

OWENS COMMUNITY COLLEGE
PROCEDURES

Campus free speech

Board Policy No.: 3358:11-3-70

PROCEDURES:

1. Introduction. This procedure implements the Campus Free Speech Policy adopted by the Owens Community College Board of Trustees, in accordance with Ohio Revised Code 3345.0215.
2. Reporting an Incident. Any student, student group, or member of the College may submit a report about an incident of an alleged violation of the Campus Free Speech Policy, including any penalty imposed on a student's grade for an assignment or coursework that is unrelated to ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and is instead based on the contents of student's free speech.
 - a. For the purpose of this procedure, the student, student group, or member of the College submitting a report of an incident or complaint is the "Complainant," and the individual against whom the report is made is the "Respondent," and collectively, the Complainant and Respondent are the "Parties."
 - b. An online incident report form of the alleged violation is encouraged to be submitted as soon as possible. The incident report form is housed on the College's website, under Student Conduct or may be found under the A-Z directory, under incident report form. Or, a student may report an incident to the Office of Student Life; an employee or other member of the College may report an incident to the Office of Human Resources.
 - c. The following information should be provided:
 - i) Each Complainant's full name, OCID (Owens identification-assigned) number, phone number, email address, and mailing address. For student group, same information for person(s) submitting the report on behalf of student group.
 - ii) Name and position of Respondent. (If unknown, provide as much detail as possible to enable identification.)
 - iii) Date of alleged violation.
 - iv) Location of alleged violation, including whether a physical place or virtual / electronic / online.
 - v) Context of alleged violation, e.g., during class, during a college-sponsored activity or event, or during another type of interaction.
 - vi) Description of alleged violation, with as much detail as possible.

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- vii) Statement of how alleged violation impacted Complainant's right to free speech.
 - viii) Name, position, and contact information of any witnesses to alleged violation. (If unknown, provide as much detail as possible to enable identification.)
 - d. If Complainant is a student, whether Complainant received any perceived penalty on Complainant's grade for an assignment or coursework that was unrelated to ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns and was instead based on the contents of Complainant's free speech.
- 3. Enforcement. The Office of Student Life and/or the Office of Human Resources shall coordinate an investigation of an alleged violation of the Campus Free Speech Policy. Every effort will be taken to complete the investigation in a timely manner. The investigation will be reviewed in keeping with the Student Code of Conduct and/or with other policies and procedures of the College.
- 4. Notification. After an incident report has been submitted, the Respondent will be notified in writing and will be provided with a copy of the report and a copy of the Campus Free Speech Policy and Procedure.
- 5. Investigation. College administration will promptly investigate the allegations in a complaint. The person conducting the investigation may be an Owens administrator or an outside person retained by the College.
 - a. The investigator will prepare a written report summarizing the information gathered and findings of whether or not the policy was violated. The investigation summary report will be followed up by the proper adjudication process.
 - b. College executive administrator(s) will determine a resolution to address the violation and to prevent any further violation of the policy.
- 6. Possible Resolution to Address a Violation. A resolution to address a violation of the policy determined after an investigation may include, but is not limited to:
 - a. Verbal coaching.
 - b. Written reprimand.
 - c. Requirement that Respondent participate in training related to free speech rights.
 - d. Disciplinary action against the Respondent, including but not limited to suspension, termination or expulsion.

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7. Notification. The Office of Student Life and/or the Office of Human Resources will provide written notice to the Complainant(s) and the Respondent(s) with a copy of the report and the resolution determined by College executive administration.
8. Supplementary Items.
 - a. A “business day” is defined as weekdays when Owens Community College is open for business.
 - b. A report will be dismissed if a Complainant, Complainant group or a Respondent are no longer affiliated with the College.
 - c. Complaints submitted by more than one individual or group or complaints against more than one Respondent may be investigated together, if the complaints arise from the same or related circumstances.
 - d. If a complaint is submitted against an executive officer or a governing member, the matter will be referred to the Ohio Attorney General’s Office.

Effective Date April 22, 2023

The procedures conform to the policy, effective April 22, 2023, as approved by the Board of Trustees, April 11, 2023.