

Type: **Housing-initiated report (UH)**
Urgency: **Normal**

Incident Date: **2017-09-24**
Incident Time:
Incident Location: **Blackburn House**

Reported by

Name: [Redacted]
Title: **Resident Advisor**
Email: [Redacted]
Phone: [Redacted]
Address: **136 W. Woodruff Ave.**
[Authenticated as [Redacted]]

Involved Parties

[Redacted] ([Redacted])	[Redacted]	[Redacted]	[Redacted]
Alleged	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
Alleged	[Redacted]	[Redacted]	[Redacted]

Questions

Please provide a detailed description of the incident/concern using specific concise, objective language.
On Sunday 9/24/17 resident [Redacted] told RA [Redacted] that he believed his roommate, resident [Redacted] was still asleep in the building during an evacuation. Both residents [Redacted] and [Redacted] are currently pledging the business fraternity Alpha Kappa Psi. RA [Redacted] was told that the residents had to be up over 27 hours straight as part of the pledge process, and informed RA [Redacted]. On Monday 9/25/17 resident [Redacted] confirmed to RA [Redacted] that resident [Redacted] slept through the evacuation and had been up for over 27 hours straight as part of the pledge process of Alpha Kappa Psi. [Redacted] said he had fun during the 27 hours. During this conversation [Redacted] said that classes were still doing well.

Which of the following responded?
None

Select the Primary overall category reflected in this incident report: (Required/Select Only One)
None of the Above

Select the Secondary category of this incident report: (Optional/Select Only One/Must Differ from Above)
Alcohol Related

Is there any additional relevant information to report?

October 5, 2017

Alpha Kappa Psi
Sent electronically to [REDACTED]

PERSONAL AND CONFIDENTIAL

Regarding Case Number: [REDACTED]

October 5, 2017

Dear [REDACTED] :

Please read the attached letter from the Assistant Vice President of Student Life. You may call me with questions and to schedule the preliminary conference described in the second attached letter.

Sincerely,



Kelly B. Smith, J.D.
Assistant Director



October 5, 2017

Dear [REDACTED]:

In accordance with the University's Student Organization Registration Guidelines, I have determined that there is reasonable cause to believe that the Mu Chapter of Alpha Kappa Psi ("Mu Chapter") has violated the rules, regulations, policies and procedures of the Ohio State University, as well as the terms of the Code of Student Conduct, in connection incidents new member activities this semester. As a result:

I hereby order the Mu Chapter of Alpha Kappa Psi to immediately cease and desist all organization activity, pending a full investigation of this matter by Student Conduct.

During the period of your Cease and Desist Order, the Mu Chapter may **request** to participate in **essential activities only**. Essential activities may include, but are not limited to, standing meetings, leadership retreats, service activities, and/or some philanthropies. Social activities of any kind are NOT essential activities. Please be aware that your peer organizations may be informed of this order.

List of Essential Activities. I am instructing you to provide me a list of your organization's essential activities for the remaining portion of this semester including dates, times, locations, and the rationale behind why your organization believes the activity is essential to the operation of the Mu Chapter. I will review your information and take your recommendations under advisement. Until then, you are not to engage in any activities.

Complete Roster. In addition to your list of essential activities, I am requesting a complete roster of your members, including any new members who participated in recruitment this semester and any members who deactivated since August 1, 2016. This roster must include relevant contact information for each individual. Relevant contact information includes school rank, cell phone numbers, local mailing addresses, and email addresses.

Appeal. You may appeal this Cease and Desist Order by submitting to Student Conduct, directed to me, a written statement of the reasons why you believe the Cease and Desist Order should be lifted, together with any supporting evidence that you deem relevant. Should you do so, I will review the appeal and advise you of my determination without undue delay.

Failure to adhere to the terms of this Cease and Desist Order will subject the organization and participating individual members to further disciplinary action, including interim suspension, under the Code of Student Conduct for Failure to Comply with University Authority.

The **List of Essential Activities**, **Complete Roster** and **Appeal** (if there is one) are due by 4:30 P.M. on Monday, October 9, 2017. Direct all of these materials to me via email to Student Conduct (studentconduct@osu.edu) by 4:30 P.M. on Monday, October 10, 2017.

Sincerely,



Doug Koyle
Assistant Vice President
Office of Student Life

Cc: Jen Pelletier – Student Life – Student Activities
Lorraine Pennyman – Student Activities
Sarah Steenrod – Fisher College of Business
Cady Tabeling – Alpha Kappa Psi
Kelly Smith – Student Life – Student Conduct

October 5, 2017

Alpha Kappa Psi

PERSONAL AND CONFIDENTIAL

Regarding Case Number: [REDACTED]

To the members of Alpha Kappa Psi,

Other provided information to our office that describes conduct by Alpha Kappa Psi on September 24, 2017. I am investigating whether this conduct may have violated the following sections of the university's Code of Student Conduct:

- 3335-23-04 (M): Hazing: Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.
- 3335-23-04 (B1) Endangering behavior: Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action.

As a leader of the organization, you must contact Student Conduct by October 12, 2017 to schedule a preliminary conference with me. The purpose of this conference is twofold. First, I will explain and answer your questions about the Student Conduct process. Second, you will have the opportunity to explain what happened, to provide materials, and to identify other individuals with information about the alleged incident.

I encourage you to share any information or material you have related to this incident. You may bring one advisor and a registered co-leader (if applicable) to your preliminary conference. Your advisor can be any person who is not involved as a witness or other participant in the case. Employees of the university's Student Advocacy Center (<http://advocacy.osu.edu>) are available to provide advisor services or other support throughout this process upon request. To find out more information about these services or to request advisor services, please e-mail the Student Advocacy Center at advocacy@osu.edu.

You will find the Code of Student Conduct and information about our process at

<http://studentconduct.osu.edu>. Additionally, I have attached a Statement of Student Rights and a description of the university's Hearing Procedures to this letter.

Students are responsible for requesting accommodations when they feel they are needed. Should you need an accommodation based on the impact of a disability during the Student Conduct process, please contact the university's ADA Coordinator's office at (614) 292-6207 (voice), (614) 688-8605 (TTY), ada-osu@osu.edu, or visit <https://ada.osu.edu/>. One week's notice will allow for seamless access. Should you need additional time in order to seek any appropriate accommodation, please contact me immediately.

If you do not contact our office by October 12, 2017 to set your preliminary conference appointment, I may place a disciplinary hold on your university account. This hold could prevent you from scheduling classes; viewing grades; or receiving transcripts, diplomas or refunds. Please note that if you do not participate in our process, I may continue this investigation without your input. This could result in charges, a hearing, and sanctions if a violation is found.

To schedule your preliminary conference, please call Student Conduct at (614) 292-0748 between 8:00 a.m. and 5:00 p.m. Monday through Friday. Thank you in advance for your prompt attention to this matter.

Sincerely,

Kelly B. Smith, J.D.
Assistant Director

CC: Jen Pelletier - Student Life - Student Activities
Loraine Pennyman - Fisher College of Business
Sarah Steenrod -- Fisher College of Business
Cady Tabeling - Alpha Kappa Psi

Statement of Student Rights

1. **Written notice of university charges** (3335-23-07 A.)
 - a. Students shall be notified of university charges in writing, unless a more effective form of notification is deemed appropriate. Charges may be presented in person, by placement in a student's residence hall mailbox, by email to the accused student's official university email address (which may direct the student to view the notice on a secure website), or by mail to the accused student's local or permanent address.
2. **Meeting with a University Official** (3335-23-07 C.)
 - a. Students are strongly encouraged to and shall be afforded the opportunity to meet with a university official for the purpose of explaining the university student conduct process and discussion of the charges.
3. **Hearing** (3335-23-08)
 - a. In all cases, a student charged with one or more violations of the code of student conduct has the right to a hearing.
 - b. [A] student may request in writing to have a decision as to appropriate action made administratively by a hearing officer rather than have the charges referred to a hearing officer or board for a hearing.
 - c. Following an administrative decision, the student retains the right to request an appeal of the original decision, but may do so only upon the ground that the sanction is grossly disproportionate to the violation committed.
4. **Notice of Hearing** (3335-23-09 A.)
 - a. If a hearing is to be held, written notification will be provided
 - b. The notice may be hand delivered; placed into a student's residence hall mailbox; sent by email to the accused student's official university email address, which may direct the student to view the notice on a secure website; or mailed to the last known address of the student, by first class mail, no fewer than ten (10) calendar days prior to the hearing
 - c. Unless already provided to the student, the notification will include the charge(s), date, time, and location of hearing, the designated hearing officer or board, a statement of the student's rights, and information on the hearing procedures.

5. **Postponement** (3335-23-09 B.)
 - a. The accused student may request a postponement for reasonable cause or a separate hearing from other accused persons. A request for a postponement for reasonable cause must be made in writing, include supporting rationale, and be received by the person sending the hearing notification at least two (2) business days before the scheduled hearing.

6. **Advisor** (3335-23-10 B.)
 - a. The accused student may have an advisor throughout the disciplinary process
 - b. The advisor may only counsel the student and may not actively participate in the disciplinary process, unless clarification is needed as determined by the hearing officer or board.

7. **Written statements and witnesses** (3335-23-10 C.)
 - a. The accused student:
 - i. May submit a written statement;
 - ii. May invite relevant factual witnesses to attend;
 - iii. May invite character witnesses to submit written statements;
 - iv. May ask questions of witnesses called by others;
 - v. Will be notified of potential witnesses to be called;
 - vi. Must submit a list of potential witnesses to the hearing officer at least two (2) business days prior to the hearing.

8. **Standard of Evidence** (3335-23-10 F.)
 - a. A student will only be found in violation if a preponderance of the evidence supports the charges.

9. **Attendance** (3335-23-11)
 - a. No inference will be drawn against a student for failing to attend a hearing or remaining silent.
 - i. The hearing will proceed and the conclusion will be based on the evidence presented.
 - b. No decision shall be based solely on the failure of the accused student to attend the hearing or answer the charges.

10. Record of proceedings (3335-23-12)

- a. A single record consisting of written notes, tape recording, or other method selected by the hearing board or officer, will be made of all hearings.
 - i. Such record will remain property of the university but will be made available to the accused for review during the appeal period.
- b. A written notice of the decision, and, if found in violation, information regarding appeal procedures will be provided to the accused student.

11. Hearing Bodies (3335-23-13 B.)

- a. The accused student has the right to accept responsibility for the charges, which will result in an administrative decision or choose to have a hearing.

12. Hearing Bodies (3335-23-13 C.)

- a. Students will generally be afforded the right to choose an administrative or a board hearing, except under special circumstances where, in order to ensure a fair and just process, the hearing officer may determine the appropriate hearing venue.

13. Right to appeal (3335-23-18 A.)

- a. A student found to have violated the Code of Student Conduct has the right to appeal the original decision.

14. Right to appeal (3335-23-18 A.)

- a. In cases involving charges related to sexual harassment, the victim may appeal the original decision in accordance with the appeals procedures provided in this section
 - i. Such charges include, but are not limited to, sexual misconduct and stalking.

Hearing Procedures

3335-23-10 Hearing procedures

Although the procedural requirements are not as formal as those existing in criminal or civil courts of law, to ensure fairness, the following procedures will apply and, unless already provided to the student, be included within the hearing notice:

- A. **Attendance** – Attendance at hearings is limited to those directly involved or those requested by the hearing officer or board to attend. The hearing officer or board will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings
- B. **Advisor** – The accused student may have an advisor throughout the disciplinary process. The advisor may only counsel the student and may not actively participate in the disciplinary process, unless clarification is needed as determined by the hearing officer or board
- C. **Written statements & witnesses** – The accused may: submit a written statement invite relevant factual witnesses to attend, invite character witnesses to submit written statements, ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The accused must submit a list of potential witnesses to the hearing officer at least two (2) business days prior to the hearing. The university may present witnesses as well as question those presented by the accused
- D. **Witness absence** – The hearing officer or board coordinator may allow written statements if, for good reason, a fact witness cannot attend the hearing
- E. **Consultants** – In cases requiring special expertise, the board coordinator may appoint individuals with appropriate expertise to serve as consultants to the board. The consultants may be present and provide information as called upon during the hearing but will not vote
- F. **Standard of evidence** – A student will only be found in violation if a preponderance of evidence supports the charges. In the event of a tie, the board will continue to deliberate. If after the board determines that exhaustive deliberations have occurred and a majority decision is not reached, the student will be found not in violation
- G. In cases where prompt review is essential (e.g., when graduation or the end of the academic year is imminent) the accused may be offered the option of an expedited administrative review consisting of an administrative decision or administrative hearing. The accused student may decline such expedited review without the expectation that the process can be completed on an expedited timeline.

October 27, 2017

Alpha Kappa Psi
Sent electronically to [REDACTED]

PERSONAL AND CONFIDENTIAL

Regarding Case Number: [REDACTED]

October 27, 2017

[REDACTED]

At this stage in our investigation, there exists reasonable cause to issue charges under the Code of Student Conduct. Please carefully review the attached Charge and Process form. Return the completed Charge and Process form to our office by 4:30 P.M. Monday, November 6, 2017. Should you fail to return the form on time, we will schedule an Administrative Hearing to resolve the charges.

Investigation Packet

We will make the investigation packet available for your review beginning Wednesday, November 1 2017. Please call our office at 614-292-0748 to schedule an appointment to review the packet. We encourage you to bring a co-leader and an advisor with you to review the packet. You can only review the packet in our office, but if your advisor cannot travel to Columbus, we can consider arranging a temporary secure web link for your advisor to use while you are in our office.

Additional Materials

As we have previously explained, your organization may provide materials for our consideration. Issuing charges does not change that. You may *still* submit materials. We can continue to add relevant materials to the investigation packet. Should there be a hearing to resolve any or all the charges, the investigation packet becomes the hearing packet used by the Administrative Hearing Officer or the University Conduct Board to reach an outcome in addition to testimony offered during a hearing. We ask you to submit all materials no later than five business days before a hearing.

Resources

As always, we encourage you to consult with an advisor of your choice or with the Student Advocacy Center (<http://advocacy.osu.edu>) as you consider your options. Additionally, students are responsible for requesting accommodations when they feel they are needed. Should you need an accommodation based on the impact of a disability during the Student Conduct process,

please contact the university's ADA Coordinator's office at (614) 292-6207 (voice), (614) 688-8605 (TTY), ada-osu@osu.edu, or visit <https://ada.osu.edu/>. One week's notice will allow for seamless access. Should you need additional time to seek any appropriate accommodation, please contact me immediately.

Cease and Desist

At this stage in our process, I will compare the results of our investigation to the risks presented in the initial allegations, which prompted the Cease and Desist directive from the Vice President of Student Life's office. I will inform you in a separate letter of any modifications I recommend because of that comparison. Please understand that the authority to modify or remove the Cease and Desist directive remains with the Vice President of Student Life's office and that any changes to the Cease and Desist directive can be rescinded should additional information or new allegations come to light.

Questions

If you have questions about resolution options, including hearing choices and procedures, I encourage you to call or email me or Ms. Bailey.

Sincerely,

A handwritten signature in blue ink that reads "Kelly B. Smith". The signature is written in a cursive style and is positioned above a light gray rectangular background.

Kelly B. Smith, J.D.
Assistant Director

CC: Jen Pelletier - Student Life - Student Activities
Loraine Pennyman - Fisher College of Business
Sarah Steenrod -- Fisher College of Business

PERSONAL AND CONFIDENTIAL

Regarding Case Number: [REDACTED]

CHARGE & PROCESS FORM

Name: The Mu Chapter of Alpha Kappa Psi (“AKPsi”)

I. Charge: AKPsi is alleged to be in violation of the following section of the Code of Student Conduct:

3335-23-04 (M): Hazing: Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.

3335-23-04 (B1) Endangering behavior: Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action.

Specifically, it is alleged that on September 24 – 25, 2017, Alpha Kappa Psi encouraged their new members to cook breakfast for existing members (starting the night before), serve breakfast (around 2 AM), and clean-up. One student reported that the new members were also asked to introduce themselves to the existing members and to give a brief “pitch” for why they should be a member of AKPsi.

Then the new members were given materials for a case presentation due at noon on September 25th. Although not forbidden from getting sleep, the case competition was intended to produce time pressure. For some of the new members the combination of cooking breakfast, preparing and giving their case competition presentation, and receiving feedback on that presentation resulted in approximately 30 hours without sleep.

One new member after returning to his residence hall room fell asleep and failed to rouse for a fire alarm. Nor did he respond to texts or phone calls from others trying to wake him up to leave the building.

II. Acceptance/Non-Acceptance of Responsibility:

To resolve these charges, place your initials next to your selection.

_____ I accept responsibility for the violation(s) of the Code of Student Conduct as listed in Section I of this form. I request an Administrative Decision.

_____ I do not accept responsibility for one or more of the violations of the Code of Student Conduct as listed in Section I of this form. I request an Administrative Hearing before a University Hearing Officer.

_____ I do not accept responsibility for one or more of the violations of the Code of Student Conduct as listed in Section I of this form. I request a hearing before the University Conduct Board.

Failure to return this form by the stated deadline will result in an Administrative Hearing.

III. Possible Sanctions: If you are found in violation, please understand that you may be subject to formal reprimand, disciplinary probation, suspension, dismissal or any other sanction or combination of sanctions in the Code of Student Conduct.

You are strongly encouraged to consult with the Student Advocacy Center (<http://advocacy.osu.edu>) and/or your advisor of choice as you consider your options.

This form is due by 4:30 P.M on November 1, 2017.

Signature: _____ Date: _____



PERSONAL AND CONFIDENTIAL

Regarding Case Number: [REDACTED]

CHARGE & PROCESS FORM

Name: The Mu Chapter of Alpha Kappa Psi ("AKPsi")

I. Charge: AKPsi is alleged to be in violation of the following section of the Code of Student Conduct:

3335-23-04 (M): Hazing: Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.

3335-23-04 (B1) Endangering behavior: Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action.

Specifically, it is alleged that on September 24 – 25, 2017, Alpha Kappa Psi encouraged their new members to cook breakfast for existing members (starting the night before), serve breakfast (around 2 AM), and clean-up. One student reported that the new members were also asked to introduce themselves to the existing members and to give a brief "pitch" for why they should be a member of AKPsi.

Then the new members were given materials for a case presentation due at noon on September 25th. Although not forbidden from getting sleep, the case competition was intended to produce time pressure. For some of the new members the combination of cooking breakfast, preparing and giving their case competition presentation, and receiving feedback on that presentation resulted in approximately 30 hours without sleep.

One new member after returning to his residence hall room fell asleep and failed to rouse for a fire alarm. Nor did he respond to texts or phone calls from others trying to wake him up to leave the building.

II. Acceptance/Non-Acceptance of Responsibility:

To resolve these charges, place your initials next to your selection.

I accept responsibility for the violation(s) of the Code of Student Conduct as listed in Section I of this form. I request an Administrative Decision.

I do not accept responsibility for one or more of the violations of the Code of Student Conduct as listed in Section I of this form. I request an Administrative Hearing before a University Hearing Officer.

I do not accept responsibility for one or more of the violations of the Code of Student Conduct as listed in Section I of this form. I request a hearing before the University Conduct Board.

Failure to return this form by the stated deadline will result in an Administrative Hearing.

III. Possible Sanctions: If you are found in violation, please understand that you may be subject to formal reprimand, disciplinary probation, suspension, dismissal or any other sanction or combination of sanctions in the Code of Student Conduct.

You are strongly encouraged to consult with the Student Advocacy Center (<http://advocacy.osu.edu>) and/or your advisor of choice as you consider your options.

This form is to be signed by the student.

Signature: _____

Date: 10/30/2017

November 9, 2017

Alpha Kappa Psi
Sent electronically to [REDACTED]

PERSONAL AND CONFIDENTIAL

Regarding Case Number: [REDACTED]

To the members of the Mu Chapter of Alpha Kappa Psi:

I am writing with my decision in your conduct case. Your chapter accepted responsibility for the following violations of the Code of Student Conduct:

- 3335-23-04 (M): Hazing: Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form.
- 3335-23-04 (B1) Endangering behavior: Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action.

As a result, I have assigned the following sanctions:

Disciplinary Sanction

Disciplinary Probation. Your chapter has been placed on disciplinary probation beginning November 9, 2017 through May 5, 2019. Probation is a heightened state of warning that does not otherwise control or direct your chapter's functioning. Rather, probation supports the chapter's efforts to avoid additional violations, which could result in further disciplinary action including extended probation, suspension, or dismissal.

Stipulations and Conditions

To support your commitment to engage incoming first-year students, your chapter is not required to defer recruitment. Your chapter will be required to do only the new member process expected by your national organization with only a few enhancements. As supported by your national organization, you are required a minimum of a nine-week new member process beginning after bids have been distributed. New members should not be expected to devote more time to attend

meetings or events than that expected of established members.

The following bullets outline the new member process with enhancements in a suggested timeline:

- **WEEK 1:** Once bids are given, new member's first meeting is the "Pledge Orientation" followed by the ritual for pinning.
 - "Pledge Orientation" will occur in a week when your organization does not have a chapter meeting. We understand your national organization only requires two chapter meetings a month during the academic year.
- **WEEK 2-6:** New Member Education meetings can occur at a maximum of once a week.
 - These will include only what is outlined in the PEP manual provided from your national organization including the information that is quizzed in the guide with no additional tasks or information that will be quizzed.
 - You are to have your New Member education meetings on a different night than your chapter meetings allowing for them the opportunity to attend both meetings.
 - The day of the week should be selected once you have selected your new member class to take into consideration their academic schedules.
- **WEEK 7:** Fraternal Exam Review Week.
- **WEEK 8:** Fraternal Exam.
 - Fraternal Exam will occur during a week when your organization does not have a chapter meeting.
- **WEEK 9:** Initiation.

The following bullets are additional enhancements and suggestions to your new member experience:

- **NEW MEMBERS:** Your chapter will call new recruits "new members" not "pledges" as your national organization allows for this change in terminology.
- **BROTHOODS/RETREATS:** Your chapter will plan no more than three social activities that are available to all members throughout the new member process to build strong organizational bonds in place of the Blue Book interviews since Blue Books are not a requirement from the national organization.
 - We encourage your chapter to work with Student Activities in creating the activities.
 - If these activities are retreats, they will need to occur within the daytime with a staff member present until your probation period has ended and subsequently following your probation period will be planned with Student Activities oversight.

New Member Calendar

During the duration of Alpha Kappa Psi's probation, your chapter will submit a New Member Calendar on the second Monday of the semester. The New Member Calendar will outline the dates of planned events (i.e., meetings, brotherhoods, etc.) including the names of the organization leaders who will be facilitating the process and the most current materials (i.e., PEP manual).

Changes or New Requirements

If other departments (e.g., Fischer College of Business or Student Activities) require further expectations that limit recruitment and/or your new member process you should adjust accordingly to follow the rules.

Educational Sanction

Your chapter will prepare a presentation on the importance of sleep for adolescents and the benefits that may accrue by changing the start time for high school classes. Your presentation must be supported by credible sources and research. It should reflect the abilities, talents and skills of your membership.

Your chapter must request the opportunity to share your presentation with the Columbus City Schools Board of Education or the Columbus City Schools Superintendent's office. This sanction does not require those entities to grant your request. Rather you will need to document your efforts (emails, letters, phone calls). I direct you to the Board of Education's website at <http://www.ccsok.us/BoardofEducation.aspx>. It contains information on public meetings, requests to address the board and contact information for the superintendent's office. If neither the Board or the Superintendent's office provide confirmation before April 1, 2018 of a presentation opportunity prior to April 23, 2018, I will assist your chapter with finding another audience for your presentation. Please consider that large public institutions, such as a public school district, are not as agile as most private businesses. Thus you should consider beginning your communication efforts no later than March 1, 2018.

Here are additional expectations and instructions:

- There is no specific "quantity" of work is required (other than a maximum length for certain items described below).
- Rather, the work required to fulfill this sanction must meet your chapter's own high expectations of itself.
- All members and yet-to-be-initiated members, regardless of rank, are expected to participate equally. Meaning, responsibilities and tasks cannot be distributed based on rank or initiation status. I suggest you divide your membership into smaller groups containing a range of "vintages" to accomplish tasks together. This will help your chapter avoid even the appearance of hazing.
- The "deliverables" are:
 - A PDF of presentation slides and/or other visual components created for the presentation.
 - An **executive summary** of your findings and recommendations that is no more than two double-spaced typed pages. You may use single-spaced bullet points to enhance readability.
 - A reference/source citation list formatted using the style most appropriate for the majority of your members (Chicago/Turabian, APA, MLA).
 - Copies of correspondence (1) requesting a presentation opportunity, (2) confirming a presentation date and time, and (3) thanking the board/superintendent's office for their time after the presentation has been delivered. Please BCC me and your advisor on the last two items.
 - An outline no longer than two typed pages describing how your chapter

organized and accomplished this project.

- All deliverables must be emailed to me and your advisor no later than 4:00 PM on Monday, May 7, 2018. In consultation with your advisor, your chapter must identify a member of Fisher's faculty (other than your advisor) who would be willing to review your presentation materials and meet with your chapter during the fall 2018 semester to discuss what you learned about managing and delivering a project such as this.

Appeal

Because you accepted responsibility, you may only appeal on the basis that the disciplinary sanction imposed is grossly disproportionate to the violation committed. To do so, you must submit your appeal in writing, directed to the Senior Vice President for Student Life, no later than 4:00 pm on November 16, 2017. Use the online appeal form found at <http://studentconduct.osu.edu/for-students/understanding-the-student-conduct-process/appeals/> to submit your appeal. You may also submit a written appeal using the form attached to this letter. Please turn in that signed form along with any relevant documentation to the Office of Student Conduct, 550 Lincoln Tower, 1800 Cannon Dr., Columbus, OH 43210, by the deadline. If you do not submit an appeal, this decision will be effective at the end of your appeal period.

You are strongly encouraged to consult with the Student Advocacy Center (<http://advocacy.osu.edu>) and/or your advisor of choice as you consider your options, including the possible impact that any assessed sanctions may have on you and your status as a student at the university. Additionally, students are responsible for requesting accommodations when they feel they are needed. Should you need an accommodation based on the impact of a disability during the Student Conduct process, please contact the university's ADA Coordinator's office at (614) 292-6207 (voice), (614) 688-8605 (TTY), ada-osu@osu.edu, or visit <https://ada.osu.edu/>. One week's notice will allow for seamless access. Should you need additional time in order to seek any appropriate accommodation, please contact me immediately.

I have enjoyed the opportunity to work with your chapter's leaders and am confident you will do good work and will be successful. Do not hesitate to call or email if I can offer support or if you have any questions.

Sincerely,



Kelly B. Smith, J.D.
Assistant Director

CC: Jen Pelletier - Student Life - Student Activities
Loraine Pennyman - Fisher College of Business
Sarah Steenrod -- Fisher College of Business
Katie Bailey - Student Conduct

STUDENT CONDUCT APPEALS

Student Appeals

- A student or organization found to have violated the Code of Student Conduct has the right to appeal the original decision. **The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds outlined below.** The appeal must state the specific grounds for the appeal and should include all supporting documentation. The appeal must be postmarked or hand delivered to the appropriate appeal officer, or sent via email, **by the deadline provided in the decision letter**, which is usually five (5) working days after the date on which notice of the decision is sent to the student. Each student or organization shall be limited to one appeal. **The decision of the appeal officer is final.**
- In cases involving charges relating to sexual harassment as defined in applicable university policy, the victim may appeal the original decision. Such charges include, but are not limited to, sexual misconduct and stalking.
- A student who (or organization that) has accepted responsibility (Administrative Disposition) for violating the Code of Student Conduct waives the right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation(s) committed.
- Each party shall be limited to one appeal. The decision of the appeal officer is final.

Grounds for appeal

An appeal may be based only upon one or more of the following grounds:

1. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results;
2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body; or
3. Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

Non-attendance by the accused student may not be the sole grounds for an appeal. Dissatisfaction with a decision is not grounds for appeal.

Appeal Procedure

1. Complete the Appeal Request Form, including signing the form.
2. If applicable, attach supporting documentation.
3. Turn in the signed form and any added documentation to Student Conduct by the deadline. Student Conduct will ensure that the appeal officer receives the appeal and the record of the case.
4. Students neither meet with nor make oral presentations to the appeal officer, except at the request of the appeal officer in order to obtain relevant information.
5. Students who do not submit their appeals by the date/time specified in their decision letter waive their opportunity to appeal.
6. Students who do not provide information concerning the basis of their appeal waive their opportunity to an appeal.

APPEAL REQUEST FORM

Name: _____ Student ID#: _____

Phone: _____ Email: _____

I am the: _____accused student _____victim in a sexual harassment/violence case

I am basing my appeal on one or more of the following reasons [If you check a basis, you must provide facts, documentation or perspective that supports your appeal. It is important to provide information that is as detailed and accurate as possible, so that the appeal officer can make an informed decision regarding the appeal. You may attach additional sheets as needed].

_____1. Procedural error that resulted in material harm or prejudice to the student (i.e. by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results.

Please identify the procedural error(s) that took place and how the error(s) prevented a fair, impartial or proper hearing.

_____2. Discovery of substantial new evidence that was unavailable at the time of the hearing, and which reasonably could have affected the decision of the hearing body.

Please describe the new evidence and, if appropriate and possible, attach it to this appeal. Indicate why the information was not provided at the time of the hearing. Also indicate why the information is sufficient to alter the original decision in the case.

____3. Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating circumstances.

Please explain how the sanction is grossly disproportionate to the violation (i.e. unreasonably harsh or light, given all of the relevant circumstances).

I certify that the information presented in my appeal is accurate, to the best of my knowledge. I understand that providing false information is a violation of the Code of Student Conduct and subject to disciplinary charges.

Signature _____ Date _____

For Student Conduct Staff:

Received by: _____ Time _____

Date Stamp:

Delivered to Appeal Officer

Date _____