

Case No: [REDACTED]

Organization Name: Phi Sigma Kappa

Charge Date: December 16, 2022

Hearing Date: January 17, 2023

- Incident report/complaint
- Interim suspension notice
- Notice of investigation/meeting request
- Notice of charges
- Response to charges
- Outcome letter

The Ohio State University  
Hazing Incident Report

Submitted on November 4, 2022 at 10:07:39 am EDT

Nature **Hazing**  
Urgency **Normal**  
Incident Date and Time **2022-11-03 7:00 PM**  
Incident Location **Off Campus Logan, OH; Phi Sigma Kappa fraternity**

Reported by

Name: **Hunter Hartwig**  
Title:  
Email: **hartwig.24@osu.edu**  
Phone: **[REDACTED]**  
Address: **[Authenticated as Hunter Hartwig]**

Involved Organizations/Individuals

**Phi Sigma Kappa ()**

Alleged

**[REDACTED]**  
Victim **[REDACTED]**  
**[REDACTED]**  
Witness **[REDACTED]** **[REDACTED]** **[REDACTED]**  
Off Campus

Questions

Please provide a description of the incident(s). Try to include as much detail as possible, including the name(s) of those present and/or involved, date(s) and time(s), location(s), etc.

**At 8:22pm on Thursday, November 3, 2022 - The SFL Council Grievance form received the following report from [REDACTED] regarding hazing in the Phi Sigma Kappa fraternity (IFC) against student, [REDACTED] [REDACTED] is in [REDACTED]**

**My initial concern began Tuesday 11/1 when [REDACTED] did not go to lab at 0650. He texted to tell me he was up late studying for an exam for his frat and must have slept through his alarm. This was his first absence from [REDACTED] He then missed [REDACTED] at 0550 Tuesday 11/2 he said his exam was Monday night and he did not leave the Frat until 3 or 4 am and again tried to sleep for a little while and slept through his alarm. This was his second absence. At 7 pm on 11/3 [REDACTED] texted me to say that he will not be at 0620 [REDACTED] tomorrow due to being in [REDACTED] He stated "That's like an hour away and I did not know I was coming here". He also said they are at what is called "sequestration". He has also had to carry a pledge kit of some kind with him at all times. I have further screenshots but no ability to add more than 1.**

Is the hazing that you have experienced or witnessed ongoing/currently occurring?

**Yes**

What is your desired outcome in making this report?

If you are submitting this report anonymously, please consider also using the university's anonymous reporting line described above. If you are only submitting this form, understanding our ability to fully investigate is limited, what do you hope will result from your report?

If you have provided your name and contact, you may enter "n/a" if you prefer.

**n/a**

Have you reported this information to any of the following:

**I have not reported this or shared information about this with anyone else**

You may use this space to offer any other information you wish to share at this time.

**I have emailed [REDACTED] to confirm that this has been reported to Student Conduct and provided them with additional reporting resources.**

Student Conduct strives to uphold the privacy wishes of those who submit reports. It is important to note that, in order to comply with federal, state and local laws, as well as Ohio State policies, Student Conduct may be required to share information from this report with other university employees, law enforcement, or any Ohio State students charged with violating the Code of Student Conduct. To better understand when and how Student Conduct shares information, please call 614-292-0748 and ask to speak with a staff member.

**I understand Student Conduct may be required to share information found in this report with other employees, law enforcement or students charged with violating the Code of Student Conduct based on an investigation initiated by this report.**

I have provided my name, phone number and email address so that I can verify elements of this report or respond to additional questions.

**I have provided my name and contact information.**

Attachments

1d9a805efa874f53b7630458abd5cd00[REDACTED].png.pdf

*Pending IR #00067911*

*Submitted from 128.146.189.89 and routed to Kelly B. Smith (she/her) (Director). Processed by routing rule #68.*

*Copies to: reeb.47@osu.edu, records@osu.edu*

The Ohio State University  
Hazing Incident Report

Submitted on November 4, 2022 at 10:07:39 am EDT. Last modified November 4, 2022 at 12:08:16 pm EDT.

Nature **Hazing**  
Urgency **Normal**  
Incident Date and Time **2022-11-03 7:00 PM**  
Incident Location **Off Campus Logan, OH; Phi Sigma Kappa fraternity**

Reported by

Name: **Hunter Hartwig**  
Title:  
Email: **hartwig.24@osu.edu**  
Phone: **[REDACTED]**  
Address:

Involved Organizations/Individuals

**Phi Sigma Kappa (Org00098)**  
Alleged

**[REDACTED]** **[REDACTED]** **[REDACTED]**  
Victim **[REDACTED]**  
**[REDACTED]** **[REDACTED]** **[REDACTED]**  
Witness **[REDACTED]** Off Campus

Questions

Please provide a description of the incident(s). Try to include as much detail as possible, including the name(s) of those present and/or involved, date(s) and time(s), location(s), etc.

**At 8:22pm on Thursday, November 3, 2022 - The SFL Council Grievance form received the following report from [REDACTED] regarding hazing in the Phi Sigma Kappa fraternity (IFC) against student, [REDACTED]. [REDACTED] is in [REDACTED]**

**My initial concern began Tuesday 11/1 when [REDACTED] did not go to lab at 0650. He texted to tell me he was up late studying for an exam for his frat and must have slept through his alarm. This was his first absence from [REDACTED]. He then missed [REDACTED] at 0550 Tuesday 11/2 he said his exam was Monday night and he did not leave the Frat until 3 or 4 am and again tried to sleep for a little while and slept through his alarm. This was his second absence. At 7 pm on 11/3 [REDACTED] texted me to say that he will not be at 0620 [REDACTED] tomorrow due to being in [REDACTED]. He stated "That's like an hour away and I did not know I was coming here". He also said they are at what is called "sequestration". He has also had to carry a pledge kit of some kind with him at all times. I have further screenshots but no ability to add more than 1.**

Is the hazing that you have experienced or witnessed ongoing/currently occurring?  
**Yes**

What is your desired outcome in making this report?

If you are submitting this report anonymously, please consider also using the university's anonymous reporting line described above. If you are only submitting this form, understanding our ability to fully investigate is limited, what do you hope will result from your report?

If you have provided your name and contact, you may enter "n/a" if you prefer.  
**n/a**

Have you reported this information to any of the following:  
**I have not reported this or shared information about this with anyone else**

You may use this space to offer any other information you wish to share at this time.

**I have emailed [REDACTED] to confirm that this has been reported to Student Conduct and provided them with additional reporting resources.**

Student Conduct strives to uphold the privacy wishes of those who submit reports. It is important to note that, in order to comply with federal, state and local laws, as well as Ohio State policies, Student Conduct may be required to share information from this report with other university employees, law enforcement, or any Ohio State students charged with violating the Code of Student Conduct. To better understand when and how Student Conduct shares information, please call 614-292-0748 and ask to speak with a staff member.

**I understand Student Conduct may be required to share information found in this report with other employees, law enforcement or students charged with violating the Code of Student Conduct based on an investigation initiated by this report.**

I have provided my name, phone number and email address so that I can verify elements of this report or respond to additional questions.

**I have provided my name and contact information.**

Attachments

1d9a805efa874f53b7630458abd5cd00[REDACTED].png.pdf

*Pending IR #00067911*

*Submitted from 128.146.189.89 and routed to Kelly B. Smith (she/her) (Director)*

*Modified by Kelly B. Smith (she/her) on November 4, 2022 at 12:08:16 pm EDT from 173.88.82.210*

*Copies originally to: reeb.47@osu.edu, records@osu.edu*

**The Ohio State University  
Hazing Incident Report**

*Submitted on November 4, 2022 at 10:51:58 am EDT*

Nature **Hazing**  
Urgency **Normal**  
Incident Date and Time **2022-11-03 7:00 PM**  
Incident Location **Off Campus Logan, OH; Phi Sigma Kappa fraternity**

Reported by

Name: **Hunter Hartwig**  
Title:  
Email: **hartwig.24@osu.edu**  
Phone: **[REDACTED]**  
Address: **[Authenticated as Hunter Hartwig]**

Involved Organizations/Individuals

**Phi Sigma Kappa ()**

Alleged

<b>[REDACTED]</b>	<b>[REDACTED]</b>
Witness	Off Campus
<b>[REDACTED]</b>	<b>[REDACTED]</b>
	<b>[REDACTED]</b>

Questions

Please provide a description of the incident(s). Try to include as much detail as possible, including the name(s) of those present and/or involved, date(s) and time(s), location(s), etc.

**I am adding additional supporting documentation from [REDACTED] who responded to an email I sent earlier today (11/4/22) regarding additional reporting resources. [REDACTED] message to me can be read below:**

**"Here are the other various screenshots I mentioned in my report.**

**I would like to keep any mention of my name and status as [REDACTED] out of any further investigations and interviews if possible. Can this happen?**

**Thanks for your help and time, I appreciate it.**

**With Gratitude,**

**[REDACTED]"**

Is the hazing that you have experienced or witnessed ongoing/currently occurring?

**Yes**

What is your desired outcome in making this report?

If you are submitting this report anonymously, please consider also using the university's anonymous reporting line described above. If you are only submitting this form, understanding our ability to fully investigate is limited, what do you hope will result from your report?

If you have provided your name and contact, you may enter "n/a" if you prefer.

**n/a**

Have you reported this information to any of the following:  
**other university employee or office**

You may use this space to offer any other information you wish to share at this time.

Student Conduct strives to uphold the privacy wishes of those who submit reports. It is important to note that, in order to comply with federal, state and local laws, as well as Ohio State policies, Student Conduct may be required to share information from this report with other university employees, law enforcement, or any Ohio State students charged with violating the Code of Student Conduct. To better understand when and how Student Conduct shares information, please call 614-292-0748 and ask to speak with a staff member.

**I understand Student Conduct may be required to share information found in this report with other employees, law enforcement or students charged with violating the Code of Student Conduct based on an investigation initiated by this report.**

I have provided my name, phone number and email address so that I can verify elements of this report or respond to additional questions.

**I have provided my name and contact information.**

Attachments

image.jpeg  
image2.jpeg  
image3.jpeg  
image4.jpeg  
image5.jpeg

*Pending IR #00067913*

*Submitted from 128.146.189.89 and routed to Kelly B. Smith (she/her) (Director). Processed by routing rule #68.*

*Copies to: reeb.47@osu.edu, records@osu.edu*

November 4, 2022

Phi Sigma Kappa

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: [REDACTED]

To [REDACTED] and the members of the chapter of Phi Sigma Kappa:

Student Conduct has received information that describes conduct by Phi Sigma Kappa on, or around, November 3, 2022. The report details concerns related to sequestration and the presence, use or consumption of alcohol in a new member event or activity. I am investigating whether this conduct may have occurred and violated the following sections of the university's Code of Student Conduct:

- 3335-23-04 (L) Hazing. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, 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. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.
- 3335-23-04 (I) Alcohol. Use, underage intoxication, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy or facility policy.

Until further notice, you may not have any communication with your new members/pledges. You may, in consultation with your organization's advisor, notify your new members/pledges by email that new member/pledge activities have been put on hold until further notice. If you choose to send this email, you must forward a copy to me at [bell.1776@osu.edu](mailto:bell.1776@osu.edu).

As a leader of the organization, you must contact Student Conduct at 614-292-0748 **as soon as possible**, and no later than November 9, 2022, to schedule a preliminary conference with me. The purpose of this conference is twofold. At this meeting, I will explain our process for determining whether charges for violations are warranted, and



will answer any questions you may have about the conduct process. We will talk about what happened, and you will be able to identify any other individuals who may have information about the alleged incident. If you have any relevant materials, for example, your own written statement/internal investigation, text messages, photos, emails, etc., please email them to me at bell.1776@osu.edu before our meeting.

Prior to our meeting, your chapter must provide a complete roster of all members in your chapter (i.e., new members/pledges and active members). A complete roster includes each member's:

- first and last name
- OSU email address
- cell phone number
- LOCAL address status (include all inactive members, "early alumni," and members that have resigned or been suspended or expelled within the last 12 months)

Additionally, you must bring the following information with you to the meeting, or you may submit it prior: Current member list

**As a leader of the organization, you are required to notify the entire membership of this matter. Please send one email with this letter as an attachment to all members of your organization and copy me on the email.**

Should any individuals wish to provide information to me regarding this investigation they are encouraged to email me at bell.1776@osu.edu.

All members of the organization are advised that should they violate the directives listed in this letter that they will be charged as an individual student with the following policy:

3335-23-04(G) Failure to Comply with University or Civil Authority – Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

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. Student Life's Advocacy Center (<http://advocacy.osu.edu>) is unable to serve as an advisor, but upon request, they are able to provide information

and assistance about the conduct process.

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 Responsibilities 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](mailto: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, or a representative from your organization, fail to contact our office by November 9, 2022, to schedule your preliminary conference meeting, I may continue this investigation without your input. This could result in charges, which may lead to a hearing and sanctions if found in violation.

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.

I look forward to speaking with you.

Sincerely,

A handwritten signature in black ink, appearing to be 'Kirby Bell', written in a cursive style.

Kirby Bell (She/Her)  
Sr. Assistant Director

CC: Assistant Director of Sorority and Fraternity Life - Ashly Horton  
Phi Sigma Kappa - Grant Carpenter  
[REDACTED]  
Chapter Advocate - Salvatore Lowry



## Student Rights and Responsibilities

The Code of Student Conduct provides the procedures and definitions used to respond to complaints regarding students' behavior. Many of the rights and responsibilities found in the Code of Student Conduct are highlighted below. For a full review of all the rights and responsibilities given to students please refer to the Code of Student Conduct, which can be found at [www.studentconduct.osu.edu](http://www.studentconduct.osu.edu).

- Students shall receive written notice of university charges, through one of multiple methods of communication, including: in person; in a residence hall mailbox; by email to official university email address, which may then direct the student to view the notice in a secure website; by text message or other electronic communication; or by mail to a local or permanent address. **(3335-23-08-A)**
- Students are afforded the opportunity to meet with a university official following the notification of charges. **(3335-23-08-C)**
  - University staff members authorized to investigate complaints usually request a meeting with students prior to issuing charges.
  - Once charges are issued, students can request another meeting.
  - Students are strongly encouraged to meet with a university official.
- Students may choose to bring an advisor (i.e., support person) for support throughout the disciplinary process. **(3335-23-12-C)**
  - The advisor may be any person other than a witness.
  - The advisor may only counsel the student and may not actively participate in the process.
- Students are offered options for the resolution of charges. **(3335-23-08-D)**
  - Generally, students may choose between an administrative hearing or a hearing before the University Conduct Board to resolve charges other than those related to:
    - Academic Misconduct **(3335-23-04-A)**
    - Discrimination and harassment, including, but not limited to sexual misconduct, based on a protected class, prohibited by university policies 1.15 and 1.10, which can be found at <http://policies.osu.edu>. **(3335-23-02-C)**
  - NOTE: If students fail to respond to the initiation of charges and there is enough information to support finding a violation, the hearing officer may issue an administrative decision, as long as the sanctions do not include suspension or dismissal. **(3335-23-09)**
- An administrative decision allows the student to admit, in writing, to the violation(s), and serves as a request to have appropriate sanctions made by the hearing officer, rather than having charges referred to a hearing body. **(3335-23-09)**
  - In these cases, the student waives rights to a hearing and any procedural guarantees that come from taking part in a hearing.



- Students have the opportunity to request a separate hearing and choose either an administrative (with one university official) or board hearing, except under special circumstances. **(3335-23-10-C)**
  - Students will receive notice of the hearing at least 10 calendars prior to the hearing, including all charge(s), logistical information, and statement of student's rights. **(3335-23-11-C)**
    - The respondent may request to postpone the hearing for a reasonable cause, which must be made in writing and received by the person sending the hearing notification at least 2 business days in advance. Decisions on postponements are made at the discretion of the university. **(3335-23-11-D)**
  - Attendance at hearings, though not mandated is strongly encouraged, and also limited to, respondents and those directly involved or requested by the hearing body.
  - Students will be informed of witnesses invited to attend the hearing by the university, and will be able to invite relevant factual witnesses to attend. **(3335-23-12-D)**
    - The respondent will have the opportunity to ask questions of all witnesses.
  - A single record of the proceedings, consisting of written notes, audio recording, or another method determined by the hearing body will be made. This will remain the property of the university but will be made available to the respondent for review during the appeal period. **(3335-23-14)**
  - Students will only be found in violation if a preponderance of evidence supports the charges. **(3335-23-12-E)**
- Students found in violation of the code, or who accept responsibility for violating the code, will receive sanctions that should be commensurate with the violations found to have occurred. **(3335-23-17)**
  - A disciplinary sanction: a formal reprimand; disciplinary probation; suspension; or dismissal, will be given in addition to (in most cases) educational outcomes.
- Students found to have violated the code of student conduct have the right to appeal the original decision. **(3335-23-18)**
  - All appeals must be sent within five working days after the date on which notice of the decision was sent to the student, unless the deadline was extended in response to an extension request as described in 3335-23-18-A(2).
  - Students who accept responsibility through an administrative decision waive their right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation(s) committed.
  - Students are limited to one appeal of a decision, and the decision of the appeal officer is final.
  - Information on how to submit an appeal, including grounds for appeal, will be included with communication following a decision from the appropriate hearing body.

November 4, 2022

Pi Deuteron Phi Sigma Kappa

Sent electronically to [REDACTED]

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: [REDACTED]

To [REDACTED] and the members of the Pi Deuteron chapter of Phi Sigma Kappa:

In accordance with the Registration Guidelines for Student Organizations and the Code of Student Conduct, I have determined reasonable cause exists to believe the activities of the Pi Deuteron chapter of Phi Sigma Kappa pose a significant risk of substantial harm to the safety and security of its members, potential new members and others. This determination is based on allegations involving hazing during the spring 2020 semester.

As a result, I hereby place the Pi Deuteron chapter on interim suspension and temporarily discontinue its registration as a recognized student organization pending a full investigation of this matter by the Office of Student Life Student Conduct.

**Member list with contact information**

As part of the investigation, I am requesting a list of the names and contact information for:

- all current members
- all new members
- any members who have disaffiliated from the new membership process or from the chapter since November 6, 2022

Contact information must include:

- first and last name
- email address
- cell number
- school rank (if known)
- officer/leadership position (if any)
- member status (new, initiated, disaffiliated, withdrew from new member process)

You must email the member list to me at [glassmann.5@osu.edu](mailto:glassmann.5@osu.edu) no later than 4:00 p.m. on Sunday, November 6, 2022.

### **Terms of interim suspension**

During the period of this Interim Suspension, the Pi Deuteron chapter shall not be eligible to participate in any recognized student organization activities, including but not limited to Chapter meetings or programs, Greek Council meetings and sponsored activities, Welcome Week activities, intramural sporting events, Greek Week, recruiting of new members, chapter social events or social events with any other student organizations. **In addition, all membership intake activities must cease during the period of Interim Suspension.**

Failure to adhere to the terms of this interim suspension of chapter activities will subject the chapter and participating individual members to further disciplinary action under the Code of Student Conduct 3335-23-04 (G) for Failure to Comply with University Authority.

### **Notice to membership**

You must forward this letter to all members and potential new members to place them on notice of the interim suspension. Further, this letter provides notice to individual members that they may be held responsible for failing to comply with the directives within this letter. Additionally, all members, like any students, are responsible for reading the Code of Student Conduct, including the following provisions:

3335-23-04 (L) 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. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.

3335-23-04 (M) Student conduct system abuse. Abuse of any university student conduct system, including but not limited to: (1) Failure to obey the summons or directives of a student conduct body or university official; (2) Falsification, distortion, or misrepresentation of information before a student conduct body; (3) Disruption or interference with the orderly conduct of a student conduct proceeding; (4) Knowingly instituting a student conduct proceeding without cause; (5) Discouraging an individual's proper participation in or use of, a university student conduct system; (6) Influencing the impartiality of a member of a student conduct body prior to, and/or during the course of a student conduct proceeding; (7) Harassment and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding; (8) Failure to comply with one or more sanctions imposed under the code of student conduct; and (9) Influencing another person to commit an abuse of a university student conduct system.

3335-23-06 Amnesty. At the university's discretion, amnesty may be extended to students who may be hesitant to report a violation of the code to university officials because they fear that they themselves may be accused of minor policy violations, including but not limited to underage drinking, at the time of the incident. If a student is granted amnesty, an educational discussion or other informal resolution may be considered, but no university conduct proceedings under this code will result. At the university's discretion, amnesty may also be extended on a case-by-case basis for minor policy violations when students request assistance for others in need, including the person receiving assistance. If a student is granted amnesty, an educational discussion or other informal resolution may be considered, but no university conduct proceedings under this code will result. In cases of academic misconduct, need does not include the inability of a student to complete an assignment without assistance.

You must copy Student Conduct at [studentconduct@osu.edu](mailto:studentconduct@osu.edu) and the Director of Sorority and Fraternity Life at [defreitas.12@osu.edu](mailto:defreitas.12@osu.edu) on the email sent to all members and new members within two hours of the receipt of this letter to ensure all members are aware of their individual responsibility during the interim suspension.

### **Request for reinstatement**

The Pi Deuteron chapter has the right to request reinstatement or modifications of the interim suspension. Requests must be in writing and must include supporting documentation or evidence that the Pi Deuteron chapter (or the proposed modification) does not pose or no longer poses a significant risk of substantial harm to the safety or security of themselves or others or to property. Submit your written request by email to [glassmann.5@osu.edu](mailto:glassmann.5@osu.edu). Please consult the Code of Student Conduct, Section 3335-23-20, for a complete description of this process.

### **Notice to others**

We will share notice of this interim suspension with other university officials, Phi Sigma Kappa, and other necessary members of the university community, including your peer organizations.

### **Investigation**

Finally, Student Conduct will soon send notice of its investigation, including the name and contact information of the assigned case manager. It is important that you meet with the case manager and follow all instructions and directives given to you by Student Conduct. Please know that any efforts by the Pi Deuteron chapter, its members or other students acting on its behalf that could be considered retaliation or student conduct system abuse will not be tolerated and could result in additional disciplinary action against the chapter or the involved individual.



Sincerely,

A handwritten signature in black ink, appearing to read 'D. G.', with a stylized flourish at the end.

Danny Glassmann (he/him/his)

Associate Vice President for Student Engagement & Support and Dean of Students

CC: Director of Sorority and Fraternity Life - Kim Monteaux De Freitas, EdD

[REDACTED]

Senior Assistant Director of Student Conduct - Kirby Bell

Assistant Director of Sorority and Fraternity Life - Ashly Horton

Phi Sigma Kappa - Grant Carpenter

Chapter Advocate - Salvatore Lowry

November 4, 2022

Phi Sigma Kappa

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: [REDACTED]

To [REDACTED] and the members of the chapter of Phi Sigma Kappa:

Student Conduct has received information that describes conduct by Phi Sigma Kappa on, or around, November 3, 2022. The report details concerns related to sequestration and the presence, use or consumption of alcohol in a new member event or activity. I am investigating whether this conduct may have occurred and violated the following sections of the university's Code of Student Conduct:

- 3335-23-04 (L) Hazing. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, 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. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.
- 3335-23-04 (I) Alcohol. Use, underage intoxication, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy or facility policy.

Until further notice, you may not have any communication with your new members/pledges. You may, in consultation with your organization's advisor, notify your new members/pledges by email that new member/pledge activities have been put on hold until further notice. If you choose to send this email, you must forward a copy to me at [bell.1776@osu.edu](mailto:bell.1776@osu.edu).

As a leader of the organization, you must contact Student Conduct at 614-292-0748 **as soon as possible**, and no later than November 9, 2022, to schedule a preliminary conference with me. The purpose of this conference is twofold. At this meeting, I will explain our process for determining whether charges for violations are warranted, and

will answer any questions you may have about the conduct process. We will talk about what happened, and you will be able to identify any other individuals who may have information about the alleged incident. If you have any relevant materials, for example, your own written statement/internal investigation, text messages, photos, emails, etc., please email them to me at bell.1776@osu.edu before our meeting.

Prior to our meeting, your chapter must provide a complete roster of all members in your chapter (i.e., new members/pledges and active members). A complete roster includes each member's:

- first and last name
- OSU email address
- cell phone number
- LOCAL address status (include all inactive members, "early alumni," and members that have resigned or been suspended or expelled within the last 12 months)

Additionally, you must bring the following information with you to the meeting, or you may submit it prior: Current member list

**As a leader of the organization, you are required to notify the entire membership of this matter. Please send one email with this letter as an attachment to all members of your organization and copy me on the email.**

Should any individuals wish to provide information to me regarding this investigation they are encouraged to email me at bell.1776@osu.edu.

All members of the organization are advised that should they violate the directives listed in this letter that they will be charged as an individual student with the following policy:

3335-23-04(G) Failure to Comply with University or Civil Authority – Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

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. Student Life's Advocacy Center (<http://advocacy.osu.edu>) is unable to serve as an advisor, but upon request, they are able to provide information

and assistance about the conduct process.

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 Responsibilities 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](mailto: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, or a representative from your organization, fail to contact our office by November 9, 2022, to schedule your preliminary conference meeting, I may continue this investigation without your input. This could result in charges, which may lead to a hearing and sanctions if found in violation.

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.

I look forward to speaking with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kirby Bell'. The signature is stylized with large, sweeping loops and a vertical line through the middle.

Kirby Bell (She/Her)  
Sr. Assistant Director

CC: Assistant Director of Sorority and Fraternity Life - Ashly Horton  
Phi Sigma Kappa - Grant Carpenter  
[REDACTED]  
Chapter Advocate - Salvatore Lowry



## Student Rights and Responsibilities

The Code of Student Conduct provides the procedures and definitions used to respond to complaints regarding students' behavior. Many of the rights and responsibilities found in the Code of Student Conduct are highlighted below. For a full review of all the rights and responsibilities given to students please refer to the Code of Student Conduct, which can be found at [www.studentconduct.osu.edu](http://www.studentconduct.osu.edu).

- Students shall receive written notice of university charges, through one of multiple methods of communication, including: in person; in a residence hall mailbox; by email to official university email address, which may then direct the student to view the notice in a secure website; by text message or other electronic communication; or by mail to a local or permanent address. **(3335-23-08-A)**
- Students are afforded the opportunity to meet with a university official following the notification of charges. **(3335-23-08-C)**
  - University staff members authorized to investigate complaints usually request a meeting with students prior to issuing charges.
  - Once charges are issued, students can request another meeting.
  - Students are strongly encouraged to meet with a university official.
- Students may choose to bring an advisor (i.e., support person) for support throughout the disciplinary process. **(3335-23-12-C)**
  - The advisor may be any person other than a witness.
  - The advisor may only counsel the student and may not actively participate in the process.
- Students are offered options for the resolution of charges. **(3335-23-08-D)**
  - Generally, students may choose between an administrative hearing or a hearing before the University Conduct Board to resolve charges other than those related to:
    - Academic Misconduct **(3335-23-04-A)**
    - Discrimination and harassment, including, but not limited to sexual misconduct, based on a protected class, prohibited by university policies 1.15 and 1.10, which can be found at <http://policies.osu.edu>. **(3335-23-02-C)**
  - NOTE: If students fail to respond to the initiation of charges and there is enough information to support finding a violation, the hearing officer may issue an administrative decision, as long as the sanctions do not include suspension or dismissal. **(3335-23-09)**
- An administrative decision allows the student to admit, in writing, to the violation(s), and serves as a request to have appropriate sanctions made by the hearing officer, rather than having charges referred to a hearing body. **(3335-23-09)**
  - In these cases, the student waives rights to a hearing and any procedural guarantees that come from taking part in a hearing.



- Students have the opportunity to request a separate hearing and choose either an administrative (with one university official) or board hearing, except under special circumstances. **(3335-23-10-C)**
  - Students will receive notice of the hearing at least 10 calendars prior to the hearing, including all charge(s), logistical information, and statement of student's rights. **(3335-23-11-C)**
    - The respondent may request to postpone the hearing for a reasonable cause, which must be made in writing and received by the person sending the hearing notification at least 2 business days in advance. Decisions on postponements are made at the discretion of the university. **(3335-23-11-D)**
  - Attendance at hearings, though not mandated is strongly encouraged, and also limited to, respondents and those directly involved or requested by the hearing body.
  - Students will be informed of witnesses invited to attend the hearing by the university, and will be able to invite relevant factual witnesses to attend. **(3335-23-12-D)**
    - The respondent will have the opportunity to ask questions of all witnesses.
  - A single record of the proceedings, consisting of written notes, audio recording, or another method determined by the hearing body will be made. This will remain the property of the university but will be made available to the respondent for review during the appeal period. **(3335-23-14)**
  - Students will only be found in violation if a preponderance of evidence supports the charges. **(3335-23-12-E)**
- Students found in violation of the code, or who accept responsibility for violating the code, will receive sanctions that should be commensurate with the violations found to have occurred. **(3335-23-17)**
  - A disciplinary sanction: a formal reprimand; disciplinary probation; suspension; or dismissal, will be given in addition to (in most cases) educational outcomes.
- Students found to have violated the code of student conduct have the right to appeal the original decision. **(3335-23-18)**
  - All appeals must be sent within five working days after the date on which notice of the decision was sent to the student, unless the deadline was extended in response to an extension request as described in 3335-23-18-A(2).
  - Students who accept responsibility through an administrative decision waive their right to appeal, except on the basis that the disciplinary sanction is grossly disproportionate to the violation(s) committed.
  - Students are limited to one appeal of a decision, and the decision of the appeal officer is final.
  - Information on how to submit an appeal, including grounds for appeal, will be included with communication following a decision from the appropriate hearing body.

December 16, 2022

Pi Deuteron Phi Sigma Kappa

Sent electronically to [REDACTED]

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: [REDACTED]

I am writing to give you an update on your conduct case. I have concluded my investigation and determined there is reasonable cause to issue charges under the Code of Student Conduct. This does not mean you have been found in violation of the charge(s) listed below.

Rather, as we move forward in the conduct process, this is your opportunity to choose a resolution option.

**I. Charge(s):**

It is alleged that during the autumn 2022 semester, the Pi Deuteron chapter of Phi Sigma Kappa engaged or attempted to engage in conduct that includes, but is not limited to:

- The organization held a cabin trip as part of the new member process, which included but is not limited to:
  - The location was a surprise to new members
  - The organization charged the new members with a 24-hour period of sequestration where the new members were to refrain from speaking
  - A new member consumed alcohol which was provided by an active chapter member
- New members, who are under 21 years old, said alcohol was provided to or made available to them during the new member process

Which is prohibited by the following section(s) of the Code of Student Conduct:

- 3335-23-04 (L) Hazing. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, 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. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.

- 3335-23-04 (I) Alcohol. Use, underage intoxication, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy or facility policy.

## Investigative Summary

An investigative summary is provided with information found throughout the investigation and additional details related to the above charge(s). Click the link below to review the document.

[REDACTED]

Password: [REDACTED]

**Please be advised that the packet contains confidential documents, and thus you may not save, print, screenshot, photograph, or otherwise seek to "record" the document.** However, you may take personal notes.

## II. Acceptance/Non-Acceptance of Responsibility: To resolve these charges, place your initials next to your selection.

\_\_\_\_\_ On behalf of the Pi Deuteron chapter of Phi Sigma Kappa 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.**

\_\_\_\_\_ On behalf of the Pi Deuteron chapter of Phi Sigma Kappa 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.**

\_\_\_\_\_ On behalf of the Pi Deuteron chapter of Phi Sigma Kappa 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.** University Conduct Board hearings are held on Wednesday's and Friday's starting at either 9 am or 1 pm.

**III. Possible Sanctions:** If you are found in violation, please understand that the chapter may be subject to a formal reprimand, disciplinary probation, deferred revocation of registration, dismissal, or any other sanction and/or combination of

sanctions in the Code of Student Conduct.

I have received notice of the charges. I will return this form by email to bell.1776@osu.edu by **December 21, 2022** at 4:30 p.m. I understand that if I do not return the form, it may result in Student Conduct issuing an administrative decision pursuant to section 3335-23-09 of the Code of Student Conduct, or scheduling an administrative hearing to resolve the charges.

Phi Sigma Kappa [REDACTED] Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Acknowledgements

Phi Sigma Kappa Executive Board Member  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phi Sigma Kappa Advisor Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

CC: Phi Sigma Kappa, Director of Organizational Growth - Lindsey Hollis  
Assistant Director of Sorority and Fraternity Life - Ashly Horton

December 16, 2022

Pi Deuteron Phi Sigma Kappa  
Sent electronically to [REDACTED]

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: [REDACTED]

I am writing to give you an update on your conduct case. I have concluded my investigation and determined there is reasonable cause to issue charges under the Code of Student Conduct. This does not mean you have been found in violation of the charge(s) listed below.

Rather, as we move forward in the conduct process, this is your opportunity to choose a resolution option.

**I. Charge(s):**

It is alleged that during the autumn 2022 semester, the Pi Deuteron chapter of Phi Sigma Kappa engaged or attempted to engage in conduct that includes, but is not limited to:

- The organization held a cabin trip as part of the new member process, which included but is not limited to:
  - The location was a surprise to new members
  - The organization charged the new members with a 24-hour period of sequestration where the new members were to refrain from speaking
  - A new member consumed alcohol which was provided by an active chapter member
- New members, who are under 21 years old, said alcohol was provided to or made available to them during the new member process

Which is prohibited by the following section(s) of the Code of Student Conduct:

- 3335-23-04 (L) Hazing. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, 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. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.

- 3335-23-04 (l) Alcohol. Use, underage intoxication, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy or facility policy.

### **Investigative Summary**

An investigative summary is provided with information found throughout the investigation and additional details related to the above charge(s). Click the link below to review the document.

[Phi Sigma Kappa Investigative Summary](#)

Password: 2022417501

**Please be advised that the packet contains confidential documents, and thus you may not save, print, screenshot, photograph, or otherwise seek to "record" the document.** However, you may take personal notes.

**II. Acceptance/Non-Acceptance of Responsibility: To resolve these charges, place your initials next to your selection.**

\_\_\_\_\_ On behalf of the Pi Deuteron chapter of Phi Sigma Kappa 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.**



\_\_\_\_\_ On behalf of the Pi Deuteron chapter of Phi Sigma Kappa 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.**

\_\_\_\_\_ On behalf of the Pi Deuteron chapter of Phi Sigma Kappa 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.** University Conduct Board hearings are held on Wednesday's and Friday's starting at either 9 am or 1 pm.


**III. Possible Sanctions:** If you are found in violation, please understand that the chapter may be subject to a formal reprimand, disciplinary probation, deferred revocation of registration, dismissal, or any other sanction and/or combination of


sanctions in the Code of Student Conduct.

I have received notice of the charges. I will return this form by email to bell.1776@osu.edu by **December 21, 2022** at 4:30 p.m. I understand that if I do not return the form, it may result in Student Conduct issuing an administrative decision pursuant to section 3335-23-09 of the Code of Student Conduct, or scheduling an administrative hearing to resolve the charges.

Phi Sigma Kappa  Signature:   
Date: 12/16/22

**Acknowledgements**

Phi Sigma Kappa Executive Board Member  
Signature:  Date: 12/16/22

Phi Sigma Kappa Advisor Signature:   
Date: 12.21.2022 LINDSEY HOLLIS

CC: Phi Sigma Kappa, Director of Organizational Growth - Lindsey Hollis  
Assistant Director of Sorority and Fraternity Life - Ashly Horton

January 17, 2023

██████████  
Sent electronically to ██████████

**PERSONAL AND CONFIDENTIAL**

Regarding Case Number: ██████████

To ██████████ and the members of the Pi Deuteron chapter of Phi Sigma Kappa:

I am writing to provide the Pi Deuteron chapter of Phi Sigma Kappa with my decision. The chapter took responsibility and requested an administrative decision for the following violation(s) of the Code of Student Conduct:

- 3335-23-04 (L) Hazing. Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, 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. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.
- 3335-23-04 (I) Alcohol. Use, underage intoxication, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy or facility policy.

Specifically, during the autumn 2022 semester, the Pi Deuteron chapter of Phi Sigma Kappa engaged or attempted to engage in conduct that includes, but is not limited to:

- the organization held a cabin trip as part of the new member process, in which
- the location was a surprise to new members
- the organization charged the new members with a 24-hour period of “sequestration,” in which the new members were to refrain from speaking
- at least one new member consumed alcohol which was provided by an active chapter member
- new members, who are under 21 years old, said alcohol was provided to or made available to them during the new member process

**Outcome**

**Disciplinary Probation**

Your chapter’s disciplinary probation is effective immediately through **December 17, 2023**.

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 or revocation of registration.

### **BuckeyeLearn Anti-Hazing Training**

All members (100%) must complete the online BuckeyeLearn training titled Collin's Law Anti-Hazing. The training must be completed no later than **February 10, 2023**. The training is available using the following links:

- <https://go.osu.edu/stophazing>
- <https://go.osu.edu/stophazingaccessible> - accessible version of the training

The chapter president must delegate the responsibility for tracking and documenting completion of the training to another officer/executive board member. That officer/member will email instructions that include an internal deadline to complete training that provides sufficient time for members to send the delegated officer/member a copy of their completion certificate PDF. The delegated officer/member will compile the PDFs in alphabetical order and combine them into one document with a roster confirming 100% completion. The delegated member/officer will email that document to [bell.1776@osu.edu](mailto:bell.1776@osu.edu) before **4:30 p.m. on February 10, 2023**.

### **Education Presentations**

Your chapter proposed holding two (2) presentations that relate to the incident in question. The topic areas include:

- Alcohol education, safety, and abuse prevention
- Anti-Hazing

You will work with Student Conduct, Sorority and Fraternity Life, the Student Wellness Center, Student Legal Services, chapter advisor(s), and/or an international/regional representative(s) to organize and plan for your presentations. The chapter is responsible for scheduling the presentation based on the presenter's availability, meeting logistics, and chapter attendance. The presenters must be someone affiliated with one of these offices/groups and approved by Student Conduct. Your chapter must have 75% of its membership present for each presentation.

Both presentations must be completed no later than **February 10, 2023**. After each presentation, you will create a summary about the presentation and the dialogue your members had around the topic area. A chapter advisor must be present at each presentation and sign off to approve your summary. Please attach a sign-in sheet to the summary to document that a minimum of 75% of your chapter members were present.

**Both presentations and the Buckeye Learn training must be completed before work on your**

## **new member plan can commence.**

### **New Member Education Review**

Your chapter will review and revise its new member process including the new member education and initiation events with Phi Sigma Kappa active members, advising staff, and Phi Sigma Kappa international staff members. The goal is to produce a new member plan that creates an extraordinary new member experience and aligns with Phi Sigma Kappa standards and values.

You will identify the purpose of the new member process (e.g., goals, experiences, learning outcomes) and evaluate how you can enhance the experience. You will identify high-risk portions of the process (e.g., overnight activities, informal events where alcohol was present, sequestration) that have traditionally involved hazing, alcohol or other drugs, or other risky behavior.

I expect you to incorporate and address all applicable risk management requirements in your plan. You will need to identify one, or more, advisors who will be present during scheduled new member events and available to consult related to any concerns which could come up during the implementation of the new member process. You will develop a plan that aligns the process with your intended purpose, while reducing the opportunities for high-risk situations to derail that purpose. To prevent hazing and/or risky behavior, you must include alternatives or new events during the identified high-risk portions. For example, if initiation is when members have traditionally participated in hazing behaviors, you will intentionally plan values based and engaging events to facilitate bonding that follows risk management requirements.

Overnight trips near or prior to initiation can present opportunities for hazing behavior to develop and become "traditions." Overnight trips are not, however, prohibited. If your chapter desires to continue overnight trips, it could develop plans to do so that align with your fraternity's values, university policy, the Code of Student Conduct and the university's Shared Values.

All potential new members must complete the online Collin's Law Anti-Hazing training in BuckeyeLearn as part of the new member education process.

Prior to implementing, and no later than **February 24, 2023**, you will email me at [bell.1776@osu.edu](mailto:bell.1776@osu.edu) a copy of the plan. I may require a follow-up meeting to discuss your review and proposed plan prior to its implementation so that I may provide feedback. During the implementation of your new plan, you are to observe and reflect on the process to be able to articulate what you have learned from the experience and areas you would like to improve in the future.

### **Follow Up Communication**

After the implementation of the revised new member education plan, the chapter president, or designee, and individual(s) in charge of planning/implementing the new member process, need to schedule and hold a meeting with Student Conduct. During this meeting, we will discuss:



- the implementation of the changes proposed
- the efficacy of the revised new member education program what you have learned through implementing the changes
- continued learning and implementation for future recruitment cycles

The sanctions proposed by the chapter will require significant coordination by you and other leaders in the chapter. This may require adjusting sanctions and due dates. We are invested in your chapter successfully completing all the requirements found in this letter. I encourage you to communicate with me frequently about your chapter's progress. I can provide clarity regarding expectations and offer modifications and extensions if necessary.

### **Summary of dates**

Here is a summary of important dates found in this outcome:

- **February 10, 2023** –
  - two presentations (Alcohol and Hazing) need to be completed and summaries/attendance need to be sent
  - BuckeyeLearn training with 100% completion
- **February 24, 2023** – New member education and Builder of Men week proposed changes due
  - approval from Student Conduct is necessary before the implementation of these changes
- **TBD based on recruitment** - Meeting after implementation of new member education and initiation
- **December 17, 2023** - Probation ends

### **Requests for Extensions and Modifications**

Any request for an extension or a modification of any outcome must come from the chapter president to [bell.1776@osu.edu](mailto:bell.1776@osu.edu) . The request must contain a detailed explanation of the reason for the request.

### **Staffing Change**

Should Student Conduct no longer employ me or if my role were to change, another staff member will monitor sanction completion. To account for such a change, please include the general Student Conduct email on all sanction items. That address is [studentconduct@osu.edu](mailto:studentconduct@osu.edu) .

### **Interim Suspension**

A recommendation will be submitted to the Dean of Students, Dr. Danny Glassmann, to lift the interim suspension after the conclusion of the appeal period. Please wait for a confirmation letter that the interim suspension has been lifted before taking any action that might violate the terms of

the interim suspension. Modifications to the interim suspension can be requested and would require an email to Dean of Students, Dr. Danny Glassmann, with the request and details.

## Appeal

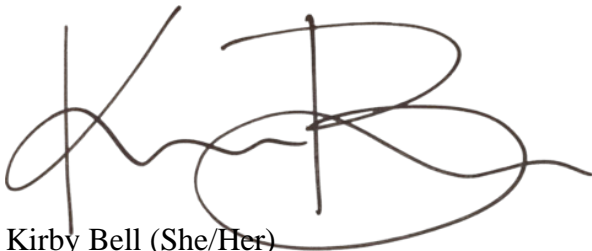
Because you accepted responsibility, you may only appeal on the basis that the disciplinary sanction is grossly disproportionate to the violation committed. To do so, you must submit your appeal in writing no later than **4 p.m. on January 24, 2023**. You should use the online appeal form found at <https://go.osu.edu/appeals>, or the form attached to this letter to submit your appeal. If you elect to use the attached document, please scan and email it by the deadline to [bell.1776@osu.edu](mailto:bell.1776@osu.edu).

If you do not submit an appeal, this decision will be effective at the end of your appeal period. If you have any questions, call (614) 292-0748 prior to the expiration of your appeal period.

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](mailto: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 have any questions concerning this matter, please do not hesitate to contact me at 614-292-0748 between 8 a.m. and 5 p.m. Monday through Friday.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kirby Bell', with a large, stylized flourish extending from the end of the name.

Kirby Bell (She/Her)  
Sr. Assistant Director

CC: Phi Sigma Kappa, Director of Organizational Growth - Lindsey Hollis  
Associate Director of Sorority and Fraternity Life - Teri Cugliari  
Associate Dean of Students - Ryan Lovell  
Dean of Students and Associate Vice President for Student Engagement and Support - Danny Glassmann, PhD

When a respondent would like to appeal the decision of a hearing body, the below procedures are followed.

## GROUNDS FOR APPEAL

A respondent may appeal the original decision of a hearing body. An appeal is not an opportunity to “re-argue” the case. The appeal must be based on the grounds provided in the Code, which are listed below.

**Note:** Respondents who accepted responsibility through an Administrative Decision may only appeal on the grounds that the sanctions are grossly disproportionate to the violation(s) committed.

### PROCEDURAL ERROR

Procedural error that resulted in material harm or prejudice to the respondent (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.

### SUBSTANTIAL NEW EVIDENCE

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.

### GROSSLY DISPROPORTIONATE SANCTIONS

Disciplinary sanctions imposed are grossly disproportionate to the violation(s) committed, considering the relevant aggravating or mitigating factors.

The respondent may not appeal the decision based solely on the grounds that the respondent was not in attendance before the hearing body or that the respondent is dissatisfied with the decision.

## HOW TO APPEAL

### COMPLETE FORM

Complete and submit the Appeal Request Form found at [go.osu.edu/appeals](http://go.osu.edu/appeals) before the deadline provided in the outcome letter. The respondent is limited to submitting one appeal.

The respondent waives their right to appeal if they fail to submit their appeal by the stated deadline in the decision letter or fail to provide information concerning the basis for their appeal.

### REVIEW OF APPEAL

The appeal officer will decide the appeal based upon a review of the record and supporting documents.

## FINAL DECISION

The appeal officer will send notice of their final decision, which could include the following outcomes:

### UPHOLD

The appeal officer may uphold the original decision and/or sanction(s).

### REMAND OR REFER

The appeal officer may remand the case to the original hearing body to consider a specific issue as directed by the appeal officer, or the appeal officer may refer the case to a new hearing body to be reheard.

### MODIFY OR REDUCE

The appeal officer may modify or reduce the sanction(s).

### DISMISS AND VACATE

The appeal officer may dismiss the respondent’s case or individual charge(s) and vacate any portion or all of the sanction(s).

