Malone will work closely with campus safety personnel and with community law enforcement authorities, as needed. All Malone students and employees, and their friends and family, are encouraged to cooperate with Malone in providing a safe and healthy Malone environment.

#### *Surveillance, search, and monitoring policy*

To assist in providing a safe, healthy, and productive campus environment, and to monitor and enforce compliance with policies and rules of conduct, Malone reserves the right to conduct reasonable and appropriate surveillance and searches of persons and properties on Malone premises (including surveillance or searches of persons or properties entering, leaving or remaining on said premises). Such surveillance or searches may be conducted by Malone without announcement, and may occur at such times and places as deemed appropriate by Malone leadership.

Searches may include, but are not limited to, monitoring and inspecting of bags, briefcases, purses, and vehicles, as well as residence hall rooms, desks, closets, cabinets, lockers, and other facilities located on Malone premises. Furthermore, any communication device, equipment, system, or computer hardware or software, owned or provided by Malone is for the use and benefit of Malone and, together with all email, voice mail, and other documents or communications generated, transmitted, or received on any such device, equipment or system, are Malone property. Malone therefore reserves the right to monitor or otherwise access any such equipment, device, system or related communication, transmission, software or document, for such reasonable cause as Malone shall determine, and students should understand that they have no personal policy right in any transmission, communication or document created, received, or stored in or on Malone property, or while on Malone time, business or activity, or

with respect to any system or equipment owned or provided by Malone. Password protection does not ensure privacy or confidentiality in such matters. All students are expected to cooperate fully with searches or inspections, and failure to provide such cooperation may result in disciplinary action including, and up to, dismissal.

### *Sexual misconduct and awareness policy*

The program of Malone regarding sexual misconduct includes special training in sexual and gender sensitivity, rape awareness, acquaintance and date rape; procedures to be followed by a victim/complainant; the importance of preservation of evidence; equitable opportunities of the complainant and respondent concerning related disciplinary and grievance proceedings; entitlement of complainant and respondent to know the outcome of such proceedings; student and employee options to report an alleged assault to law enforcement agencies; and information regarding existing Malone and community programs providing aid to sexual assault victims. Please refer to the appendix entitled “Campus and Malone-Related Sexual Misconduct Policy” for further details (See Appendix A).

### *Unlawful harassment policy*

Unlawful harassment may include, without limitation: verbal slurs, negative stereotyping, hostile or demeaning acts (including jokes or teasing), bullying, cyberbullying, and written or graphic material that shows animosity, aversion, or disparagement toward an individual or group based upon race, color, religion, national origin, disability, age, or sex.

Malone will not permit or condone unlawful harassment of or by any student of Malone, on Malone property, business or activity, or in connection with Malone employment. Any student found to have engaged in unlawful harassment of another person, on Malone property, business or activity, or in connection with Malone employment, will receive prompt and appropriate disciplinary action, up to and including discharge. Appropriate disciplinary action also will be taken against any employee found to have willfully falsified any such claim of unlawful harassment.

It is the policy of Malone to investigate all complaints of unlawful harassment, thoroughly and promptly, and to keep such complaints and the terms of their resolution confidential, to the extent reasonably practicable. No reprisal, retaliation, or other adverse action will be taken by Malone against any student because he or she, in good faith and without proven falsification, claims to be a victim of, or to have observed or heard, unlawful harassment on or in connection with the job, or because such employee assists in the investigation of any such matter.

A student who feels that he or she has been subjected to, or falsely accused of, unlawful harassment, while on Malone property, business, or activity, and who is unable to resolve such matter promptly and satisfactorily with the offending party, should submit detailed oral and written reports to his or her immediate supervisor, or to the immediate supervisor of the harassing or falsely accusing employee (or to the next level of immediate supervision, if more appropriate). Then, if the matter still has not been satisfactorily resolved, the complaining student promptly should submit a detailed written report of the offensive behavior to the Chief Officer for Student Development. The University does have a right to temporarily suspend a

student from campus during the investigation process if they perceive this person may be a threat or create a hostile environment for other members of campus.

Campus community safety is of paramount importance at Malone University. We believe in the right to a safe and secure environment in which to learn, live, grow, and develop. For the sake of the students, faculty, and staff, this policy outlines conditions under which a student, who has shown evidence of being a safety risk to himself/herself, a safety risk to others, or who engages in behavior that creates a significant disruption to the classroom, residence halls, or the campus in general, may return to campus.

In the event of a psychological or psychiatric episode in which a student requires an off-campus assessment (i.e. Crisis Intervention and Recovery Center) and/or hospitalization (e.g. Mercy Medical Center, Aultman Hospital, etc.), the student may not return to campus without a formal professional consultation between the attending clinician and a Malone University representative, specifically the Chief Officer for Student Development, the Program Coordinator of the University Health & Counseling Center, or designee. It remains the responsibility of the student to initiate the professional consultation (e.g. sign appropriate releases) in order to facilitate a return to campus.

The University may delay the student's return if a consultation does not occur or if an attending clinician determines that the student is unfit (i.e. unsafe) to return to campus. The University may also require documentation from an attending clinician declaring that the student is fit (i.e. safe) prior to the student's return. However, documentation does not supplant the required professional consultation and does not guarantee a student's return to campus. Should a student forgo this Behavioral Health Return to Campus policy, he or she may be subject to disciplinary guidelines including, but not limited to, a mandatory assessment by a clinician of the University's choice at the student's expense.

Prior to discharge from an assessment center (e.g. CIRC, Mercy Medical, Aultman, etc.) the student shall direct the attending clinician to make contact with the Chief Officer for Student Development, Program Coordinator for the University Health & Counseling Center, or designee in order to facilitate the professional consultation in adherence with the Behavioral Health Return to Campus policy. The decision to determine the student's return to campus rests with the Chief Officer for Student Development with input from the attending clinician. A second opinion may be requested in the event of inadequate or insufficient evidence to determine the student's suitability to return to campus.

### *Policy on dancing*

Social dancing is permitted on the Malone campus under the guidelines listed below. Dances will be presented as campus programs only under the auspices of the Office of Student Development and the Student Activities Committee.

#### Attendance:

Dances are open to persons who are directly associated with Malone (i.e. students or employees). Dates or friends of students are welcome by written invitation (i.e. ticket, sign-up) only. No non-Malone or off-campus groups are to be invited (i.e. groups of friends, youth groups, prospective students) without prior approval by the Chief Officer for Student Development.

#### Behavioral Guidelines:

Students, employees, and guests must comply with all behavioral guidelines outlined in the Student Handbook. Dress and style of dance must be in accordance with standards set forth in the Handbook. Sexually explicit or implicit dancing is not acceptable.

**Planning:**

1. The Office of Student Development must approve all dances.
2. The Campus Activities Board (CAB) will be responsible for the planning and organizing of all Malone-sponsored dances.
3. The themes of dances are at the discretion of CAB and approved by the Office of Student Development.
4. Dances are limited to approved on-campus facilities. Malone will sponsor no off-campus dances, nor will dances be scheduled in residence halls.
5. Other campus organizations or groups may propose dance ideas to CAB.
6. Co-sponsoring of dances by other organizations will be at the discretion of CAB
7. All dances must be publicized in advance of the event.
8. All dances must have a form of admission (i.e. purchased or free ticket, student I.D.).
9. Members of CAB will assist in maintaining appropriate behavior at all times during the dance.
10. CAB representatives and the Chief Officer for Student Development must meet subsequent to the event for evaluation.
11. Dances held on Friday or Saturday must end by 1:00 a.m., and dances on Monday through Thursday must end by 10 p.m.

*Policy on modesty*

Malone welcomes diversity and personal expression in the way people dress and present themselves in public. We do ask that when on Malone's campus or involved in a Malone-related activity that people exercise a respectful level of modesty and to dress in a way that is consistent with Malone's mission and heritage.

- Students are not permitted to sunbathe in swimsuits or other immodest attire on campus.
- At no time should clothing with messages which are sexually-oriented, profane or alcohol/drug-related be worn on campus or at Malone-sponsored events.

*Policy on posters and advertising*

To ensure quality advertisement of campus events, the following guidelines have been approved for all campus postings:

1. The appropriate adviser or departmental director must approve posters by signing the back side of the original poster that a student brings to the Office of Student Development for stamped approval.

2. Posters are to be posted on bulletin boards and approved posting areas only. Posters placed anywhere else will be removed. Posters should not be placed on glass entryway doors – only for emergency situations.
3. All advertising must be approved by the Office of Student Development. This includes sidewalk chalk, balloons, banners, table tents, etc. Posters need to be approved and stamped by the Office of Student Development staff.
4. Posters must be neat and legible. Please check all spelling and details of the event being advertised. Posters with errors, misspellings, or inappropriate or questionable content will not be approved.
5. Posters must indicate the sponsoring organization or publisher.
6. Posters must not be placed on top of previously approved postings.
7. All postings must reflect the mission, purpose, and standards of Malone.
8. The Office of Student Development reserves the right to remove or reject postings not meeting the above stated guidelines.
9. Postings will be limited to no more than two (2) weeks unless prior arrangements are made with the Office for Student Development.

#### *Policy on solicitation*

Unless previously approved in writing by the Chief Officer for Student Development or another duly authorized Malone official, Malone students may not:

- post or distribute handbills or other printed matter
- sell any article
- solicit, collect, or accept money, pledges, memberships, subscriptions, or admissions for any public or private organization or enterprise
- solicit loans, gifts, or purchases of any nature, or while doing business or activities as a representative of Malone
- solicit, for the purpose of fundraising, for any course, program, club group or other organization without the approval of the VP for Advancement in conjunction with the Chief Officer for Student Development

Should approved solicitations plan to accumulate more than \$100 from any one particular organization, company, or alum, the Dean or Chair of the appropriate department should contact the Office of Advancement for further instruction. Similarly, items to be placed on any bulletin board, or otherwise posted on Malone property, also must first be approved in writing by the Chief Officer for Student Development or another duly authorized Malone official.

#### *Computer and network usage policies*

Use of Malone's network and computer resources should support the basic missions of the University in teaching, learning, and research. Users of Malone's network and computer resources ("users") are responsible to properly use and protect information resources and to

respect the rights of others. This policy provides guidelines for the appropriate use of information resources (see Appendix D).

### *Policy regarding the distribution of student phone numbers*

Because of Malone's desire to help to protect students from unwanted (harassing, obnoxious, obscene, annoying) phone calls and identity theft, there is a policy in effect regarding the distribution of student telephone numbers. The policy is for any receptionist (front desk, residence hall desk, or various campus offices) to only take messages. Student cell phone numbers will not be made available over the phone. If they are on-campus, they may be referred to look in the Phiz. Although we can never completely avoid these types of unwanted phone calls, it is our sincere hope that this will help to minimize them. In the event that students do receive these types of unwanted phone calls, please make sure that you inform an RA, RD or Safety personnel.

### *Policy on weather-related school closing*

If you are a seasoned commuter, you know that the weather may vary considerably between locations in northeastern Ohio. Malone will usually move to virtual classes during serious weather emergencies. In the unlikely event of class cancellation, often, the deciding factor is whether or not the Malone facilities crew will be able to have the parking lots open by 7 a.m. Faculty members have agreed to give special consideration and help to commuters who, because of impassable roads, cannot get to class. We simply ask each commuter to evaluate honestly the road conditions in his/her area and to make every attempt to be present when Malone is open. However, we are not asking you to take undue risks.

If there is a heavy snowfall, ice storm, or other emergency which would necessitate the canceling of day classes and/or night classes, announcements will be made in the following ways:

- Campus Shield app (available for free on Apple and Android devices)
- Television/radio: local television and radio outlets will be used to broadcast a closing
- Red banner at the top of the Malone University homepage ([www.malone.edu](http://www.malone.edu))
- Malone's official Facebook, Twitter, and Instagram accounts

When day classes are canceled, the stations will normally be prepared to announce the closing by 6 a.m. If evening classes are to be canceled, an announcement will usually be made by 3:30 p.m. In either case, please do not call the stations of the Malone University 800 number. The stations typically announce on-air and on their websites within a few minutes of our call to them.

## *Expectations for residence halls*

Living on Malone's campus gives you the opportunity for fuller participation in the life of Malone. The residence halls are more than just a place to sleep. They are a place to develop friendships, study, and relax. In short, the residence halls are an extension of the classroom—a living, learning community. The Residence Halls are entrusted to you for your care and stewardship. Rules and regulations have been provided to ensure a healthy and safe living environment.

## HALL GOVERNANCE

### *Residence Life Staff*

As a Malone resident, you will experience various educational and social programs that are designed to help broaden the scope of your personal educational goals. These programs are both informative and fun. Many people are involved in the successful administration and programming of activities in the residence halls.

Those people are Resident Directors (RDs) and Area Coordinators (ACs)

RDs and ACs are the professional staff who live in the halls. They are responsible for the overall operations of respective buildings. Each of these professional staff members have received special training in student development, problem-solving, supervision, communication, and other important skills for facilitating life in the halls. The Residence Life staff responsibilities include the cultivation of a living, learning community, supervising the Resident Assistants (RAs), and assisting with the development and recreational programming for on-campus residents. Each RD/AC provides scheduled office hours for student's convenience. The locations of these offices vary from building to building.

## RD/AC Office and Phone

- Woolman-Whittier: First Floor Whittier – 330-588-7523
- Fox: Above Fox Breezeway (level 2): 330-588-7441
- Heritage Hall: First Floor – 330-471 -8110
- Haviland Hall: First Floor – 330-588- 7441
- Blossom Hall: First Floor – 330-588-7119

## *Resident Assistants (RAs)*

Resident Assistants are student leaders who are carefully selected to work closely with the professional staff to be available for your needs. They are chosen for their leadership experience, training in interpersonal skills and their desire to have a positive impact on the student life environment. RAs are a link between students and the rest of the campus community. They assist in planning social, educational, and developmental programs in the halls. RAs are also responsible at the hall and floor level for working with students and educating them on Malone's regulations and serving as a resource to assist with conflict resolution when necessary.

## *How to Become an RA*

RA selection begins each January with informational meetings followed by a group process interview, an individual interview, and application review. Students will receive notification of the process through campus mail and postings. First-year students are eligible to apply to hold the position in their second year.

## MALONE HOUSING POLICIES

### *Residential Policy*

Living on campus is a critical component of the Malone experience and valued as an integral part of a student's holistic education. Students living on campus perform better academically, and their satisfaction is increased due to having more access to staff, faculty, and resources. Therefore, unless a student satisfies certain criteria required in order to live off campus, Malone has a residential requirement for all of its full-time students (12 credit hours or more per semester). Housing in university residence halls, is limited to currently registered full-time undergraduate students at Malone, or, on an as available basis only, to full-time students at Stark State College or Kent State University at Stark.

Full-time, undergraduate students at Malone are eligible to live off-campus if they are:

**Age:** Students who are age 21 or older by July 1 for the fall semester or by January 1 for the spring semester are eligible to live off-campus. *Documentation: Students who meet this requirement will need to fill out an off-campus housing application and submit any change of address to the Office of Student Development.*

**Semesters and GPA:** Students who have lived in Malone campus housing for 4 semesters and have a 2.5 cumulative GPA or higher will be eligible to live off-campus. *Documentation: Students who meet this requirement will be required to*



*fill out an off-campus housing application and submit any change of address to the Office of Student Development.*

**Commuter:** Students who live with their parents and commute from their parents' home within a 50-mile radius of Malone will be eligible to live off-campus. *Documentation: Students who meet this eligibility requirement will be required to complete an off-campus housing application. \*Parent signature required to commute from home.*

**Marriage:** Students who are married. *Students who meet this eligibility requirement will be asked to provide a copy of their marriage license. Please note that since Malone does not offer co-ed housing and all residence halls only house students of the same sex, married students cannot be domiciled on campus in the same room or apartment.*

**Responsibility for Underage Dependent Children:** Students who are the primary caregiver for an underage, dependent child. *Documentation: Students who meet this eligibility requirement will be required to provide the most recent year's income tax form listing the children who were claimed as dependents by the student.*

**Any Malone residential student with any amount of athletic scholarship is required to reside in campus housing. Student-athletes who desire to move off-campus will need to meet one of the above requirements and will also need to speak with the Financial Aid office and have their scholarships adjusted.**

Any student requesting to live off-campus who does not meet eligibility for off-campus housing must complete the off-campus housing petition process. Filing a petition does not necessarily mean that approval will be given. Until formal notification from the Office of Student Development is received, no student should make arrangements with any off-campus housing organization. Students who make off-campus housing arrangements prior to receiving approval could be held financially responsible for both on-campus and off-campus arrangements.

Those students who are eligible to live off-campus should complete the [online commuter form](#). Students currently residing in campus housing who plan on returning to Malone for the following academic year will be automatically billed for room and board unless they have been approved to change to commuter status. Students who withdraw, transfer, or are subsequently given permission to move off-campus, will have their bill adjusted only after their resident or commuter status is confirmed.

### *Board plan requirements*

All residential students are required to be on the board plan. The board plan consists of a 28 meal plan option or a 14-meal plan option. Residential students in their first year at Malone (excluding transfers) are required to be on the 28 meal plan. All others choose their meal plan when they register for classes.

The 28 meal plan entitles students to eat as many meals as they desire, as often as they want to during the hours when the Dining Commons are open. The 14-meal plan allows students to enter the dining commons up to 14 times per meal-plan week whenever they desire, including

late evening hours. Students should plan their meals carefully as only 14 meals may be eaten per meal-plan week. (A meal plan week is defined as beginning at 7 a.m. on Monday and concluding at 6 p.m. on Sunday.) If all 14 meals are not eaten in any given week, they cannot be carried forward into succeeding weeks. Students who use their 14-meal allotment before Sunday evening will be required to pay cash for each meal after 14.

AVI Food Services does accommodate food allergies/special diets upon request.

### *Students new to Malone housing*

The Office of Student Development assigns all new residents a room by utilizing the information students provide on the Housing Questionnaire. A non-refundable security deposit (enrollment deposit), a Housing Questionnaire, and a Health Information Record are required before a housing assignment is given. This material is available online for new students.

### *Security Deposit*

For resident students, a deposit is retained by Malone in order to cover a student's failure to check out of their residence hall room, failure to return their room key, and any potential room and/or hall damage charges incurred during the semester. A refund will be issued upon a student's graduation or when he/she is not returning to the residence halls. If the student has an outstanding bill with Malone, the amount of refund will be credited to their account. The security deposit is non-refundable for new students who make a commitment to reside on campus but later change their minds.

### *Room deposit and selection for returning students*

All returning students who are planning to live on campus the following year must participate in the Campus Room Selection Process. To be eligible for Room Selection, all students must pre-register for classes and pay a room reservation housing deposit during the spring semester; this guarantees returning students a room for the entire academic year. The deposit will be credited to residential student's housing fees during the fall billing period. The deposit is nonrefundable for those students who decide not to reside on campus.

Priority in the Room Selection will be based on an average of total credit hours earned by each room or suite. Any students entering the process without a full room or suite will lose priority.

### *Room Assignments*

The Residence Life Office will do its best to place people in the residence hall they request and with roommates who prefer the same or similar lifestyle. Students are matched through the online housing questionnaire form. From time to time, unresolved differences between roommates necessitate a room change. Malone requires that all residents remain in their assigned rooms for the first three weeks of each semester. During this time, residents are encouraged to actively work together through initiating open and honest communication, negotiating, compromising, etc., in order to strive for healthy, cooperative roommate

relationships.

The Residence Life staff is also available to act as mediators and resource persons during times when additional tensions exist among roommates. Requests for room changes are to be submitted to the Resident Assistant who will assess and explore with each resident their present situation and potential options. Then the request will be given to the Resident Director to determine appropriate action. Any approved room change will occur only after the first three weeks of each semester. An additional housing relocation fee is charged for room changes.

### *Single rooms and rooms with amenities*

A limited number of single rooms are available for returning students. Single rooms do have a charge per semester in addition to standard room and board costs (The charges will be applied to a student's account. All University-owned furniture (including extra bed, desk, etc.) must remain in the room at all times throughout the year. Students will be given the option to sign-up for a single room during the Room Selection Process.

### *Consolidation*

Malone University's consolidation policy reallocates students to different housing spaces to make the most of available beds and when rooms are under-occupied.

Students in under-occupied rooms may be assigned a new roommate or move to a new space. Students in doubles, triples, or quads with an empty bed may be assigned a new room or roommate. New empty rooms may be available for students looking for housing in other buildings.

Consolidation happens in order to maximize bed space for new and returning students, and it is also for equitability – as students pay an additional fee for single rooms, and it is unfair for a person to sign-up with someone knowing they will not return in the next semester and get a single room without paying the upcharge. Consolidation can and will happen when an assigned roommate withdraws from the university.

### *Special accommodations for student housing*

If there is a medical or accessibility-related need which requires special housing accommodations, those accommodations are available. The Office of Student Development will need written documentation explaining the need from a medical professional or approval through Malone's Director of Student Accessibility in the Center for Student Success.

In the event that a student requires a single room, they are available for a fixed cost amount per semester.

### *Health Needs*

Upon checking-in to their residence halls, residents will be asked to fill out an Emergency Health Sheet to be kept on file for their safety. This information will familiarize the Residence Life staff with health-related needs or concerns. If a student becomes ill in the residence halls,

the staff is available to help coordinate obtaining meals from food service. In the event a student's health necessitates expert medical attention, the residence hall staff will help facilitate transportation to a local hospital. Students may also utilize the Health Center.

### *Holidays and vacation breaks*

The residence halls will be closed during Thanksgiving, Christmas, and Spring Break vacations. Room charges do not include these vacation periods. There are no food services offered during these break periods. Students will need to make their own housing arrangements. Students are required to get permission from their Resident Director to stay on campus during breaks.

Malone will assist international students and missionary dependents in finding off-campus housing during vacation times upon request.

## ROOMS AND FURNISHINGS

### *Checking-in to a residence hall*

Upon arrival, students need to check in with a Residence Life staff member. The staff will confirm the room assignment and issue a room key. Once in the room, the student will need to complete and sign a Room Condition Inventory (RCI) that indicates the condition of the room and furniture and acknowledges receipt of the room key. The student is responsible for the accuracy of the RCI and will be charged for any damage or loss that may occur during occupancy or that was not previously indicated on the RCI.

All furniture in your assigned room is to remain in that room at all times, including single rooms.

### *Checking-out of a residence hall*

Students are responsible for informing the Residence Life staff that they are moving out of the residence hall and for properly checking out of their room. This includes returning the room key and scheduling a time with the Resident Director or Resident Assistant who will evaluate the condition of the room with the student (by reviewing the Room Condition Inventory (RCI) form the student filled out during check-in). There is a charge if a room key is not returned.

The room should be thoroughly cleaned (dusted, swept, and furniture returned to its original position). Residents will be charged accordingly for anything that is missing or damaged. There will be a charge for students failing to follow check out procedures.

Students should also be aware of the room and board refund schedule which can be found on the Malone website at this address:

<http://catalog.malone.edu/content.php?catoid=22&navoid=1481#Credit Refunds and Withdrawals>

### *Restricted/Closure of Housing*

The University reserves the right to adjust housing services schedule contained herein, temporarily close, and/or place restrictions on the use of housing facilities as necessary in the University's sole discretion to preserve the health and safety of its students and the campus community. In the event of such temporary closures, restrictions, and/or adjustments to the housing services schedule, the University shall not be obligated to issue refunds or credits, whether partial or full, for such interruptions or adjustments.

### *Room Furnishings*

Each residence hall offers a lounge/common area with TV, laundry facilities, and vending machines.

Each room is provided with a bed, desk and chair, clothes closet and drawers, overhead light, desk light, and draperies (WW; FX) or vertical blinds (BH, HH & LH). Each residence hall is also equipped with Wi-Fi. All items are to remain in your room.

Rates of charge vary for residence halls. There is a higher charge for rooms with amenity differences (HH, LH, BH).

- **Heritage Hall (HH)** houses male students who reside in suites where two double rooms are joined by a shared bathroom. Rooms are generally 10' x 11' carpeted and equipped with loft-able furniture. Study rooms and lounges are located on each floor. HH has central air conditioning.
- **Woolman, Whittier Halls (WW)** are two traditional female residence halls joined together. Most rooms are doubles, although there are some exceptions. Rooms vary slightly in size. Woolman Hall rooms are 15' 6" x 8' 8", with window dimensions of 37" length x 84" width. Whittier Hall rooms are 16' 6" x 8' 6", with window dimensions of 45" length x 84" width. Each corridor shares a large bathroom, and each floor has a common lounge. WW does not have central air conditioning.
- **Fox Hall (FX)** Fox Hall houses males; rooms are 15' 3" x 9' 6" with window dimensions 52" length x 84" width. Each corridor shares a large bathroom, and each floor has a common lounge. Fox does not have central air conditioning.
- **Haviland Hall (LH)** houses both upper-class and incoming females who reside in suites where two double rooms are joined by a shared bathroom. Each bedroom also has its own sink. Rooms are 10' x 11', carpeted, and equipped with loftable furniture. Study rooms and lounges are located on every floor. HH has air conditioning.
- **Blossom Hall (BH)** Houses upper-class females who reside in suites where two double rooms are joined by a shared bathroom. Each bedroom also has its own sink. Rooms are 10' x 11', carpeted, and equipped with loftable furniture. Study rooms and lounges are located on every floor. BH has air conditioning.

### *Room Damages and Repairs*

Immediate repair concerns (water, electric, heat, window damage) should be reported to the Resident Director immediately or to Campus Safety (x.8111). For normal repairs (replacement of

light bulbs, furniture repairs, etc.), the student should notify the Physical Plant on MaloneXpress through the Info Tech & Physical Plant icon.

Students are liable for damages to Malone property. Damages should be reported to the Resident Assistant or Resident Director as soon as possible. The occupants of that room will share the repair for any damages in a student room unless an individual assumes responsibility for them. If it is determined that the damage is a result of normal wear and tear, the student will not be charged. When damages occur in common areas of the residence hall and the responsible person(s) does not come forth, the result is that each resident of that hall pays for an equal portion of the total repair costs. There will be a minimum processing fee when fines of this nature are issued.

### *Bicycles*

At no time should bicycles be stored in any campus building, stairwell or entryway. Bicycles may be stored in available bike racks and should be locked when parked or stored on campus. Malone accepts no responsibility for the safekeeping of bicycles. Bicycles left in stairwells or entryways may be removed by Malone personnel.

### *Laundry*

Washers and dryers are available in each residence hall for resident students only. Should you have any difficulty with any of the machines, please contact the company directly using the numbers on the machines.

### *Personal Property*

Malone assumes no responsibility and does not provide insurance or any financial protection against loss, damage or theft of personal property. It is recommended that students obtain insurance protection against loss, damage or theft of personal property. Information regarding such insurance is available through your personal property insurance carrier.

### *Storage*

There is no storage available beyond a student's room. Students may not store any belongings in the residence hall during the summer because the facilities are used for summer conferences and repairs are made in preparation for the next academic year. No provision is made for the storage of motorcycles, mopeds, or flammable items in the residence halls. Items remaining after a student has left the residence halls will be donated to charity or thrown away.

### *Telephones*

The campus phone system permits residents to access campus and local calls directly. Any form of telephone misuse including, but not limited to, long-distance theft, misuse of institutional

phones, and harassing, obnoxious, obscene or annoying phone calls is strictly prohibited and will result in disciplinary action.

### *Windows*

Under no circumstance are windows to be used for entering or leaving the residence hall. Open windows are not to be used to transmit music to the community outside the residence hall. Malone reserves the right to limit the quantity and type of items displayed in or on room windows. Posting, hanging or otherwise displaying signage, flags, lighting or other materials in or around the residence hall windows or on university window coverings is not permitted. Screens are not to be removed from residence hall windows. Under no circumstances are the fasteners to be broken, bent, or removed.

### *Room Decorations*

Your room is designed for your comfort and utility, as well as compliance with fire and other building regulations. Room personalization and decorating are encouraged. At the same time, the following guidelines must be followed.

We ask that you refrain from using such items as tape, nails, screws, thumbtacks, or anything that might remove paint or puncture the surface of the walls, doors, closets, etc. This includes mounting, stick-up types of light fixtures. Please note that any and all wall damage caused by poster mounts or any other advertised safe hanging adhesive will still be the responsibility of the students living in the room. Furthermore, we ask that you do not paint and/or wallpaper your room or any of Malone furnishings. Posters/room decorations must be in accordance with standards established by Malone. Inappropriate and/or offensive decorations, which may include, but are not limited to posters which exhibit/reveal or suggest nudity, and/or are pornographic in nature, are not permitted.

Public street signs are not permitted in residence halls. Water beds are not permitted, either.

Posting, hanging or otherwise displaying signage, flags, lighting or other materials in, near or around the residence hall windows or on university window coverings is not permitted. No blankets, sheets, clothing, or other materials may be hung from the ceiling, near or in windows. Strings of decorations or lights, as well as electrical cords and other similar items may not be strung across, through or above doorways. Doorways, hallways, and stairwells must be kept clear of decorations and furnishings (including doormats) that may cause obstructions of any kind.

If you are in doubt of a particular decorating idea, please see your Resident Assistant or Resident Director.

### *Lofts*

All halls come with loftable beds. Students may use those at their own discretion. All Malone furniture is to remain in the room and on the floor of the room (no sub-floors or mezzanine levels)



### *Fire Hazards*

For your protection, and in accordance with fire codes, the following are not permitted in the residence halls: candles, incense, potpourri burners, sterno cans, sparklers, etc. Brand new candles (white wick) and birthday candles are the only exceptions to this policy and are permitted with the approval of the Resident Director.

Combustible liquids of any type are not to be used or stored in the residence halls.

Halogen lamps operate at a very high temperature and even though newer lamps are shielded, they continue to present a fire hazard and are therefore not permitted in the residence halls. Only free-standing or desk lamps may be added to rooms. Only flameproof paper products and other materials may be used in residence halls. No decorations made from dried plant matter or from evergreens may be used (e.g., Christmas trees, wreaths, etc.) Upholstered furniture must be labeled as flame retardant.

At no time are fire alarms, detectors, extinguishers, electrical outlets, room lights, etc. to be covered by decorations.

### *Electrical Appliances*

The use of electrical appliances is limited because of sanitation, safety, and circuit overload. All approved appliances such as hair dryers, irons, and fans must bear the American Underwriter's Laboratory seal of approval and have self-contained (not exposed) heating elements. Appliances of this type should be unplugged when not in use.

Microwaves, electrical space heaters, sandwich makers, toasters, candle warmers, hot plates, crock-pots, electric fry pans, and other high intensity or exposed coil electrical appliances are prohibited. One refrigerator per student, not exceeding 3.6 cubic feet, is permitted.

Electrical devices may not be attached to sleep surfaces. Extension cords must be of three-wire design and have a grounding plug. Two-wire and other light duty extension cords (usually brown) are not permitted. Surge protectors must be plugged directly into a wall outlet.

### *Food Preparation*

The preparation or cooking of food is not permitted in student rooms. In order to guard against insects, any food such as cookies, crackers, etc., should be kept in sealed containers on a shelf and not on windowsills or building ledges.

### *Firearms and/or any other weapons*

Firearms, ammunition, knives, martial arts weapons, hunting bows or arrows and/or any other weapons are not permitted in the residence halls or on Malone property, except as required by law. Permission may be granted from the Resident Director to store minimal hunting equipment. Violators are subject to fines, removal from housing, and/or other disciplinary action. Information concerning how to build weapons is not permitted on Malone property.

### *Fireworks*

Fireworks, firecrackers, and similar explosives are not permitted in the residence halls or on Malone property. Violators are subject to fines, removal from housing, and/or other disciplinary action.

### *Fire alarms/safety equipment*

Each residence hall is equipped with a fire alarm system, which is monitored by Campus Safety. Malone expects that students will respect the security of every building, be knowledgeable about the proper use of all fire safety equipment and refrain from creating fire or other safety hazards.

Fire drills will be conducted periodically, sometimes unannounced, to ensure proper fire alarm procedures are known and followed. All students are to comply and cooperate when a fire drill is being conducted. When the fire alarms sound, all students must immediately exit the building and stand at least 50 feet from the exit doors. Violators are subject to disciplinary action.

Anyone tampering with fire alarm systems or fire protection equipment will be subject to disciplinary action including but not limited to a \$100 fine and local authorities will be notified. If a deliberate incident occurs in a residence hall and the responsible party cannot be identified, the hall will be charged collectively for the incident.

### *Animals on Campus & Pets*

Animals and pets are not permitted inside any University housing [except fish, please see guidelines below].

- Campus housing is not designed to provide the proper environment for small vertebrate or invertebrate pets. Non-predatory, non-poisonous fish are permitted; fish are expected to live completely submerged under water, at all times, in a clean, 20-gallon aquarium. Piranhas and other flesh-eating fish are not permitted.
- Amphibians (e.g., frogs, toads, newts, salamanders); birds (e.g. budgies, finches); arachnids (e.g. spiders and scorpions); insects (e.g. beetles, cockroaches, stick and leaf insects); mammals (rodents, hamsters, gerbils, mice); marsupials (e.g. opossum, pygmy possum, sugar gliders); reptiles (e.g. snakes, turtles, lizards); and other types of shellfish (e.g. hermit crabs and snails) are not permitted in the residence halls.
- To keep any vertebrate mammal, bird, amphibian, arachnid, or reptile (other than fish in a standard 20- gallon aquarium) in campus housing is unfair to the animal, and in some cases it is illegal. Because of health, sanitation and safety, all use or husbandry (with the exception of fish) is not permitted on University housing. As an academic institution, Malone must follow the policies established by the Animal Welfare Act (United States Department of Agriculture).
- The only exception to this policy is in cases where a student needs accommodation due to a disability and has received official University approval from the Center for Student Success (e.g., approved service animals and emotional support animals).

- Students found in violation of the animal and pet policy will receive a monetary fine with further disciplinary action depending on the nature of the situation, the care given to the animal, and/or the impact on the community. Students are responsible to clean up after the animal.
- Animals owned by live-in staff must comply with staff policy on pets, service animals and emotional support animals.

**Malone Bee Hives**

Please note that Malone maintains beehives on campus near Penn-Gurney-Barclay Hall. There is a clear, visible warning sign that beehives are present near the site. Students should not access the site. The site is maintained by our Science department. It is a student’s responsibility to alert our Health Center if they have allergies.

*Service or Comfort Animals*

Please see Appendix F for the Service or Comfort Animal Policy.

**GUESTS AND COMMUNITY POLICIES**

*Open House Visitation in public lounges*

Public lounges in BLOSSOM MAIN ENTRANCE, Myers (connects Whittier and Woolman), Heritage ENTRANCE FROM QUAD, and Haviland hall (ENTRANCE FROM QUAD) are open from 8 a.m. to 12 midnight. Bennett Lounge in the Barn is open 24 hours. Students are encouraged to use all lounges for relaxing, socializing, entertaining visitors, study, or hall programs. Public displays of affection, disruptive behavior, and sleeping in the lounges should be avoided.

**Open House hours for residence halls:**

Sunday.....	12 p.m.–11 p.m.
Monday.....	5 p.m. –11 p.m.
Tuesday.....	5pm – 11pm
Wednesday .....	none*
Thursday .....	5pm – 11pm
Friday .....	3 p.m. –12 a.m.
Saturday.....	12 p.m. –12 a.m.

Wednesday’s are intentionally designated as the day of the week that residents should take initiative to meet neighbors. There is no expectation for different divisions of the campus to provide planned programs on this day; rather, we encourage individual residents to take initiative to know those who live around them. During and outside of the designated Open House hours, we expect residents to continue to uphold the standards outlined in the Community Responsibilities of the Student Handbook. Student Senate is encouraged to regularly review open hour policies and related conduct statistics related to open hours. Our hope is that Student Senate would take responsibility in fostering community and preserving hall culture in residence halls.

### *Individual room visitation during open hours*

As always, but particularly during open house hours, it is expected that students will conduct themselves with discretion and respect the rights of others. Each resident is to honor and respect his/her roommate's desires pertaining to individual rooms and the issue of visitors in the rooms. In other words, seek permission, make sure roommates know about anticipated guest(s), and have had an opportunity to express his/ her agreement or disagreement.

While entertaining guests of the opposite gender and/or guests with whom you have romantic involvement with in your room, all doors must be open at least half-way (45-degree angle) in such a way that persons in the room can see out into the hallway. Additionally, lights must be left on while entertaining guests. These guests are expected to not spend the night in your room.

Students violating the room open hours visitation policy may have their visitation privileges revoked for a specific amount of time. Students who have multiple violations of this policy, or who violate more than one of the requirements for open house listed above, or are significantly late leaving the residence hall, will face more significant disciplinary sanctions. These include, but are not limited to, disciplinary probation, a monetary fine, work sanction, or a temporary suspension from Malone.

### *Quiet Hours*

Quiet hours are established to create a positive academic atmosphere in residence halls during evening hours. Because study and sufficient sleep are essential for success, quiet hours are a necessary part of community life. This policy also encourages a sense of community responsibility in being considerate of one another's needs.

Quiet Hours are in effect Sunday–Thursday, 10 p.m.–8 a.m. and Friday–Saturday, 12 a.m.–10 a.m. During this time, noise from one room should not be heard in a neighbor's room. Music should be kept at a minimum or be listened to through headphones. Noise in the hallways should also cease and video games should be played quietly or without sound. Repeated offenses may result in a fine, the loss of sound speakers, video game equipment, or the privilege of having guests in their room of either gender for a specified period of time.

### *Guests*

Guests (including family members) are the responsibility of the student being visited. All Malone and campus policies and regulations apply to guests as they do to students. Exceptions may be made for parents with the permission of the Resident Director. Students may have a guest (of the same gender) stay overnight in their room, after seeking permission from his/her roommate(s) and the Resident Director. Guests may stay a maximum of three consecutive nights on campus and may do so no more than twice each month. Permission is sought either before or upon arrival by submitting a "Visitor Registration" form which may be obtained from your Resident Assistant or Resident Director.

### *Resident's responsibility for the conduct of guests*

Residents are responsible for monitoring the conduct of invited or uninvited guests in their room. Residents of a room will be held responsible for the inappropriate actions of others unless those directly responsible for violations of campus policy or damages can be identified. Students leaving their room for any period of time should make sure (by locking their door) that others do not have access to their room without their permission. Students should not give swipecards or keys to guests nor leave guests unaccompanied.

### *Water, snow, and sports*

Students are not permitted to throw or spray water, water balloons, snow, shaving cream, etc. within, into, or from inside toward the outside of a residence hall. Students are not permitted to play sports, throw balls, etc. in the hall. Violators will be fined commensurate with real and potential damages.

### *Guidelines for student dress in halls*

At no time should students be seen in residence hall common areas (hallways, lounges, laundry rooms, computer labs, kitchen areas, stairways, the areas in the bathrooms outside the showering areas, etc.) unclothed. Thus, when students in the residence halls are going from their rooms to the showers and back to their rooms, they should be covered. Residents who choose to shower during open hours in the residence halls must wear adequate apparel in the halls (towels only are not adequate). Good taste and respect for each other should prevail.

### *When Malone Personnel Need To Enter Your Room*

Malone personnel may enter students' rooms for the following reasons:

1. To provide maintenance and general repair to the room\*
2. In case of emergency, health, or safety risks
3. To investigate, when reasonable cause exists, possible violations of Malone regulations\*\*

\* Malone personnel may make routine repairs during normal work days and emergency repairs when necessary

\*\*If a staff member(s) should enter a room and notice evidence of a violation of Malone regulations, the staff member may confiscate the evidence and refer the incident to appropriate leadership. If an item is taken when a resident is not in the room, the resident(s) will be promptly notified. Staff will make a reasonable attempt to perform a search with the occupants of the room present.

For further information, please refer to Malone's *Surveillance and Search Policy* found in the Community Responsibilities section of the Handbook.

### *Institutional response to violations of community standards*

The following procedures are based on the philosophy of higher education at Malone. Since we strive to provide experiences for intellectual, social, emotional, and spiritual development of students, these disciplinary procedures are to be considered a part of the educational program and are, consequently, kept in harmony with our mission and purpose. Our philosophy, purpose, and procedures provide an educational experience for all students involved, and do not violate persons or their rights.

As a Christian community, we affirm that there should be a direct connection between belief and behavior. Therefore, the theoretical basis for this judicial system is derived from the law of God as summarized in Matthew 22:37–40, to love God and to love one’s neighbor. The judicial system is meant to serve the community by calling members to responsible behavior and challenging them to live in the spirit of this law of love.

The discipline system is structured in such a way as to deal fairly with students accused of violations of Malone standards:

1. The accused student shall have an appropriately fair and expedient disciplinary hearing.
2. The student shall be notified as to the nature of the charges before the disciplinary hearing begins.
3. The student will receive notification of all decisions rendered.
4. Every reasonable attempt will be made to keep disciplinary hearing information confidential. Therefore, all such hearings are closed except for persons immediately involved, or as otherwise determined by the Chief Officer for Student Development or his/her designate.
5. In student disciplinary proceedings, the burden of proof generally, but not necessarily, will be the preponderance of the evidence; that is, based upon a determination that it is more likely than not that the student in question engaged or participated in the alleged misconduct.

### *Judicial staff and function*

The Chief Officer for Student Development or designee are charged with the responsibility of administering the Malone Judicial System, in most cases through Resident Directors or the Non-Academic Judicial Committee. All disciplinary bodies within that system report to the Chief Officer for Student Development.

The Chief Officer for Student Development reserves the right to administratively adjudicate any case if believed by him/her to be in the best interests of the student and Malone. The Non-Academic Judicial Committee is a judicial body which may consist of the Chief Officer for Student Development, Dean or Student Conduct Coordinator, one Resident Director (RD), and two students chosen through Student Senate. Two RDs will generally be available to hear cases if the Chief Officer or designee determines a conflict of interest may exist, and more than two students will generally be available to hear cases for the same reason. Every reasonable precaution is taken to prevent conflicts of interest, but due to the nature of a small residential campus, this cannot be assured.

The Dean/Student Conduct Coordinator is an experienced professional who meets with students in discipline cases and is empowered to determine, first, if the student is responsible and, second, what the appropriate disciplinary sanctions should be in a particular case. The Dean/Student Conduct Coordinator will hear cases involving major offenses and those cases referred to him/her by the Resident Directors.

Resident Directors are experienced professionals who are involved in the process of confrontation, and adjudication, and are empowered to determine, first, if the student is responsible and, second, what the appropriate disciplinary sanctions should be in a particular case.

The Student Appeals Committee is made up of three faculty members appointed by the Faculty Committee on Organization and three students appointed by the Student Senate. This committee hears cases in which the Chief Officer for Student Development has already rendered an administrative disciplinary decision.

### *Judicial Process*

Disciplinary action that is necessary as a result of violations of the standards of Malone will be taken by the appropriate Resident Director, the Student Conduct Coordinator/ Dean, and the Chief Officer for Student Development, or Non-Academic Judicial Committee depending upon the nature and extent of the infraction.

All such persons or bodies have the authority to impose disciplinary sanctions, which they deem to be in the best interests of the student and Malone. Every reasonable effort will be made to resolve violations at the lowest judicial level possible.

Typically, in the residence halls, the judicial process is initiated by filing a Complaint/Incident Report (request to file this report through a Student Development staff member) a Security Report. Based on these reports, the applicable judicial person(s) will conduct a preliminary investigation to determine if there is sufficient evidence to proceed with a formal hearing. Such a review will typically involve questioning any witnesses and the accused. Both witnesses and the accused will be notified by the appropriate Student Development staff. Any student receiving this notification is required to make contact with the identified Student Development staff member within a 24-hour time period. Failure to make initial contact with this Student Development staff member may result in a forfeiture of the student to be heard in the process resulting in the adjudicating authority arriving at a conclusion without talking to the student and/or disciplinary action for impeding the judicial process.

If there is sufficient evidence to warrant a judicial hearing, and the complainant is willing to proceed with his/her complaint, the accused student will be referred to the appropriate judicial person(s) for a judicial hearing. The appropriate judicial officer(s) may choose whether or not to hear any case, based on the evidence and information received.

### *Deliberation, decision, and sanction*

Once the hearing has been completed, the judicial officer(s) will consider the evidence of the case to determine if violation(s) of Malone policy has occurred and the degree to which the

accused is responsible for such violation(s). If the judicial officer(s) has determined that a violation of Malone policy has occurred, appropriate disciplinary sanctions will be imposed.

A student found to have violated Malone policy will receive appropriate disciplinary sanctions, up to and including dismissal.

The Non-Academic Judicial Committee, the Chief Officer for Student Development, Dean of Student Development/Student Conduct Coordinator, and/or the Resident Director, as appropriate, may choose **any one or a combination of the disciplinary sanctions listed below** (and/or such other appropriate sanctions as the sanctioning authority may deem appropriate):

- A. Verbal Warning
- B. Written Warning
- C. Counseling Referral
- D. Restitution
- E. Community Service
- F. Room Transfer
- G. Disciplinary Probation
- H. Residence Hall Suspension
- I. Revocation of Housing Privileges
- J. Monetary Fine
- K. Social Suspension
- L. Suspension
- M. Request for Withdrawal
- N. Dismissal

Malone reserves the right to deviate from the standard disciplinary procedure in the investigation and determination of certain cases of misconduct if deemed in the best interests of Malone and affected individuals.

#### *Disciplinary sanctions explained*

Because Malone believes that disciplinary action is a necessary part of a Christian community, disciplinary sanctions are applied as a means of redemption. Sanctions are meant to hold community members accountable for their actions and to protect the community as a whole. While Malone seeks to remain consistent in terms of disciplinary sanctions, it is rare that individual situations or specific matters are identical.



The range of sanctions is directly related to the nature and severity of the offense. The following sanctions are listed in order of severity and represent the general standards of Malone, subject to addition or change at the discretion of Malone leadership.

Please note: Students who do not fulfill their disciplinary sanctions will be subject to further discipline, with the increased possibility of suspension. Typically, one or more sanction(s) may be applied whenever violations occur, including, but not limited to, the following:

**A. Verbal Warning** - A verbal warning issued, typically, by a residence hall staff member and documented in a staff file.

**B. Written Warning** - Written documentation that provides official notification of a violation and informs the student that continued misconduct will result in further disciplinary action.

**C. Counseling Referral** - Encourages or requires the student to engage him/herself in a constructive, therapeutic relationship with a qualified counselor.

**D. Restitution** - (1) Reimbursement for damage to or destruction of Malone property or property of any person; (2) other form of appropriate compensatory services to be performed.

**E. Work Sanction** - Work or service performed for the purpose of contributing something back to the community. Students failing to complete a work sanction in the allotted time may face additional sanctions as well, including but not limited to, disciplinary fines, temporary suspension from Malone, or other disciplinary sanctions as deemed appropriate. In the case that the student does not complete a work sanction, The Conduct Officer for Student Development may convert that sanction to a monetary fine. In such cases, the fine will be equal to the number of work hours assigned multiplied by the prevailing minimum wage. No credit will be given for a partially completed sanction.

**F. Room Transfer** - Mandatory relocation to another room or residence hall.

**G. Disciplinary Probation** - An account of the infraction with the date of the beginning and the end of the probation period. The result of further violations or misconduct, while a student is under probation, will result in more severe disciplinary action.

**H. Residence Hall Suspension** - Removal from Malone housing for a specified period of time.

**I. Revocation of Housing Privileges** - Loss of privileges associated with living in a residence hall (e.g. loss or restriction of open house visitation privileges) up to and including permanent removal from Malone housing.

**J. Monetary Fine** - A monetary fine of an appropriate amount for minor disciplinary violations. Fines are expected to be paid to the appropriate Student Development staff member, on or before the specified date in the pertinent disciplinary letter to the student.

**K. Social Suspension** - The temporary restriction of a student from participating in any co-curricular activities including, but not limited to, intercollegiate athletics, student clubs and organizations, student government, intramurals, or any activity associated with CAB, whether on or off-campus.

**L. Suspension** - The severance of the student's relationship with Malone for a specified period of time.

**M. Request for Withdrawal** - Formal request made to the student that he/she must withdraw from Malone or face more severe consequences.

**N. Dismissal** - The permanent severance of the student's relationship with Malone.

Students found to be responsible for violating Malone policy are subject not only to the disciplinary decisions rendered by the appropriate judicial body, but may also face further ramifications relative to any co-curricular activities in which they may be involved (e.g. athletics, work-study positions, theater groups, choral groups, leadership positions, etc.) at the discretion of the coach, adviser, supervisor, etc.

The university is not required to release disciplinary evidence to students. Students are entitled to a written notice of the charges against them, students have a right to submit their own evidence, and they have a right for their story to be heard.

### *Suspension*

The Chief Officer for Student Development or designee may suspend a student for a period of up to two years. A notation of suspension will be placed on the student's academic transcript. During a disciplinary suspension, a student is prohibited from entering Malone property or attending Malone-sponsored events on or off-campus. Assignments and exams missed due to suspension are NOT subject for make-up.

The Chief Officer for Student Development, or his/her designate, reserves the right to suspend a student, pending a hearing of charges, if believed to be in the best interests of the student and Malone.

### *Dismissal*

The Chief Officer for Student Development or designee may dismiss a student IMMEDIATELY, or at the end of the current semester. The student is notified that he/she is permanently separated from Malone and a notation is placed on the academic transcript, "Dismissed by Malone Action."

### *Appeals*

Students have the option of appealing a decision made by Student Development leadership or designee to the Student Appeals Committee. In student disciplinary appeals proceedings, the burden of proof will be the application of clear and convincing evidence. Under this standard, the appealing party must prove that it is substantially more likely than not that the student in question did not participate in the alleged misconduct.

The recommended evidentiary standards should be applied, as appropriate, to the determination of the truth of specific matters asserted, and with respect to ultimate determinations based upon such facts. The decision of the appellate body will be to uphold, modify (reduce or increase), or reverse (drop) the sanctions.

All appeals must be in writing and submitted to the Chief Officer of Student Development or designee within 48-hours of receipt of the disciplinary decision. The Chief Officer of Student

Development/designee will immediately notify the Chair of the Student Appeals Committee of the appeal.

**Appeals must be based on at least one of the following:**

1. Significant and relevant new evidence, which previously could not have been presented, has since been discovered, secured or made available
2. The sanctions or decisions levied are unduly arbitrary or unjustified and the student can provide reasonable evidence or apparent cause to support this contention
3. There was a substantially prejudicial failure to follow fair and proper procedure, and the student has reasonable evidence to prove this.

The chair of the Student Appeals Committee, in consultation with the committee members, will determine if grounds to hear the appeal exist. If these grounds do not exist, the chair will notify the student in writing upholding the Chief Officer for Student Development or designee decision. If these grounds exist, the Chair will convene the Committee to hear the appeal within seven business days of receiving the written appeal, unless otherwise determined by the Chair.

Because a student does not agree with the disciplinary decision does not constitute grounds for an appeal.

Students appealing to a disciplinary sanction of suspension or expulsion may continue attending classes during the course of their appeal unless otherwise directed by the Chief Officer for Student Development. Students and the Chief Officer for Student Development or designee will have the opportunity to speak to the Student Appeals Committee when it has convened to hear the appeal at the appropriate time determined by the Chair of the Committee. Other individuals (such as the student's parents) may speak to the Student Appeals Committee at the discretion of the Chair of the Committee and with the permission of the student.

*Judiciary right to appeal*

The individual or committee who made the original or subsequent sanction(s) has the right to appeal decisions that have been changed if it is believed that such decisions were not appropriate. Such appeals will be made to the President of Malone by the Chief Officer for Student Development, who will represent any other individual or group which developed the sanction(s) which are being appealed.

Such appeals shall be in writing, made within 48-hours of the decision of the appeals committee, and shall present information, evidence and/or rationale, which explain why the original sanction(s) should be maintained.

*Removal from campus in extraordinary circumstances*

In extraordinary circumstances, it may be in the best interest of Malone and students to immediately remove a student from campus. This will generally occur if there is sufficient evidence to suspect that the student could potentially cause harm to him/herself, to others, or to Malone property or facilities. In such cases, decisions regarding such matters will be made by all or a portion of the President's Collegium. The student will be required to immediately leave campus and not return for any reason until a final determination of the case is made. The student will retain all rights granted in the Appeals section of the Student Handbook, but will not be allowed back to campus until the final decision of the appeal is made.

### *Notification of parent/guardian in disciplinary matters*

In fall of 1998, the 1974 Federal Privacy Act was amended by Congress. This law prohibited colleges and universities from releasing disciplinary records of students 18 years of age or older without their consent. As a result of the amending of this act, colleges and universities were given the option of informing parents/guardians of alcohol and other drug offenses committed by students who are under 21 years of age.

Thus, Malone reserves the right to contact parents/guardians in the case of alcohol and drug offenses by students under 21.

### *Notification of suspension*

Malone reserves the right to notify parents/guardians in the event that a student is suspended or dismissed. Furthermore, the Chief Officer for Student Development and/or designee reserves the right to contact parents/guardians, or members of the Malone Community (e.g., coaches, advisers, supervisors, etc.) within the limits prescribed by law if it is believed to be in the best interests of the student and Malone.

### *Civil and criminal laws; applicability to campus*

Students are expected to abide by the laws and ordinances that govern the United States, the State of Ohio, and the City of Canton. A student who is charged under, or convicted of, violations of civil or criminal law may be subject to Malone's disciplinary procedures and sanctions for the same offense when the misconduct occurs on campus, or in connection with Malone activities or programs, or anytime a student's behavior has an adverse effect on the rights or interests of the Malone community.

The prosecution of a student by local, state, or federal authority does not create double jeopardy, or in any way preclude subsequent judicial action against a student for the same conduct by Malone. Similarly, any action by Malone does not preclude subsequent action by any local, state, or federal authority.

### *Growth Initiative*

If your own behavior has been in violation of the policies of Malone, and if you wish to change, you are encouraged to take the initiative to discuss the behavior of concern with a residence life staff member, faculty member, campus counselor, or Student Development staff member. Upon doing so, you may be exempt from certain disciplinary actions for behavior up to the time the Growth Initiative begins.

The following requirements must be met in order to take advantage of the Growth Initiative:

1. You must initiate the contact. Once you have been confronted and/or formal discipline has begun, your situation can no longer be addressed within the concept of the Growth Initiative.
2. You must sign a behavior contract with a Student Development professional staff member. This contract will specify the behavior changes you wish to make, the obligations you have to Malone and/or selected mentors, and the type of assistance you will receive from Malone in accomplishing your goals for change. Your ongoing behavior must not be in violation of the aforementioned contract. If it is, you may be subject to formal discipline, i.e., probation, suspension or dismissal.

It is Malone's desire to respect the integrity of a student who has initiated a request for help. Therefore, the Growth Initiative is designed to provide support as an alternative to responding with punitive discipline. It should be noted that in cases where behavior is repetitive, self-destructive, hazardous to others, or of significant legal issue, Malone may respond accordingly.

Depending upon the behavior in question, Malone reserves the right to require the person to enter a professional setting where adequate help is available. Also, it may be the case that, because of the nature of certain behaviors, specific consequences may be unavoidable even when a Growth Contract is initiated. A student leader, because of their community responsibilities, may be asked to take a leave from their leadership role while on a Growth contract.

**The Office of Student Development is located on the upper level of the Randall Campus Center (Barn).**

## **ATHLETICS**

The mission of the Malone Athletics Department is to glorify God and support the educational goals of the University by providing student-athletes with excellent training and competitive experiences. Led by Christ-centered coaches and support staff, student-athletes are prepared to represent and serve Christ in the church, community, and world.

Malone considers the intercollegiate athletic program to be an integral part of the total educational experience. The University recognizes the significant contribution of recreation, intramural and intercollegiate athletics to the development of well-rounded leaders. From a relaxed recreational program to the very rigorous intercollegiate program, Malone students can experience a wide range of athletic opportunities.

Malone is committed to providing equal opportunities for all its students. It is the goal of the University to provide experiences that will allow men and women to achieve their maximum potential in both academic and athletic endeavors.

The health and well-being of our students are paramount. Athletic opportunities are provided in a context that fosters character development, safe participation, value enhancement, and academic achievement. The education and development of the whole person is our fundamental commitment.

Malone University firmly adheres to the spirit and intent of the rules and regulations of the National Collegiate Athletic Association (NCAA DII), and those of the Great Midwest Athletic

Conference (GMAC). While integrating the mandates established by both organizations, Malone retains institutional control. All policies, rules, and regulations are reviewed regularly by responsible faculty and administrative personnel. Additional information can be found at [www.malonepioneers.com](http://www.malonepioneers.com).

### **Malone University offers 17 intercollegiate sports:**

#### **Men's sports**

Baseball  
Basketball  
Cross Country  
Golf  
Lacrosse  
Soccer  
Swimming & Diving  
Track & Field

#### **Women's sports**

Softball  
Basketball  
Cross Country  
Golf  
Soccer  
Swimming & Diving  
Track & Field  
Volleyball

Athletics are a dynamic part of life at Malone. From our competitive intercollegiate teams to exciting, student-organized "Red Sea" fan nights at basketball games; from intense games of flag football to relaxing games of disc golf, Malone's campus is alive with athletic competition!

#### *Malonepioneers.com*

Malone's official athletics website is the online home to all Pioneer sports teams. Up-to-date news stories, live stats, and video streams of games, team rosters, information for student-athletes, and much more can be found online.

#### *Intramurals*

Not quite ready for NCAA Division II? No worries! Malone has plenty of intramural sports options for athletes of all skill levels.

- Co-ed Volleyball: 6-on-6 games with guys and girls playing together. Two leagues are divided based on level of competition.
- Disc Golf: Tournaments hosted at our on-campus 9-hole course; perfect for beginners or professional disc golfers.
- Flag Football: 9-on-9 flag football games played on various on-campus fields; men's and women's leagues, teams divided by residence hall and floor. Games played late afternoon throughout the week.
- Sand Volleyball: Tournaments held on our two sand courts, complete with lights; perfect for night play.

- Basketball: 5-on-5 league play in Osborne Hall; two men's leagues divided by competition level and one women's league.
- Soccer: 7-on-7 league play on two grass intramural fields. Games played nightly throughout the week, usually in the spring.
- Tug-of-War: Tournaments to be held on campus matching two teams against each other for bragging rights.
- Softball Home Run Derby: normal home run derby rules; hosted at our on-campus softball field.
- 3-on-3 Basketball Tournament: Teams of three compete in a bracketed tournament; held in Osborne Hall on one of the six courts.
- Dodgeball Tournament: Fun for all ages and skill levels, teams compete in a bracketed tournament against other teams; hosted in Osborne Hall.
- Ping Pong: Tournaments can be singles or doubles; matches held in various campus locations.
- Billiards: Tournament matches pairs of students head-to-head.

<http://www.imleagues.com/spa/intramural/015f45b74e8a4177af6064860f5b893a/home>

### *Wellness Center*

Sleep better, feel better, and aspire to health in every area of your life by making exercise a part of your day in our modern, well-equipped Wellness Center. Not sure where to start? Personal instruction is available—and encouraged!

We care about every aspect of your life: from your physical health and safety, to your emotional and social well-being, to your academic wellness. Your physical well-being impacts your whole person including your academic life. Therefore, we have a modern facility equipped to meet your physical needs, located adjacent to Osborne Hall. Personal trainers are available to help you meet your goals. We also offer Zumba, pilates and yoga classes each semester.

The Wellness Center features:

- Cardiovascular machines
- Life Fitness, Hammer Strength, and free weights
- Quick assessments of body composition and blood pressure
- Certified personal trainers on staff
- Group exercise classes
- Annual fitness competitions
- Student Wellness Council
- Friendly and helpful atmosphere
- Tours are available

## **FOR WANDERERS**

What is there to do in Canton? Everything! Malone is ideally situated near schools, medical care, corporations, and recreation. You'll enjoy countless possibilities for off-campus jobs and internships, co-op and practicum experiences, and student teaching.

For fun, Canton boasts a variety of hangout places, dining hot-spots, cultural attractions, and recreational destinations. Within an hour's drive, visit the Rock and Roll Hall of Fame, the

woods and trails of the Cuyahoga Valley National Park, the Cleveland Metroparks Zoo, more than 40 golf courses, outstanding museums of art and natural history, and all the fun of Ohio’s “North Coast.”

*Canton Fast Facts:*

Founded: 1805

City Population: 78,000

Metro Population: 407,000

*Where Malone students go:*

- Local thrift shops
- College Bowl and Eastbury Lanes
- North Canton Skate Center
- Deli Ohio
- Applebee’s (for half-price evening appetizers)
- Taggart’s Ice Cream
- Milk and Honey Ice Cream
- Walkie Talkie Coffee

First Fridays! This monthly party in the downtown Canton Arts District features themed music, performance and visual arts events, and always a few surprises for adults and children. It is primarily a self-guided tour of local art galleries, studios, stores, and restaurants. First Friday begins with a First Stop at the Canton Museum of Art @ 5:30 p.m., followed by the full-out event downtown from 6–10 p.m. Rain or shine. First Friday happens every month—year ’round!

<https://www.downtowncanton.com/canton-first-friday/>

***Historical and Local Attractions***

- Canton Classic Car Museum
- Canton Memorial Civic Center
- Center Ice Skating Arena (NHL-sized rink)
- McKinley National Monument and Museum
- National First Ladies Library
- Pro Football Hall of Fame

***Cultural Attractions***

- Cultural Center for the Arts
- Canton Museum of Art
- Canton Palace Theater
- Canton Symphony Orchestra

***Airports and Travel***

Public transportation is available by SARTA



- Akron-Canton Airport (CAK--10 minutes away)
- Cleveland Hopkins International Airport (CLE-- 50 minutes)

### ***Worship***

There are over 300 churches in the Canton metro area that represent more than 40 denominations.

Want to know where Malone faculty, staff, and students attend so you don't have to go alone?  
<https://www.malone.edu/faith-at-malone/faith-student-life/finding-a-local-church/>

### ***Hospitals***

- Mercy Medical Center/Cleveland Clinic
- Aultman Hospital

### ***Schools***

There are ten school districts in the Canton metro area, within 20 minutes of Malone's campus.

### ***Dining***

There are more restaurants per capita in the Canton metro area than in New York City! Local restaurants and popular chain restaurants like Chipotle, Starbucks, Five Guys, and Panda Express are just a short drive from Malone.

### ***Shopping***

Belden Village Mall offers large national department stores like Macy's, American Eagle, Bath & Body, and Dillard's. Other magnet stores like Target, Kohl's, Old Navy, Dick's Sporting Goods, Bed Bath & Beyond, and Best Buy are easily accessible.

# Appendix A

## Campus and Malone-related Sexual Misconduct Policy

Malone is committed to the person of Jesus Christ and to the concept that the principles and practices set forth in the Holy Scriptures should enhance and be evident in the life of every person who embraces the Christian faith. Because of this, and for the benefit of our students and employees, Malone maintains high standards of conduct by employees and students while on Malone property or in connection with Malone activities or programs on or off-campus. Any sexual harassment, assault, rape or other sexual misconduct, by or against students or employees, either on Malone property or time, or in connection with any Malone-related business, program, or activity is strictly forbidden and will not be tolerated.

Malone reserves the right to take appropriate disciplinary action against any student or employee determined by Malone to have engaged in sexual misconduct, whether or not the criminal justice system prosecutes or convicts such individuals. Any such disciplinary action, up to and including student dismissal or employment termination, will be taken after a review of the pertinent facts, pursuant to applicable Malone policies and procedures.

**Sexual misconduct is non-consensual sexual conduct** such as, but not limited to, intentional touching (either of the victim, or a forcing of the victim to touch, directly or through clothing) of another person's genitals, breasts, thighs, buttocks, or other sexually-related areas; rape (non-consensual sexual intercourse, whether by a stranger or acquaintance; attempted rape; non-consensual oral sex or anal intercourse); or non-consensual sexual penetration with an object or substance. Non-consensual acts are those committed by force, intimidation, or through exploitation of the victim's mental or emotional incapacity or physical helplessness or vulnerability, or otherwise without the victim's lawful, voluntary consent.

Verbal misconduct, without any accompanying physical contact, such as described above, is not generally defined as sexual misconduct for the purpose of this policy. However, such verbal misconduct may constitute sexual harassment, which also is prohibited under Malone regulations and is specifically addressed in other materials of Malone. Complaints related to sexual or other unlawful harassment should initially be reported in the same manner as sexual misconduct complaints, but thereafter such matters may be processed in accordance with appropriate Malone unlawful harassment policy.

According to guidelines published by the Equal Employment Opportunity Commission, **unlawful sexual harassment includes** unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature, or based on gender or sex when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Unlawful sexual harassment may include, without limitation, verbal slurs, negative stereotyping, hostile or demeaning acts (including jokes or teasing) and written or graphic material that shows animosity, aversion, or disparagement toward an individual or group based upon sex or gender. Malone will not permit or condone unlawful sexual harassment of or by any employee or student of Malone, on Malone property, business or activity, or in connection with Malone employment.

Further information regarding Malone Unlawful Harassment Policy can be found below.

Misconduct covered by federal, state, or local law may overlap with activities covered by the rules of Malone. However, criminal law and the rules of Malone operate independently in various respects, and they are not necessarily substitutes for each other. Thus, **Malone may enforce its own rules and policies, whether or not criminal proceedings are commenced or anticipated**; and Malone may use information received from third parties, such as law enforcement agencies and the courts, to determine whether rules of Malone have been broken. Membership or participation in the Malone community does not exempt anyone from federal, state, or local law, but rather results in additional obligations to abide by regulations of Malone.

A student or employee accused of sexual misconduct has the right to receive notice of the alleged misconduct and violated standard(s). The respondent also will be given an opportunity to hear the evidence against him or her and to present a response. Malone reserves the right to allow an attorney to present the student's or employee's case, or to have any formal role in the disciplinary process or in any related grievance proceedings. An action by Malone against any student or employee for sexual misconduct may be commenced on the basis of a reasonable belief that a violation of Malone rules or standards has occurred. Such reasonable belief may be based upon a written, signed complaint by the aggrieved party and/ or by another person, appropriately investigated. The respondent may have equivalent opportunities to have others present during Malone disciplinary proceedings. The complainant and respondent also are both entitled to learn the outcome of such proceedings.

**Students and employees at all times should be aware of their option to report Malone-related sexual misconduct to Malone and/or to law enforcement agencies.** Furthermore, they should be aware of available local institutions, such as the Stark County Rape Crisis Center, for immediate assistance in cases of rape or sexual assault.

Student or employee sexual misconduct which occurs off Malone property or time, may be cause for disciplinary action against a student or employee, up to and including termination or expulsion, as appropriate, if such conduct has occurred in connection with any Malone business, program or activity, or if it reflects adversely upon the safety, well-being or other legitimate interests of Malone, its employees or students.

A student or employee accused of sexual misconduct has the right to remain silent. However, such silence may be a basis for determination of a violation of Malone's rules, whether or not such misconduct may support a finding of criminal guilt. If a criminal action has been filed, Malone may still proceed with its case, advising the employee or student that he or she may remain silent if so desired. Sexual misconduct complaints received by Malone are determined by Malone officials or groups which deal with other such complaints as appropriate.

In addition to pursuing criminal action and/or lodging an appropriate complaint through Malone administration, a student or employee who is a victim of sexual misconduct may bring a civil suit against the accused for monetary damages and other relief.

**Both the complainant and respondent have the following rights:** To be presumed innocent until proven guilty, to receive an explanation of the Malone investigative and hearing process; to have a fair, partial, and relatively speedy hearing; to have someone accompany them throughout the hearing; to testify (or not to testify) on their own behalf; to be informed in a timely manner about the outcome of the hearing; to have a closed hearing, unless otherwise agreed by Malone, and an appropriate appeal process. Also, the complainant and respondent are bound by rules of confidentiality regarding the investigative and hearing process.

Furthermore, the complainant has the rights: not to have irrelevant past sexual history discussed during the hearing; to remain silent for the entire proceeding and to inspect evidence presented; to be accompanied by an adviser, and not to have their identity revealed outside the confidential proceedings, without consent, except to those with a legitimate need to know such information or as otherwise required or permitted by law.

The respondent has the right to an explanation of the charges, to be presumed innocent, and to remain silent or to testify on their behalf. The respondent also has a right to be accompanied by an adviser and to have their identity remain confidential except to those with a legitimate need to know of such information or as otherwise required or permitted by law.

**No Contact Directives:** A no contact directive is an administrative directive between two or more students. Students who receive a no contact directive are to have no contact either directly or indirectly, physical, verbal, or via electronics or the internet with the other involved student(s). They may also not make contact through another person. Direct contact includes, but is not limited to, attempting to engage in conversation in person, by email, text message, social media or other similar means of communication. This may be enacted, under the authorization of University Officials, after a student or employee submits a grievance. In some cases, the student or employee may be requested to offer evidence showing that a party asked the other party to stop speaking to them. During an investigation, a University must take necessary interim measures to keep the students involved safe. One common measure is to enforce a No Contact Order (NCO) between the students.

The University can enact NCOs at different times during a harassment, sexual misconduct or Title IX process, including:

- Before or during the investigation phase after a grievance is submitted
- During the informal preliminary stage, while the school decides how to handle the matter (sometimes called No Contact or No Communication Agreements) if victim has claimed a fear for safety
- As part of the formal disciplinary process

In addition to prohibiting contact, certain NCOs may make spatial restrictions as well. For example, one student may not visit or live in the same vicinity or building as the other, which can limit access to dining halls, libraries, dorms, and other popular buildings on campus. One student may also need to move or switch classes as an additional interim measure and to ensure compliance with the NCO.

The goal of the NCO is to forestall future interactions that could be problematic for the individuals, and to protect both of the individuals before, during and after an investigation. The focus is on protecting the well-being and safety of students in the investigative process. Like many federal laws, Title IX not only prohibits sexual discrimination (including harassment and assault), but also prohibits retaliation against parties involved in Title IX complaints. NCOs not only hope to prevent any further assaults or harassment between the students but retaliation as well, which keeps the college in line with Title IX requirements. Prohibiting

students—and even their friends—from speaking to the other party protects against retaliation throughout the entire process so the students can continue their education as normally as possible.

Those who are involved in a no communication or no contact order must abide by all of the terms in order to prevent further action, including disciplinary action up to, but not limited to, dismissal from the University. Violating an NCO can result in disciplinary action and may result in retaliation claims. Protocols may vary according to the violation alleged. Circumstances may involve alleged physical violence or threat of physical violence, whether continued contact poses a substantial, objective risk of emotional harm to either party, a threat to the safety, health or property of an individual or whether continued contact between parties could impact the institutions harassment, sexual misconduct or Title IX investigation, or whether the alleged contact involved any harassment or intimidation of either party. Further, students or employees always have the freedom to file a protective order issued by a court of law if they so choose. A protective order differs from an institutional no contact order. For further No Contact Order FAQs, please contact the Title IX Coordinator/Dean of Students.

### **Written protocol for receiving and processing reports of sexual misconduct:**

1. Each complainant should submit a detailed, written, signed complaint as soon as is reasonably possible in order to enhance Malone’s ability to conduct a full and fair investigation. Written reports can be sent to the Title IX Coordinator for students. For employees, this written report can be sent to the Director of Human Resources/Title IX Coordinator.
2. Upon receipt, the written complaint will be reviewed by appropriate Malone officials.
3. A reasonably thorough and appropriately confidential investigation will be conducted involving the complainant and respondent.
4. Appropriate action will be taken as a result of the investigation.

### *Malone University compliance with the 2013 Violence Against Women Act Amendments to the Clery Act* (Campus Sexual Violence Elimination Act)

1. Malone University (“Malone”) strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, by or against any Malone student or employee, on Malone property or time, or in connection with any Malone-related business, program, or activity. For the purposes of such prohibitions, the following definitions apply:

(a) “Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the pertinent jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under pertinent domestic or family violence laws.

(b) “Dating Violence” means violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship is determined in consideration of the following factors: the length and type of the relationship, and the frequency of interaction between the persons involved in the relationship.

(c) “Stalking” means engaging in a course of conduct, directed at a specific person, that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

2. Malone compiles and reports required information regarding such offenses, along with information about other offenses requiring such report, in accordance with the Campus Sexual Violence Elimination Act (the 2013 Violence Against Women Act, amending the Clery Act). Statistics about other Malone/campus-related crimes are reported annually to the United States Department of Education and are made available to Malone students and employees, as required by the Campus Security Act and Clery Act, for the above-described offenses, and for crimes of murder, manslaughter, sex offenses, robbery, burglary, aggravated assault, arson, motor vehicle theft, on-campus arrests by police and/or campus disciplinary actions for alcohol or drug violations and weapon violations, illegal weapon violations and for hate crimes. Hate crimes fall within the above categories, involving bodily injury, or reported to campus security or local police, including larceny, simple assault, intimidation or destruction/damage/vandalism of property when motivated by the perpetrator’s bias or prejudice based on the victim’s race, gender, gender identity, religion, sexual orientation, national origin, or disability.
3. Malone has established programs in an effort to prevent domestic violence, dating violence, sexual assault, stalking, and hate crimes. One example is “Take Back the Night” which is offered annually to all students and employees.
4. Malone has created procedures to be followed when such offenses have been reported, including investigative, evidentiary, disciplinary, and appeal processes, and the utilization of a preponderance of evidence standard, or other proof burdens, as appropriate.
5. Malone utilizes and coordinates various policies in connection with Malone’s compliance with the Clery Act Amendments including, but not limited to, the Title IX Comprehensive Plan and Malone-related Sexual Misconduct Policy and Institutional Response to Violations of Community Standards (and related discipline, sanctions, hearings, and appeals), as well as policies such as the Substance Use and Abuse Policy for Employees and Students, and policies and procedures regarding anti-violence, surveillance, search and monitoring, unlawful harassment, safety and security information, and Guide to Campus Safety.
6. Malone will make appropriate provision for safe options for bystander intervention to prevent harm or otherwise intervene in observing actual or potential domestic or dating violence, sexual assault, or stalking of another person.
7. Malone will continue to provide education and training regarding the warning signs of abusive behavior and/or potential attack avoidance for students and employees.
8. Malone will continue to provide for sanctions and/or protective measures pending or following Malone’s determination of the commission of Malone or campus-related rape, acquaintance rape, domestic or dating violence, sexual assault or stalking.
9. Malone will continue to specify the persons/positions to whom alleged offenses covered under these materials should be reported.
10. Malone will further stress the importance of preserving evidence related to offenses of the types in question.

11. Malone will stress the importance of non-retaliation.
12. Victims will be provided with information regarding the notification of proper law enforcement authorities, including on-campus and local police, or to refrain from such notice.
13. Victims of such offenses will continue to be assisted by appropriate Malone campus authorities in notifying law enforcement authorities, if the victim so chooses.
14. Further appropriate attention will be given to Malone's responsibilities, and victims' rights, concerning protection, no contact and restraining orders, or similar lawful orders by criminal or civil courts in connection with the offenses in question.
15. Malone will maintain procedures for disciplinary action cases related to domestic or dating violence, sexual assault, or stalking, including the following:
  - (a) Provision for prompt, fair and impartial investigation and resolution of such matters.
  - (b) Regular training of Malone personnel/officials conducting investigations and resolution proceedings, including how to conduct such investigations and related hearing processes, while protecting the victim's safety and promoting accountability.
  - (c) Providing the complainant and the respondent with "substantially the same opportunities" to have others present during disciplinary proceedings -- including the opportunity to be accompanied by a chosen person at a related meeting or proceeding. NOTE: This does not mean that either the complainant or the respondent will have the right to have an attorney present at or participating in Malone proceedings without the consent of Malone.
  - (d) Malone will maintain policies for notifying the complainant and the respondent in writing (if reasonably feasible), at or about the same time, of the outcome of disciplinary proceedings, rights of the respective parties regarding appeals from disciplinary proceeding results, any change in results before they become final, and when such results have become final.
  - (e) Malone will maintain ongoing policies regarding reasonable protection of the confidentiality of victims, including how publicly available record-keeping may be accomplished without the inclusion of victim-identifying information, as feasible and permitted by law.
  - (f) Malone will provide appropriate notification of students and employees regarding counseling, mental health, victim advocacy, legal assistance, and other services that will be made available to victims, on and off-campus and in the community.
  - (g) Victims of offenses in question will be given written notification about their options for and available assistance in changing academic, living, transportation, and working situations, if so requested by the victim, if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
  - (h) A student or employee who has reported to Malone that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off-campus, will be provided with a written explanation of the student's or employee's rights and options, as appropriate.

(i) If a minor is involved in a sexual misconduct situation, proper authorities will be notified. (See Minor on Campus Policy).

## **Appendix B**

### **Substance Use and Abuse Policy for employees and students**

The Substance Use and Abuse Policy has been adopted to meet the needs of Malone University and the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

At Malone, as described in the Community Responsibility Statement, we are concerned about the effects which illegal drug activity and substance use and abuse might have on the health, performance, and safety of our employees and students. Also, we are concerned about the potential impact of this problem on our liability risks with respect to our employees, our students, and the general public.

We realize that the overwhelming majority of our employees and students are not involved with illegal drug activities or illegal or unauthorized drug or alcohol use or abuse, and that those persons may be somewhat inconvenienced by some of the rules we have established under this policy. However, we believe the long-term results of this policy will provide for a safer, healthier, and more productive academic, living, and work environment for all of us.

While we will exercise reasonable efforts, under appropriate circumstances, to help students and employees with problems related to alcohol or drug use or abuse, we may be required to take disciplinary action (up to and including the discharge of employees, and the expulsion of students), against those who have not complied with this policy. Such action may be necessary for the benefit of non-complying individuals, fellow students, and employees, Malone, and the general public.

### **Definitions**

For the purposes of this policy:

1. 'Alcohol or alcoholic beverage' means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, such as methyl or isopropyl alcohol
2. 'Drug' means any substance, other than alcohol, capable of altering an individual's mood, perception, pain level or judgment
3. A prescribed drug is a substance properly prescribed for individual consumption by a licensed medical practitioner
4. 'Controlled substance' means any drug, compound, mixture, preparation, or other substance so defined and controlled under federal, state, or local law.
5. 'Illegal drug' is any drug or controlled substance (including, but not limited to, hallucinogenic drugs, amphetamines, barbiturates, cocaine and its derivatives, narcotics, and any other



substance controlled by legal authorities), the possession, sale, or consumption of which is prohibited by federal or state law.

6. 'Unauthorized drug or controlled substance' is any drug or controlled substance for which possession or use by employees or students, on Malone property, business or activity, is not specifically authorized or approved by Malone.

7. Being 'under the influence of alcohol or illegal or unauthorized drugs or controlled substances' means testing positive for any such substance, in a laboratory-confirmed test, or other reasonable demonstration of the unacceptable effect of such substance on the behavior, perception, or performance of the employee or student.

8. 'Positive test for alcohol' is a laboratory-confirmed test showing an alcohol content of .04 or more grams per 210 milliliters of breath (or blood content of .04% or greater); 'positive test for illegal or unauthorized drugs or controlled substances' is a laboratory/medical review, officer-confirmed, urine, oral fluid, hair follicle, or blood test showing the presence of a prohibited substance at a level of concentration equal to or exceeding the specified unacceptable level for such substance, or a refusal to submit to testing required under this policy, or hindering or interfering with any such test or any related procedure or requirement.

9. 'Student' shall include any person enrolled in any course of Malone for any kind of academic credit.

10. 'Employee' shall include any person receiving any salary, wages, or other compensation for services rendered to Malone, including any common law employee or independent contractor as determined appropriate by Malone.

11. 'Conviction' means a finding of guilt (whether or not preceded by a plea of guilty or no contest) or imposition of sentence, or both, regarding a drug-related crime, by a judicial body charged with the responsibility to determine violations of federal, state or local law.

## Policies

At Malone, we strive to ensure that the Malone workplace, our entire campus, and our full range of employee and student activities, are free of illegal or unauthorized drugs, drug activity or drug-related paraphernalia, and drug or alcohol use or abuse. It is both our intent and our commitment to provide a healthful, safe, and secure work and educational environment, free of unlawful or unauthorized drugs and substance use or abuse. In order to achieve those objectives, we have adopted the following rules applicable to drugs and alcohol on the job, in the workplace, on the campus, and in Malone employee and student activities:

1. Malone strictly prohibits the possession, use, distribution, purchase or sale (or solicitation of purchase or sale) of illegal or unauthorized drugs, drug-related paraphernalia or alcohol, or being under the influence of any such substance, by employees or students, while on Malone property or time, while conducting Malone business, while engaging in Malone-related activities, or while operating or riding in any Malone-supplied vehicle. This prohibition includes, without limitation, any such misconduct while in any residential facility owned or provided by Malone, or while traveling in connection with any Malone-related business or activity. Violations of this policy may result in serious disciplinary action, up to and including the termination of employees and expulsion of students. Anyone found in violation of this policy will have the prohibited substance confiscated and destroyed.

2. The possession, use, purchase, sale, or distribution of illegal or unauthorized drugs or other controlled substances, or drug-related paraphernalia, by employees or students of Malone, may result in arrest, prosecution, conviction, substantial fines, and/ or imprisonment under federal, state, or local law, depending on the nature and circumstances of the criminal violation.
3. An employee or student who commits an unlawful act related to drugs or alcohol, on or off Malone premises, whose conduct related to drugs or alcohol substantially impairs safe and satisfactory employment or student status, or threatens the health, safety, or welfare of any employee or student, or otherwise adversely affects the interests of Malone, its employees or students, will be subject to discipline, including termination or expulsion, as appropriate.
4. No alcoholic beverage may be possessed or consumed on Malone property while operating or riding in any Malone supplied vehicle, or while on Malone business, time, or activity. An employee or student violating this rule is subject to discipline, up to and including termination or expulsion, as appropriate.
5. No prescribed drug may be brought onto Malone property, including any Malone-supplied vehicle, or may be possessed while on Malone business, time or activity, by any person other than the one for whom the drug was prescribed. Prescribed drugs may be used by Malone employees and students only in the manner, dosage, and quantity properly prescribed for such persons and in a manner which does not substantially impair work or academic performance, safety, or health. Employees are required to notify their supervisor as to the use of any prescribed drug which may substantially and adversely affect performance of their duties (or which may threaten the health or safety of the employee taking the medication, or of others), and regarding any change in the use of such drug, so that the supervisor can be aware of any impairment (such as drowsiness) that prescribed drugs sometimes may cause. Similarly, students shall notify the Office of Student Development as to the use of such prescribed drugs. When possessed on Malone property, business, time or activity, any such prescribed drug should be kept in the original container, or with other pharmaceutical documentation, which identifies the drug, dosage, date of prescription and prescribing doctor.
6. All employees and students of Malone are prohibited from being under the influence of alcohol or illegal or unauthorized drugs while on Malone property or time, while engaged in Malone business or activity, or while operating or riding in any Malone-supplied vehicle. A violation of this rule is cause for discipline, up to and including termination or expulsion, as appropriate.
7. Any Malone employee or student whose off-campus use or abuse of alcohol, or of illegal, unauthorized, or prescription drugs, results in excessive absenteeism or tardiness, or is the cause of any accident or unsatisfactory conduct or performance, or adversely affects the reputation or interests of Malone, may be disciplined, up to and including discharge of an employee or expulsion of a student; or such an individual may be asked to enter an assistance program for rehabilitation, at the sole discretion of Malone. Such an employee or student will be suspended, terminated, or expelled if he or she rejects such a request by Malone to enter an assistance program. Details of the assistance program will be furnished by the Malone Human Resources Office or the Office of Student Development, when appropriate, upon request.
8. Any employee of Malone convicted of any criminal drug statute violation which has occurred in the workplace, or during the performance of work-related duties or activities, shall report such conviction to Malone Human Resources Office within five days after the conviction, as required by the Drug-Free Workplace Act of 1988. A student convicted of such a criminal drug

statute violation shall report the conviction to the Office of Student Development within five days after such conviction. Furthermore, within (30) days after receiving notification of a conviction of a Malone employee or student for a work-related criminal drug statute violation, Malone will impose appropriate sanctions upon such convicted employee or student, or shall require satisfactory participation by such individual in a drug abuse assistance or rehabilitation program.

9. As a condition of initial and continued employment, employees of Malone shall honor and comply with the terms of this policy.

10. As a condition of initial and continued enrollment in Malone, students shall honor and comply with the terms of this policy.

11. To assist in providing a safe, healthy, and productive Malone community environment, and to monitor and enforce compliance with policies and rules of conduct reasonable and appropriate surveillance, searches and monitoring of persons and properties on Malone property, including surveillance, searches, and monitoring of persons and properties entering, leaving, or remaining on said property, as well as persons or properties, operating, or located in or upon, any Malone-supplied motor vehicle. Any employee or student failing to cooperate with respect to any such surveillance, search or monitoring will be subject to disciplinary action, up to and including termination of employees and expulsion of students.

## Reporting prescribed drug use

1. Employees and students of Malone have an obligation to report the use of any medically-prescribed drugs or controlled substances that may substantially and adversely affect the performance of their duties or academic responsibilities. Such individuals should be prepared to produce satisfactory proof of medical authorization to work, upon request. Failure to report such use or to provide such authorization upon request may result in disciplinary action, up to and including discharge or expulsion, as appropriate. Furthermore, any employee or student taking a drug prescribed by a licensed physician must have the drug in its original container or with other pharmaceutical documentation which identifies the drug, dosage, date of prescription, and authorizing physician. Employees must report this information to their immediate supervisor, and students to Malone's Health Center.

2. Any employee or student alleged to have violated Malone's drug possession or use prohibition will have the right to prove, by clear and convincing evidence, that the challenged possession or use of a drug or other controlled substance was properly prescribed by a licensed medical practitioner who was familiar with the employee's or student's medical history and Malone-related duties and responsibilities. However, as previously stated, employees and students are required promptly to notify Malone of prescribed drug use which may substantially and adversely affect the performance of their duties or responsibilities to Malone.

## Voluntary Self-Identification Employee and Student Assistance; Return-to-Work Testing

1. Employees and students are urged to voluntarily request assistance with alcohol or drug-related problems. Malone will make available a list of approved rehabilitation programs or

providers. Employees are urged to use those providers that are reimbursable under Malone's current health care provider. When determined necessary and appropriate by Malone, an unpaid leave of absence may be granted to allow successful completion of the program. An employee may or may not receive any compensation for such time away from work under the terms of applicable Malone policy.

2. Upon completion of such a program, employees or students may be subject to testing as part of a physical exam prior to return to work or class attendance, and to reasonable cause or suspicion testing, in addition to any random, follow-up or other testing which lawfully may be conducted by Malone.

3. Malone expressly reserves the right to determine whether or when an employee or student will be permitted to return to employment or enrollment with Malone after participation (or failure or refusal to participate) in any such assistance/rehabilitation program.

## Drug-Free Awareness Program

To assist our employees and students in understanding, avoiding and overcoming the perils of drug and alcohol abuse, Malone has developed a drug-free awareness program. The purpose of this program is to inform Malone employees and students about the dangers of drug and alcohol use and abuse, and to prevent and eliminate such use and abuse by our employees and students, in general, and with respect to Malone employment, enrollment, and activity in particular. The program also involves education concerning the Substance Use and Abuse Policy, the availability of treatment and counseling for employees and students, and the sanctions which Malone will impose for violations of the Substance Use and Abuse Policy, as well as related federal and state criminal penalties.

## Drug and alcohol abuse as major illness; Employee/Student Assistance Program

1. Malone recognizes alcohol and drug dependency and abuse as serious illnesses and major health problems. Drug and alcohol use and abuse present important safety and security problems for Malone and the general public because of the serious adverse effects which drug and alcohol use and abuse may have upon the user's perception, judgment, emotional stability, alertness, memory, strength, coordination, reflexes, and general mental/physical health and performance.

2. Recognition and treatment of drug or alcohol abuse are vital for successful rehabilitation, for return to effective academic or employment performance at Malone, and for preventing severe personal, family, and social disruption. Therefore, Malone encourages the earliest possible diagnosis and treatment of drug or alcohol abuse. When appropriate and reasonably feasible, Malone will assist employees and students in overcoming drug or alcohol abuse.

3. However, the decision to seek diagnosis and accept treatment for drug or alcohol abuse primarily is the responsibility of the individual employee or student. While Malone reserves the right to request or require students to seek such assistance for an observed or demonstrated cause, employees with drug or alcohol-related problems should contact the Human Resources

Office as soon as possible. Students of Malone requiring such assistance are encouraged to promptly contact the Office of Student Development.

4. Employees and students who undergo counseling and treatment for drug or alcohol abuse must meet all established standards of conduct and/or job or academic performance. Employees who need help in dealing with such problems are encouraged to seek professional assistance, using their group health insurance as and when appropriate. In the absence of conduct or performance problems, or other impairment of Malone interests, an employee's or student's conscientious efforts to discontinue the use or abuse of alcohol, drugs, or other controlled substances will be encouraged and will not jeopardize such individual's employment or enrollment Malone status. Similar efforts undertaken by an employee or student as a result of disciplinary action also will be encouraged, but will not deter further action if performance problems continue.

5. Participation in this assistance program generally will not be available to the employee or student more than once during his or her employment or enrollment with Malone.

6. Voluntary requests for assistance under this policy will not prevent disciplinary action up to and including termination or expulsion, as appropriate, for any violation of this Substance Use and Abuse Policy or for any other policy violation or otherwise unacceptable conduct or performance. Furthermore, employees or students who undergo voluntary counseling or treatment pursuant to this policy, and who continue to work for, or to be enrolled in, Malone, must meet all pertinent standards of conduct and job or academic performance of Malone.

## Drug testing of applicants, employees, and students

1. Malone reserves the right to establish policies for conducting pre-employment substance testing of job applicants, and reasonable cause or suspicion, post-accident, random, return-to-work or school, post-rehabilitation, follow-up or other substance testing of employees or students, as required by law, or as Malone may determine to be appropriate.

2. For job applicants, employees, or students, test specimens may be analyzed for any or all of the following substances (and for such other substances as Malone shall deem appropriate):

- Alcohol
- Cannabinoids: (Depressant)
- THC, Marijuana
- Amphetamines: (Stimulant)
- Amphetamine Cocaine: (Stimulant)
- Methamphetamine
- Methadone: (Synthetic Narcotic)
- Barbiturates: (Sedative/Hypnotic)
- Amobarbital Methaqualone: (Sedative)
- Aprobarbital

- Autobarbital Opiates: (Narcotic/Analgesic)
- Betalbital Heroin
- Pentobarbital Codeine
- Phenobarbital Hydromorphone
- Secobarbital Morphine
- Benzodiazepines: (Anti Anxiety) Phencyclidine:  
(Hallucinogen)
- Chlordiazepoxide
- Clorazepate Propoxyphene: (Synthetic Narcotic)
- Diazepam
- Flurazepam
- Oxazepam

### Substance use and abuse policy goals; policy changes; no employment or enrollment contract or promise

1. The primary goals of this policy are greater safety for our employees, students, and the general public, improved productivity, and help and rehabilitation for employees or students requiring assistance for substance abuse. Employees and students are required to cooperate and comply fully with the rules and procedures of this policy.
2. Malone reserves the right to amend, supplement or revoke any part of this policy, at such times and under such circumstances as Malone shall determine to be appropriate. Notices regarding any such amendment, supplement, or revocation will be given to affected personnel of Malone.
3. Nothing in this policy shall be construed as a contract or promise of employment or enrollment.

*Statement pursuant to Drug-Free Schools and Communities Act; Federal Drug-free Workplace Act of 1988*

Malone is committed to providing a healthy and safe environment for its students and employees. Malone hereby defines below the standards of conduct in relation to the unlawful possession, use, dispensation, or distribution of alcohol or controlled, unauthorized, or illegal drugs or substances. Conduct which violates this standard poses unacceptable risks and disregard for the health, safety, and welfare of members of Malone community and shall result in disciplinary action, including compulsory rehabilitation, suspension, and/or termination. As a recipient of federal grants and funding, Malone gives this notice to students, faculty, and staff that it is in compliance with and shall continue to be in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Students, faculty, and staff are herein notified of the standards of conduct which shall be

applicable while on Malone property, and elsewhere while on Malone business, and/or while attending Malone-sponsored activities.

### *Statement required of recipients of federal grants*

A signed, written statement is required from all students and staff who are recipients of federal grants, including Pell Grants, certifying their abstinence from unlawful distribution, dispensation, possession, or use of a controlled substance.

### *Standards of Conduct*

Students, faculty, and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs whether on Malone property, on Malone business and/or elsewhere while attending Malone-sponsored activities. Further, students, faculty and staff are required to abide by state and local laws concerning alcoholic beverages.

Ohio law states that if an individual is under the age of 21, it is unlawful to: 1) possess or consume alcoholic beverages; 2) misrepresent one's age for the purpose of purchasing alcoholic beverages; or 3) use a fake I.D. to purchase alcoholic beverages no matter the individual's age.

Ohio law states that it is unlawful to: 1) procure any alcoholic beverages for anyone under 21 years of age; or 2) drink or be drunk in public places (Malone campuses and buildings are considered public places for purposes of these laws). Furthermore, it is a violation of state law to operate a motor vehicle while under the influence of any substance, which may impair one's driving ability (drugs or alcoholic beverages).

### *Education*

Malone will educate students, faculty, and staff through use of educational videos and written documentation concerning the dangers of drug and alcohol use. Malone's Human Resources Office will work closely with any necessary outside agencies to provide information helpful in the prevention and detection of drug use and to post notices and provide handouts when available in the prevention and detection of these problems. Malone will support and encourage faculty in incorporating alcohol and drug education into the curriculum where appropriate.

### *Health Risks*

The scope and impact of health risks from alcohol and drug abuse are both alarming and well documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family, organizations, and society at large. Malone will attempt to educate its students, faculty, and staff that the consumption of alcohol and the use of drugs may alter behavior, distort perception, impair thinking, impede judgment, and lead to physical and/or psychological dependence.

Alcohol and/or drug abuse may lead to the deterioration of physical health by causing or contributing to various health conditions including but not limited to fatigue, nausea, personal

injury, insomnia, pathological organ damage, certain forms of cancer, heart disease, liver disease, respiratory depression, birth defects, convulsions, coma, and even death.

Alcohol and drug abuse may also result in deterioration of mental health by causing or contributing to various conditions such as increased aggression, hallucinations, depression, disorientation, and psychosis. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, convulsions, and can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### *Institutional Policy Statement for Employees and Students of Malone*

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226: Malone recognizes the ill-effects of drugs on the individual, society, and the Institution. In order that we might be in compliance with federal, state, and local law, Malone has established the Drug-Free Workplace Policy for all employees and students. The implications of this policy are that Malone will do whatever is necessary to maintain a drug-free workplace and provide drug counseling for employees and students. Violations of this policy will result in disciplinary action of the employee or student up to compulsory rehabilitation and/or termination or expulsion, depending on the severity of the offense. The aim of the Drug-Free Workplace Policy is to provide a safe, productive, congenial and scholarly setting in which all can perform their responsibilities.

### Overview: Malone Substance Use and Abuse Policy

As required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, this document will inform you of the Malone policy regarding the work-related effects of drug or alcohol use, and the prohibited possession, use, distribution or influence of controlled substances (drugs or alcohol) on Malone property or time, or while engaged in Malone activity or business, by employees or students. In essence, the Malone Substance Use and Abuse Policy for Employees and Students provide as follows:



1. The goal of the Malone Substance Use and Abuse Policy is to assure that the Malone workplace, and our entire campus and full range of activities, are free of illegal or unauthorized drugs, drug activity or paraphernalia, and drug or alcohol use. It is our intent and commitment to provide a healthful, safe and secure work and educational environment, free of unlawful drugs and substance abuse.
2. Malone, as described in the Community Responsibility Statement, prohibits the possession, use, distribution, purchase, or sale (or solicitation of purchase or sale) of illegal or unauthorized drugs, drug-related paraphernalia or alcohol, or being under the influence of any such substance, by employees or students, while on Malone property or time, while conducting Malone business, while engaging in a Malone related activity, or while operating or riding in any vehicle owned or supplied by Malone. Violations of this policy will result in severe disciplinary action, up to and including the discharge of employees and expulsion of students.
3. The possession, use, or distribution of illegal drugs or other controlled substances, or of drug-related paraphernalia, by employees or students of Malone, may result in arrest, prosecution, conviction, substantial fines and/or imprisonment under federal, state or local law, depending on the nature and circumstances of the criminal violation.
4. Malone recognizes drug and alcohol dependency and abuse as illnesses which are major health problems. Malone also recognizes drug and alcohol abuse as important safety and security problems because of the serious adverse effects that drug and alcohol use and abuse have upon perception, judgment, emotional stability, alertness, memory, strength, coordination, reflexes, and general mental and physical health and performance.
5. Employees needing help in dealing with problems of drug or alcohol use, dependence or abuse, are encouraged to contact the Human Resources Office. Students requiring such assistance are encouraged to contact the Office of Student Development.
6. In appropriate circumstances, Malone may request or require employees or students to submit to a program of assistance and/or rehabilitation for substance use or abuse.
7. Employees and students are obligated to report any personal conviction under a criminal drug statute to Malone's Human Resource Office or the Office of Student Development, as appropriate, within five days after any such conviction.
8. Malone reserves the right to establish policies for conducting pre-employment substance use or abuse testing of job applicants, or other substance testing of employees or students (including, but not limited to, testing for reasonable cause or suspicion, post-accident, random, return-to-work or school, or follow-up testing), as required by law, or as may be determined to be appropriate by Malone.
9. Provisions of this policy also apply to an employee's or student's use of a drug prescribed for another person, or use of a prescribed drug in any way other than the manner, combination, or dosage prescribed for such employee or student by a duly licensed medical practitioner, and to prescribed drug use which substantially impairs work or academic performance or threatens the health or safety of the employee or student taking the prescription, or of others.
10. As a condition of employment or enrollment, employees and students of Malone shall honor and comply with the terms of this policy.

Questions concerning the Malone Substance Use and Abuse Policy or its implementation should be directed to the Director of Human Resources or the Chief Officer for Student Development.

## Appendix C

### Campus Crime Statistics

In accordance with the Crime Awareness and Campus Security Act of 1990, as amended, Malone provides information relating to crime statistics and security measures to prospective students, matriculated students, job applicants, and employees through hand delivery, U.S. mail, or campus mail. Statistics for the past three years, on certain reported incidents of crime and certain criminal arrests, are listed in this report.

Malone complies with all applicable laws and ordinances of the State of Ohio and the City of Canton.

### Number of Reported Incidents

Type of Incident	2015	2016	2017	2018	2019	2020	2021	2022
Murder/Non-negligent	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	1	0	0	0	1	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	1	0	0	0
Motor vehicle theft	1	0	0	1	0	0	0	5
Arson	0	0	0	0	0	0	0	0

Individual statistics for rape, fondling, incest, and statutory rape were not collected prior to the 2015 data collection. Prior to the 2015 data collection, rape and fondling statistics were combined under Sex Offenses – Forcible. Incest and statutory rape statistics were combined under Sex Offenses - Non-forcible.

- As of the 2015 data collection, statistics for Sex offenses – Forcible and Sex offenses – Non-forcible were no longer collected.

### Criminal Offenses - On-campus student housing facilities

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	1	0	0	0
Sex offenses - non forcible	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	1	1	3	1	1	1	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0

## **Criminal Offenses - Public Property**

<b>Criminal Offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Sex offenses - non forcible	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0

<b>Campus Disciplinary Action</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Liquor Law violation	9	10	7	12	10	11	13	21
Drug Abuse Violation	8	22	12	12	3	0	2	0
Weapons Possession	0	0	0	0	0	0	0	0

## Appendix D

### Computer Usage and Network Policy

#### *Malone Username and Password*

Your Malone username and password is your virtual identity on Malone’s network. Never share your identity or use someone else’s identity. This includes sharing credentials with family members, visitors, contractors, or other entities which may want to use Malone resources. There are guest user accounts available or, in the case of extended relationships (contractor visiting the University regularly, etc.), a special account can be set up for the entity. You are responsible for any activity done on the internet or Malone network using your Malone username and password. If you suspect that your username and password have been compromised in any way, please contact Information Technologies immediately so that your credentials can be re-secured.

#### *Use of the network for academic, business, and personal endeavors*

Computing and network resources are the property of Malone and should be used primarily for Malone-related business and academic activities. Students, faculty, and staff should not do excessive non-Malone-related work or printing on Malone computer equipment. The right and ownership of any Intellectual Property (IP) transmitted over the network are maintained by its creator; however, when the act of creating, accessing, or transmitting that IP uses Malone-owned resources, the University maintains permission to view, copy, or store it. The network in the residence halls can and should be used for personal endeavors; however, any usage should still align with the mission and goals of Malone and the guidelines set forth in this and other policies.

#### *Privacy of electronic communication*

Never assume electronic communications of any kind are private or that they can be read by only you or the recipient. Many forms of communication on the internet are unsecured and can be monitored or eavesdropped upon at any point between the sender and the recipient. Malone reserves the right to monitor your use of Malone’s computers and peripherals, email, and internet system to the extent necessary to maintain quality of service or protect Malone and other persons, including the members of the Malone community. Do not send messages that would compromise your integrity as the sender or the integrity of the receiver if they were viewed by others. Do not forward or post Malone-related email messages that you have received

to news media or list servers without the author's permission. Email may not be used for advertising or broadcasting unsolicited messages.

### *Policy regarding the collection of information from individual devices*

Cell phones, tablets, and other devices open up our world to access facts and ideas. We recognize and want to protect a student's right to digital privacy. However, Malone reserves the right to access your digital information under these circumstances:

- an emergency situation (involving danger of serious injury or death to any person or others, or missing persons)
- involvement in theft
- or with a search warrant issued by a judge based on "probable cause" that your device contains evidence of a crime (meaning that a reasonable person would believe there is evidence in your device).

In other circumstances, permission will be requested by a university official to access your device.

### *Postings to the internet*

Students, faculty, and staff are reminded that pictures and information posted on the internet via social media are public information. Pictures or information from these sources that describe or document behavior that are brought to the attention of Malone and which reasonably suggest behavior violating Malone policy has taken place, is subject to further investigation and verification by Malone. Any Malone policy violations that are determined as a result of such an investigation will result in appropriate disciplinary action by Malone.

For more information about social media postings, faculty and staff should refer to the Malone University Social Media Policy. (See Appendix E)

### *Illegal Use*

Electronic communications must not be used for illegal purposes. Examples include harassment or stalking of other users; destruction or damage to electronic equipment, software, or data belonging to other users; sending correspondence (email, postings, or otherwise) from an assumed or false username; intentional disruption or unauthorized monitoring of electronic communications including the use of password grabbers or network monitors; attempting to gain unauthorized access to other computers or networks; and accessing credit card numbers or passwords to computers or user accounts.

### *Unethical Use*

Computing and network resources are not to be used to store or send fraudulent, harassing, slanderous, or other objectionable or inappropriate material or messages. Obscene, pornographic, or offensive material is not permitted to be accessed, sent, or stored on Malone

computing resources. Malone recognizes that some legitimate academic research may require access to materials that may otherwise be prohibited. Requests for such access must be submitted to the Provost for approval.

#### *Malone's right to limit, monitor, copy, and regulate all use of its electronic communications equipment*

Malone reserves the right to limit, monitor, copy, and regulate all use of Malone computers, devices, printers, and network including, but not limited to, email and web site access. For anyone who is employed by Malone, this right extends to accessing and copying voicemail messages which are saved to email as a file. This is essential to protect Malone against claims of illegal use of its system, to protect students, faculty, and staff, and to ensure compliance with this policy. Suspected violations of this policy should be reported immediately to the Director of Information Technologies. Malone reserves the right to shut down any user account without prior notification if inappropriate network activity is detected.

Violations of this policy will be addressed in the same manner as violations of other Malone policies and may result in disciplinary action. In the case of alleged criminal use of Malone computing resources, the Information Technologies Department will comply with appropriate local, state, or federal agencies' requests for reporting, discovery, or monitoring of electronic activity.

#### *Use and purchase of software and hardware*

1. All computer software, including free or shareware titles or personally-owned titles, installed and/or used on Malone-owned devices must be approved by the Information Technologies Department to ensure proper software licensing is maintained and to ensure the safety of Malone's data and resources.
2. The purchase of any computer hardware or software with Malone funds should be coordinated and approved through the Information Technologies Department.
3. Software and hardware purchased by Malone remain the property of Malone or of the vendor as agreed by license. Such software, whether in source or object form, including its design, file structures, and any other tangible or intangible value may not be accessed, copied, or removed from the system, nor disclosed to any third party without prior consent of the owner. Duplicating copyrighted software violates the U.S. Copyright Law, and is a federal offense. Illegal copying is not permitted at Malone.
4. Malone computer users are prohibited from copying or downloading software without paying the required license fee. Transferring copyrighted materials to or from any system or via the Malone network without the expressed consent of the owner is a violation of federal and state laws. Examples of illegal copying include the following:

- a. Making a personal copy of software licensed to Malone
- b. Installing software on a computer without first obtaining a license for that software

- c. Copying files such as books, music, movies, or other licensed or copyrighted material outside of the confines of “Fair Use” in academic pursuits.

### *Internal Campus Communications*

Malone seeks to effectively facilitate a campus community where members communicate with one another with integrity, professionalism, and love. Malone has developed the following guidelines to assist all members of the community in effectively communicating important information, campus news, and details related to campus events.

Malone provides and expects that all members of the community be aware of, and use, the following primary means of campus communication (in addition to in-person and telephone communication):

1. Malone website
2. Electronic mail
3. Campus mail
4. Voice mail

Official Malone communications may be sent by any or all of these methods. Students, faculty, and staff are required to accept their mail on a regular basis and within a reasonable time period from the date of transmission. During the semester, a “reasonable time period” will be defined as two to three working days and “accept” will be defined as picking up and reading mail from campus mailboxes, accessing campus accounts for reading emails, and listening to voice mail messages.

Many students will already have an email account and will not have a need for their Malone email account. It is each student’s responsibility to obtain the appropriate procedure to automatically forward their mail from the Malone account to their regular account. This information is available through the Information Technologies Department.

At times, information relevant to all students will be sent via a mass distribution process. This process will be protected through the Office of Student Development so that students are not inundated with emails. Information will be distributed to campus offices describing what information is appropriate for the mass distribution process. If a member of the Malone community will be away from campus for an extended period of time it is expected that they will leave an automatic response on their e-mail and voice message on their voice mail.

# APPENDIX E

## Social Media Policy for Malone Students

### *Policy Statement*

Social media is a growing form of communication that takes various forms including, but not limited to, social networking websites, platforms, blogs, microblogging websites, text messaging, video, and photo-sharing sites. Social media enables community members to share information, foster learning, collaboration, and research as well as promote thoughtful dialogue on appropriate matters.

Social media content also has the potential to impact the reputation of the University or its members. It is the policy of the University that a social media site, such as those listed, is consistent with academic freedom and Malone University's values. This policy applies to social media used on behalf of the University, content created or posted on University-sponsored sites, and content created or posted by members of the University community in a personal capacity, if that content incorrectly creates an appearance of an endorsement by the university or violates law or university policies.

Therefore, all data and files, including social media content, on owned or operated University computer systems may be subject to appropriate action by the University under applicable local, state or federal law or Malone policies. The University is committed to promoting, regulating, and protecting the integrity of its identity and trademarked names. The University may pursue all available recourse to block, remove, or delete social media communication that incorrectly creates an appearance of endorsement by the university.

In order to promote effective and innovative use of social media as part of the University's activities, the following guidelines have been developed. It is the responsibility of students to read and act in accordance with the guidelines set out in this policy.

- If you are creating or posting social media content on behalf of the University or an official Malone student organization with a social networking site/group, this should be approved by Student Senate, Student Development, and University Relations.
- Notify University Relations: Departments that have a social media page or would like to start one should contact the Manager of University Marketing to ensure that all institutional social media sites align with other Malone sites and their content—and that the sites are updated. All institutional pages must have a full-time appointed employee who is identified as being responsible for content.
- Comply with applicable laws, regulations, and University policies: this includes, but is not limited to, those addressing harassment, bullying, student privacy, confidentiality, trademark, or information security. Sites should not be used to attack members of the Malone community. Cyberbullying, defined as *an intentional act to hurt, abuse, threaten, annoy, blackmail or target another individual or group*, is not permitted. Content must not be obscene or create a hostile learning environment. Posts on social media sites should protect Malone University's institutional voice by remaining



professional, courteous, and in good taste. No individual University department or individual should construe its social media site as representing the University on the whole.

- **Protect confidential information:** when posting, be mindful to not post confidential, restricted, sensitive or proprietary information. Take effective precautions to ensure your own personal safety and protect against identity theft. Also, this includes, but is not limited to, information about Malone University students, employees, or alumni. Students should adhere to all applicable University privacy and confidentiality policies. Students who share confidential information do so at the risk of disciplinary action up to and including dismissal. Please also observe if posting as an individual.
- **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of Malone University. For guidance, consult the Guidelines for Copyright Compliance at <https://www.copyright.com/learn/media-download/copyright-on-campus/>
- **Respect University time and property:** University computers owned or provided by Malone are reserved for Malone-related business as approved by supervisors and in accordance with the University Computer Usage Policy:  
<https://helpdesk.malone.edu/helpdesk/WebObjects/Helpdesk.woa/wa/FaqActions/view?faqId=187>

### *Violations*

Suspected violations of this policy should be reported to University Relations, who will notify the Office of Student Development in order to coordinate or investigate the possible violation. Retaliation against a member of the University community for making a report of potential University-related legal or policy violation is prohibited.

If you feel you have been a target of cyberbullying, our counseling department is available to assist you.

## **Appendix F**

### **Service and Comfort Animal Policy**

Malone University recognizes the importance of service and comfort animals to individuals with documented disabilities. We are committed to compliance with state and federal laws regarding individuals with disabilities. This policy ensures that residents with disabilities who require the use of service or comfort animals as a reasonable accommodation receive the benefit of the work or tasks performed by such animals or the therapeutic support they provide.

Residence Life is committed to supporting residents with disabilities and their use of such animals in campus housing to facilitate their full participation and equal access to University

programs and activities on a case-by-case basis. The Office of Student Development reserves the right to amend this policy as circumstances require.

In order to maintain a safe and healthy academic and living environment for all individuals who live and work within the Malone community, those interested in bringing a comfort/assistance animal to the campus are required to register with Student Accessibility Services.

The University will not permit animals on Malone premises if

- (1) they would cause substantial personal harm or physical damage to other persons or to the property of others
- (2) they would pose an undue financial or administrative burden
- (3) they would fundamentally alter the nature of the University's educational or housing operations.

For example, if a roommate has asthma or allergies which are adversely affected by the animal, or a reasonable fear of the animal, it is not acceptable for the animal to live in a room with such an individual. In such an event, efforts will be made to find an alternative housing arrangement for the animal, if available and appropriate.

Please keep in mind that comfort/assistance animals are generally restricted to the owner's housing unit and must comply with housing policies and procedures and other pertinent requirements of the University. If a student desires that a comfort/assistance animal live in campus housing, the student must notify Student Accessibility Services at least 30 days prior to the desired move-in date so that staff can best accommodate the student and the animal.

If all other criteria are met, as set forth by Student Accessibility Services (SAS), a Letter of Accommodation will be sent to Residence Life notifying and approving the animal accommodation in the residence hall.

## Definitions

### *Service Animal*

A service animal is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a documented disability. Other animals, whether wild or domestic, do not qualify as service animals. Examples of such work or tasks provided by a service animal include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.

### *Comfort Animal*

A Comfort Animal is an animal that provides emotional support, alleviating one or more identified symptoms or effects of a resident's documented disability. Some, but not all, animals that assist residents with disabilities are professionally trained. Other assistance animals are trained by owners.

In some cases, no special training is required for a comfort animal. An important consideration for Residence Life is whether or not the comfort animal provides the benefit needed as a reasonable accommodation to the resident with the disability. Unlike a service animal, a comfort animal does not assist a resident with a disability with activities of daily living, nor does it accompany a person with a disability at all times.

Comfort animals may be considered for access to residential housing; however, they are not permitted in other areas of the University (e.g., the library, academic buildings, classrooms, labs, and student lounges, etc.).

### *Pet*

A pet is an animal kept for ordinary use and companionship. A pet is not considered a service or comfort animal. Pets are not covered by this policy.

See Pet Policy for further guidelines.

### *Approved Animal*

An "approved animal" is a service or comfort animal that has been granted as a reasonable accommodation under this policy.

### *Owner*

The owner is the residential student who has requested the accommodation and has received approval to bring the approved animal into campus housing.

## **Guidelines**

The following are specific requirements and guidelines concerning the appropriate use of and protocols associated with service animals and comfort animals, (also known as therapy or emotional support animals, which are distinctly different from service animals). See Service Animal section for more information.

- a. The owner is responsible for assuring that the approved animal does not unduly interfere with routine activities of the residence hall community or cause difficulties for students who reside there.
- b. Any comfort/assistance animal approved to live in Malone facilities must be housebroken and under the control of its owner. The University may also designate areas where animals may

relieve themselves. Care and supervision of the animal are the responsibility of the owner. The owner is responsible for ensuring the cleanup of the animal's waste, and when appropriate, must train the animal to use designated areas for waste. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied before disposing of in an outside trash dumpster. Litter boxes should be placed on mats so waste is not tracked onto carpet. University staff are not responsible for any aspects of caring for a comfort/assistance animal.

c. When leaving the residence hall, the comfort/assistance animal must have a harness, leash, or other tether and be under the owner's control (e.g., voice control, signals, or other effective means). The residence hall and designated area will be the only area for approved animals; animals cannot wander about freely.

d. The owner's residence may be inspected for fleas, ticks, or other pests as needed. Residence Life will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The owner will be billed for the expense of any pest treatment beyond standard pest management in residence halls.

e. Vaccination: In accordance with local ordinances and regulations, the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies tag. Cats should have normal shots required for a healthy animal. Local housing requirements must be followed. Licensing requirements must be followed.

f. Health: Animals to be housed in University housing must receive an annual clean bill of health from a licensed veterinarian. Required documentation can include, without limitation, vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The University reserves the right to request appropriate documentation. Also, the University has the authority to direct that the animal receive veterinary attention.

g. Training: Service animals must be properly trained.

h. Approved animals may not be left overnight in University Housing without the owner's presence, or in the care of another person. Animals must be taken with the student if the student leaves the campus for a prolonged period (as determined by the University).

i. The owner is solely liable and financially responsible for the animal's behavior or actions (including bodily injuries, property damages, etc.) while in any University setting. The owner's responsibility covers, but is not limited to, replacement of furniture, carpet, windows, or wall coverings. The owner is expected to cover these costs at the time of repair and/or check-out date, as appropriate.

j. The owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning, or for repairs to the University premises that are assessed after the student and/or animal vacates the residence. The University reserves the right to bill the student account of the owner for unmet obligations.

k. The owner must notify Student Accessibility Services and Residence Life in writing if the approved animal is no longer needed or is no longer in the residence hall. To replace an approved animal, the owner must file a new request.

l. Residence Life may designate specific single rooms and floors for comfort/assistance animals and their owners. Single rooms do have an upcharge.

- m. Residence Life reserves the right to relocate an approved animal owner's room in order to accommodate other medical conditions (allergies, asthma, etc.). Attempts will be made to house the student and service animal or comfort animal in a room/floor devoid of conflict based on allergies or fear of animals. Conflicts that occur after placement will be appropriately mitigated and adjustments will be made on a case-by-case basis.
- n. Consistent with federal and state law, an animal may be prohibited from a Malone University facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others.
- o. An animal may be excluded from areas where its presence fundamentally alters the nature of a program or activity, if the animal is disruptive, if its presence would result in substantial physical harm or damage to the property of others, or if it substantially interferes with the reasonable enjoyment of housing.
- p. Emotional distress resulting from having to give up an animal because of a "no pets" policy does not qualify a person for an accommodation under federal law.
- q. Appeal/grievance process and procedures may be found in the Student Handbook.
- r. The animal owner agrees to continue to abide by all other residential policies. A reasonable accommodation which may constitute an exception to the community agreement standards that otherwise would prohibit having an animal does not constitute an exception to any other community agreement standard.
- s. Any violation of the above rules may result in immediate removal of the animal from the University and may be reviewed through the judicial process and the owner will be afforded the right of due process and appeal as outlined in the judicial process policy.
- t. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

*Procedure for requesting to bring a comfort/service animal to University housing*

- Animal owners must apply for services with the Student Accessibility Services (SAS) at least 30 days prior to the desired move-in date. SAS Staff will contact the owner within five business days to schedule an appointment to meet with a staff member.
- Documentation of the need for a comfort/service animal should follow SAS guidelines for documentation of disability, and should generally include the following information:
  - a. Verification of the individual's disability from a psychiatrist, psychologist, social worker, or another mental health professional
  - b. Statement on how the animal serves as an accommodation for the verified disability
  - c. Statement on how the need for the animal relates to the ability of the resident/student to participate in residence life
- After documentation has been submitted, the student will meet with Anna Meadows, Director, Student Accessibility Services, where eligibility for disability-related accommodations is determined through an interactive conversation.

- SAS will retain a photo of the animal and other appropriate documentation to verify permission to live in University housing.
- Updated documentation may be requested in the future to support continued need for accommodations.

Please contact Student Accessibility Services with any questions:

Anna Meadows, Director - 330-471-8496 [ameadows@malone.edu](mailto:ameadows@malone.edu)

## Appendix G

### MINORS IN CAMPUS HOUSING

Malone is committed to providing a safe environment for all members of the University community as well as those who participate in programs or who use/visit campus facilities. As part of its educational mission, Malone University sponsors programs that involve minors or activities in which minors participate. These programs or activities offered are sponsored by academic or administrative units of the University, and they are specifically designed for participation by minors, including mentoring and education programs, workshops, sport camps, academic camps, conferences, pre-enrollment visits and similar activities. Any University Program involving overnight visits for minors shall collect and maintain parental/legal guardian permissions to engage in all aspects of the Program, including medical emergency and contact information for each participant.

Another University Program offered is the College Credit Plus program. This program allows students to earn high school and transcript college credits simultaneously in order to help the student shorten their time to complete a college degree. Because minors are a particularly vulnerable population, those who participate in the College Credit Plus programs, students who are “dually enrolled” in University programs while also enrolled in high school, and residential guests are not provided campus housing if they are under the age of 18, unless they are enrolled as a full-time student at Malone.

Further, the University also makes its facilities available to outside groups and organizations that conduct programs that are directed toward or include minors. Programs specifically designed for participation by minors that are offered by non-University groups using University Facilities through a contract, license or other written agreement with the University are expected to have responsible adult-individuals, age 18 and older, paid or unpaid, who supervise, chaperone, and are otherwise responsible for or oversee minors in activities. Chaperones are expected to have successfully completed a background check and proper training regarding the Protection of Youth. The University retains the right to require those visitors who are unwilling or unable to exercise appropriate supervision over minors to leave University Facilities.

In addition, minors may not accompany students to class unless authorized by the appropriate Director or department head or as part of a University Program. Except in limited and controlled circumstances, minors are absolutely restricted from access to "safety sensitive" areas such as laboratories and workshops.

Adults should serve as positive role models for youth, and act in a caring, honest, respectful, and responsible manner that is consistent with the mission and guiding principles of the campus. The behavior of all members of the institution's community is expected to align at all times with the University Code of

Conduct. The campus is dedicated to maintaining zero tolerance for abuse. As such, it is imperative that everyone actively participate in the protection of youth and be alert to safeguard the safety of youth on and off campus.

Any member of the University community should respond and must internally notify the campus of violations of the Minors on Campus: Youth Protection Policy, violations of the university Code of Conduct, inappropriate or suspicious behaviors that may not rise to the level of abuse, youth-to-youth sexualized behaviors and abuse, and suspected child abuse and neglect within twenty-four (24) hours. Members of the University Community should immediately ensure the safety of the minor(s), removing them from dangerous or potentially dangerous situations, and notifications to the campus can be made to a supervisor, Campus Safety, or an administrator. All reports will be taken seriously, and a response will be implemented by an appropriate personnel member under the circumstances. Malone University has federal obligations under Title IX and the Clery Act, as well as mandatory duty to report under Ohio law; immediate reporting of allegations of inappropriate conduct with a minor to Malone Campus Safety is required. All university employees and Authorized Adults are mandatory reporters who are obligated to report suspected abuse or any other violation of the conduct requirements of the Minors on Campus: Youth Protection Policy.

*See also the Malone University Minors on Campus: Youth Protection Policy.*

## **Appendix H**

### **Expressive Activism: Protests, Rallies, Demonstrations**

Malone University is committed to academic freedom and civil discourse. A student protest or other public demonstration may be permitted so long as it is peaceful, non-obstructive and respectful of the University mission and the rights of other students, faculty, employees and University guests. Accordingly, no action may endanger the safety or security of the University community, infringe upon the rights of members of the community, obstruct access to University facilities or spaces, damage property, disrupt normal University operations, or otherwise violate applicable laws or University policies.

The University reserves the right to designate the time, manner, and appropriate areas for protests or other public demonstrations on University Property. External demonstrators point of contact is with the V.P. of University Relations; student demonstrators point of contact is with the V.P. of Student Development. The directives of University officials must be followed at all times as outlined.

As a community of Christian learners, Malone University is dedicated to a range of goals that include academic and expressive freedom. Malone values the freedom that protects the right of members of the academic community to speak, write, and create without obstruction, disruption, or the fear of institutional censure or retaliation.

Malone University welcomes the curiosity and diversity of our students. Further, Malone desires an atmosphere where students have opportunities to learn and engage others who may disagree with them through constructive dialogue, civil debate, and in loving acts of confrontation. This is part of students actively engaging in the community and world as one's worldview is shaped.

We recognize that the content around which students wish to organize may differ from the

University's beliefs, and we value the right of students to conscientiously object. Students can publicly express their views whether in support or opposition to issues and actions. On these occasions, in a climate of mutual respect, the University desires to engage in discussion and debate of ideas that may be controversial, uncomfortable and even seemingly offensive. Yet, the response to disagreement should reflect peace, respect, order and educational benefit within the Malone community. Even the most vigorous defense of intellectual and creative freedom knows limits.

The University maintains the right to restrict speech that, for example, is defamatory or harassing, that constitutes incitement to violence, or otherwise violates the law. It may also restrict disparaging or abusive speech (e.g., racial epithets) directed at an individual or group based on their actual or perceived affiliation with a protected class, and for which there is no reasonable academic justification. The University may place reasonable limitations on the time, place, and manner of expression, and may restrict speech or behaviors that directly interfere with core instructional and administrative functions of the University. But these restrictions and limitations must be understood as narrow exceptions to the University's overriding commitment to robust discourse.

### **Protests, Demonstrations, and Peaceful Dissent (Expressive Activism)**

Respect for the rights, dignity, and integrity of others is essential for the well-being of a community. Actions by any persons that do not reflect such respect for others are damaging to each member of the community and hence damaging to the community of Malone. Malone supports and defends the ability of employees and students to teach and learn free from coercive force and intimidation and subject only to the constraints of reasoned discourse and peaceful conduct.

The guidelines herein are intended to promote the safe and peaceable exchange of ideas; to transparently set forth reasonable time, place, and manner restrictions that are contemplated under the University's Statement of Academic Freedom and to limit the ability of people unaffiliated with Malone University to use the University as a stage for provocation; and to preserve the ability of the University to take action in situations that threaten the safety of members of the campus community or interfere with the core instructional and administrative functions of the University.

The guidelines apply to all Malone students, faculty, staff, alumni, visitors, contractors, and any other person on University property. They apply to all situations, with the exception of a guest speaker invited by a faculty member to speak in an academic course, lecture, spiritual formation opportunity, or other academic setting. Note: If there is a possibility that a speaker in an academic course, worldview forum, lecture, etc. will draw a large audience or occasion protests, Malone members planning the event are urged to alert the Malone Campus Safety Department for help in implementing safety measures.

Outside speakers who have 1) been invited by University students, faculty members, or staff members; 2) satisfactorily completed the University's event planning and approval processes (see "Planning an Appearance by an Outside Speaker, a Protest, or a Demonstration," below); and 3) agree to abide by University regulations and applicable laws, are welcome to speak on campus.

Acts of peaceful protest and demonstration—such as marches, rallies, sit-ins, vigils, posters/banners and picketing—are permitted, under the conditions that follow, with the University reserving the right to restrict behaviors that directly interfere with core instructional and administrative functions of the University.

#### **A. Planning an Appearance by an Outside Speaker, a Protest, or a Demonstration Students, Faculty, and Staff**



Any Malone student, faculty member, or staff member who would like to bring an outside speaker to campus (except for a staff/faculty member inviting an outside speaker to participate in an academic course, seminar, lecture, worldview forum, spiritual formation opportunity, etc.), or who is planning a peaceful protest or demonstration, must consult with at least one of the following offices:

- the Office of Student Development
- the Office of the Provost
- the Office of University Relations
- Event Services, or
- the Campus Safety Department

This will allow the University to provide appropriate logistical support (e.g., advice regarding building occupancy limits, fire safety regulations, or other applicable laws); to minimize the disruption to the core functions of the University; and to prepare for potential counter-protest or other reactions. Senior administrators or the Director of Campus Safety may choose to reach out proactively to students, faculty members, or staff members planning an event to discuss safety protocols and logistical support. All members of the campus community are expected to cooperate when contacted.

The University reserves the discretion to postpone, cancel, or prohibit any speaker, protest, or demonstration if the conditions of this policy are not met.

## **B. Persons Unaffiliated with Malone University**

Without an invitation from a Malone student, faculty member, or staff member, unaffiliated persons who wish to speak or protest on University property must consult with, cooperate with, and receive prior written approval from the Campus Safety Director at least 72 hours prior to the potential event.

## **C. Time, Place, and Manner**

The University may place reasonable limitations on the time, place, and manner of any individual, campus group, protest, or demonstration. Time, place, and manner restrictions may be imposed whether the event is planned by students, faculty, staff, or unaffiliated persons. Individuals or campus groups who exercise their rights of free speech and/or organize a peaceful assembly should do so in compliance with University policies and procedures. The following define the appropriate parameters for a peaceful assembly or demonstration at Malone University:

1. Time: The University reserves the discretion to place time restrictions on speakers, protests or demonstrations. This is usually limited to a three-hour time frame between the hours of 8 a.m. – 6 p.m., Monday-Friday (to allow other uses of the space and to ensure that adequate staffing is available if needed).

2. Place: Generally, protests or demonstrations should occur in a mutually agreed upon, defined area of the Johnson Center Parking Lot. The University may assign, reassign, and/or limit activities to particular locations on Malone University property. The University may restrict or relocate indoor gatherings, sit-ins, protests, or demonstrations. Should an indoor event be permitted, all building occupancy limits, fire safety regulations, and other applicable laws must be followed.

3. Manner/process: On-campus groups wishing to demonstrate on campus should receive approval from the offices listed above at least 72 hours in advance with the specifics of what they propose to do. The appropriate administrator will contact the event organizer if there are questions/concerns about the proposed plan to give the final approval.

4. The core instructional and administrative functions of the University must not be disrupted. All activities must be conducted in a peaceful manner. Threats of force, use of force, use of intimidating tactics, incitements to violence, and unwelcome physical contact are all prohibited.
5. Protests and demonstrations must not block access to the venue in which another event is being held.
6. The event should not interfere with automobile or pedestrian traffic.
7. The event should not interfere with approved demonstrations by others.
8. No masks, face-covering, or other items which disguise or obstruct facial recognition should be worn.
9. Weapons or open flames are not permitted, except open flames that have been approved in advance for a specific event by the Office of the Provost and the Office of Student Development, such as a candle vigil.
10. The University may restrict the use of outdoor amplification equipment, and amplification should not disrupt University classes or co-curricular events.
11. The University may restrict the building of any structure on campus, including tents.
12. The University retains the right to control the use of all University property at any time and for any reason.
13. The University has the right to discontinue any protests or demonstrations not in compliance with these guidelines.
14. Organizers must remove all items and materials upon the activity's conclusion.

#### **D. Violations**

Exercising free speech and/or organizing a peaceful assembly violates University policy when the event:

- Includes unapproved speakers/participants who are not current faculty, staff, or students;
- Threatens property or public safety;
- Infringes upon the rights of others by inappropriately interrupting a classroom, spiritual formation opportunity, or other University sponsored events or activities (e.g., halting an athletic event, lecture, debate, or any public forum by indirectly preventing the speaker from speaking – even for a brief period of time – or seizing control of a public forum for one's own purposes);
- Violates the time, place, and manner restrictions listed previously;
- Degrades or demeans another person or people group;
- Violates the University's existing policies on bias and discrimination

Any student, faculty member, or staff member who violates this policy may be subject to the University's disciplinary processes and sanctions including, but not limited to, dismissal. Decisions to implement the disciplinary process will be made thoughtfully. Barring exceptional circumstances, the University will endeavor to issue a warning to any student, faculty member, or staff member before taking other actions. The University may arrest or pursue other legal action against any unaffiliated person who violates this policy.

Malone values freedom of expression, and supports students' desires to exercise this freedom in a public way as expressed in this policy. The use of the University property for expression of ideas or viewpoints in compliance with this policy does not imply university acceptance or endorsement of the views expressed.

The University also recognizes its obligation to maintain a campus atmosphere conducive to academic work, to preserve the dignity and seriousness of University ceremonies and public exercises, and to respect the rights of all individuals while preserving the mission and identity of our Christ-centered institution and community

