

OPEEP
THE OHIO PRISON EDUCATION
EXCHANGE PROJECT



INSTRUCTOR HANDBOOK

2025-2026



THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

Table of Contents

OPEEP Contact Information	1
The Project	2
A Note on Language	2
Principles and Pedagogies	5
Required Training	5
Students We Reach.....	5
Teaching an OPEEP Class: Logistics	7
Enrollment Policies and Process for Incarcerated Students	8
Enrollment Policies and Process for Campus Students.....	10
Supplies and Course Materials	13
Canvas Guidelines (ORW Degree Student Courses Only).....	14
Rules of Contact.....	15
Prison Considerations for Teaching	19
Support and Outreach	21
Frequently Asked Questions	21
Quick Guide: OPEEP Enrollment Process.....	23
Instructor Agreement	25
Addendum: OSU Code of Student Conduct	26

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Listserv

The OPEEP general listserv is opeek@lists.osu.edu. OPEEP also has an instructor only listserv (opeekinstructors@lists.osu.edu). You will be added automatically to the listservs. Please feel free to post to the list for relevant campus events or send items to share!

Social Media

OPEEP maintains an Instagram account @opeep_osu. Please encourage your students to follow the account and include this information on your syllabus.

You can follow us on Facebook at <http://facebook.com/OPEEPatOSU>.

The Project

Welcome to The Ohio Prison Education Exchange Project (OPEEP)! This handbook will help prepare you to teach courses in Ohio's correctional facilities as part of our program. Teaching in prison classrooms is unique and requires specialized training and many new considerations. This manual is meant to offer a guide as you plan your OPEEP courses and navigate the bureaucratic steps on campus and at the prison location where your class will convene. Our goal is to support you and your students and to ensure consistent protocols and prison-based class structures. Do not hesitate to reach out to the OPEEP team with questions!

Our mission at OPEEP is guided by a commitment to offering quality education for all. Experiential and collaborative learning defines OPEEP courses. Our classes spilt enrollments between incarcerated and campus students, meet in prison classrooms, earn credits for all students, are taught by trained faculty, and create life-changing experiences for everyone involved. Sustained engagement with others who are co-learners and partners in knowledge-building means that all students can explore and confront the unique and personal experiences of education prior to college in collaborative spaces. Broadening experiences of learning in new and challenging contexts illustrates the rewards of intellectual projects grounded in empathy and a shared commitment to recognize the dignity of all people.

Please remember that teaching inside Ohio's prisons is a collective effort. We each represent OSU in these spaces, so we each represent each other, too. It is important to keep the collective goals of OPEEP always at the forefront of your teaching and your interactions with prison staff and residents. While these learning settings are often less than ideal, and you will feel discomfort at the everyday conditions of lives lived in prison, our collective work can also be a source of support, emotional relief, and mission-based teaching.

A Note on Language

Our project prioritizes humanizing language. We emphasize counternarratives about incarceration as a practice to reshape common perceptions about people who are touched by the US criminal justice system. When we address our students, we offer new identities by refusing the use of demeaning labels. Positive identities can greatly impact incarcerated peoples' ability to reimagine themselves, even in dehumanizing contexts.

Few of us, in fact, are unconnected to state and police practices of criminalization and to prison systems. We have family members who experience incarceration, who work in prisons and jails, and some of us may have been arrested and incarcerated.

OPEEP therefore offers this guidance to challenge our internalization of words and norms around punishment, education, and policing. By intentionally shifting our language and challenging our perceptions, we can push back against the near-ubiquitous use of dehumanizing language.

For example, we refer to all students as students, and when we need to qualify their location, we use the phrases “campus students” and “incarcerated students.” While teaching, attending events, and undergoing trainings inside prison facilities, you will most commonly hear staff (and on occasion, incarcerated people) use the words “inmates” or “offenders.” We encourage you to avoid using these words and to learn more about incarcerated people’s perspectives on such language. Be sure that you support your students to use humanizing language practices!

Some resources to help you and your students challenge dehumanizing language use include:

“[The Language Project](#)” at [The Marshall Project](#). The Marshall Project is an excellent source for a range of criminal justice issues and stories; it is nonprofit, investigative journalism at its best.

For a more academic perspective, see Alexandra Cox (2020) “[The Language of Incarceration](#),” *Incarceration: An international journal of imprisonment, detention and coercive confinement*. A pdf of this article is in the [Instructor Resources](#) folder on OneDrive.

A good piece about journalists’ usage of demeaning language on Poynter can be found [here](#).

Other terms to know

ODRC (or DRC for short) stands for the [Ohio Department of Rehabilitation and Correction](#). ODRC supervises adults in Ohio convicted of one or more felonies and sentenced to over six months in a state prison facility.

Wardens are the executive managers of adult correctional institutions. Each facility Warden must grant permission for the planning and teaching of a course through the modification and signing of the Memorandum of Understanding (MOU) shared between the facility and OSU. Except at the Ohio Reformatory for Women where we offer an embedded degree program, a Warden will designate a staff liaison for OSU course communications involving planning and implementation. OPEEP will work with this liaison on your course requests – you only need to tell us what you need.

COs are Corrections Officers, often colloquially called “guards.” Security staff in white shirts are Sergeants, Captains, or Majors, i.e., the managing directors of security services and staff in the facility.

Escorts are prison staff, often COs or administrative staff, who will take you and your campus students to your classroom.

Count is a scheduled time during the day when all incarcerated people in a facility must be in a designated place to be counted; most facilities have count five times per day. OPEEP courses must meet before or after count times. Most of our classes meet from 12:30pm-3:15pm or 5:30pm-8:15pm.

Lockdown refers to a period during which incarcerated people's movement is restricted, often in response to a security concern or staffing shortages, and individuals are confined to their bunks or cells. Typically, during a lockdown, entrance to the facility is limited to employees only. Weather and public health concerns can also contribute to lockdown decisions, especially fog and heavy thunderstorms. The lengths of lockdowns are variable and unpredictable.

"Reentry" denotes the transition between incarceration and community life. "Returned citizens" are people who previously experienced incarceration and now live in their home communities.

The prison facilities where we currently offer courses are:

- AOCI: Allen Oakwood Correctional Institution in Lima
- LoCI: London Correctional Institution in London
- ORW: The Ohio Reformatory for Women in Marysville
- RiCI: Richland Correctional Institution in Mansfield
- SCI: Southeastern Correctional Institution in Lancaster

OPEEP administers a Bachelor of Arts degree program in Women's, Gender & Sexuality Studies at The Ohio Reformatory for Women (ORW). This degree is the first in Ohio to serve those who have long sentences and who are often excluded from other higher educational opportunities. Our embedded degree program supports OSU's mission of fostering student's creativity, critical thinking, and problem solving; proactively collaborating with others and striving for meaningful outcomes; being bold in our endeavors and creating environments to foster new approaches; demonstrating persistence and commitment; inspiring others to join in and take action; and championing everyone's potential for success.

OPEEP also supports learning communities at LoCI, SCI, and ORW.

Principles and Pedagogies

Our project values the lived experiences of all students and is committed to community-based teaching and learning as frameworks for that practice.

The core values of our project are actualized through collaborative teaching and learning; our classrooms decenter authority, welcome and elevate all standpoints, and advocates for providing equal educational opportunities for all students, including those impacted by the criminal legal system.

OPEEP centers the power of collaborative education by decentering traditional hierarchies of expert/student and by situating education spaces outside the boundaries of the academic campus. All teachers and students, whether incarcerated or formerly incarcerated, learn the values of collaborative pedagogies in OPEEP courses.

OPEEP embraces the transformational power of nontraditional learning environments and values the knowledge that all individuals bring to the classroom. Students and faculty build knowledge collectively as we value all people's lived experience and wisdom. The insights and wisdom of incarcerated people, restored citizens, and youth are equal to those of OPEEP's directors, faculty, staff, and administrators. All of us will work together in our collective attempt to build safe, thriving, and liberated communities.

Required Training

OSU faculty and instructors (henceforth, 'faculty') who teach inside Ohio's correctional facilities must participate in OPEEP's Instructor Training. Faculty must complete this training per the Memorandum of Understanding (MOU) between OSU and ODRC. Faculty who completed the Inside-Out Center instructional training before 2020 are also eligible to teach in 2025-2026.

Before your first class, you and your campus students must also complete the ODRC "volunteer application" and "volunteer training" at the correctional facility hosting your course. The training will help you acclimate to the rules, regulations, and safety concerns of being an outside visitor to prison institutions. PREA, or the Prison Rape Elimination Act, is emphasized at the volunteer training per federal regulations.

Students We Reach

There are currently over 44,000 people housed in twenty-five ODRC adult prison facilities and in three privately run facilities. Each month ODRC publishes a fact sheet describing its incarcerated populations by gender, race, and age, and the staff numbers. You can access the brief monthly fact sheets or read the more detailed annual report [online](#).

These [facilities](#) have different security classifications, from maximum security where everyday movement is highly restricted, to pre-release facilities where people are

transitioning to reentry and may even be working “outside the gate” during the day. Most of you will teach at medium and minimum-security facilities.

How incarcerated students are selected for OSU courses:

In general, students are eligible for OSU courses if they meet the criteria below:

- High school diploma or equivalency (like the GED, or General Education Development).
- A release date or anticipated transfer that falls *after* the end of the semester.
- A history without too many or too recent disciplinary infractions, according to policies and guidelines set by the Warden; these vary by prison.
- A completed OPEEP application.
- A successful interview with either the faculty instructor or OPEEP staff.

Wardens make the final decisions about who can participate in our classes.

At ORW, the degree cohort has been admitted to OSU already, so there is not a selection process. Students in the degree program are serving long or life sentences; most of them have at least ten years remaining on their sentences.

Our students' private lives are their own.

Please refrain from investigating incarcerated people’s histories in the criminal justice system. Do not inquire about criminal records or convictions or initiate a conversation about it. Often, incarcerated students will volunteer their personal stories on their own, just as campus students do. But remember, just as we would never use a campus student’s traumatic personal event as a classroom learning strategy, we should likewise never do so with our incarcerated students.

Educational backgrounds vary much more widely for incarcerated students than for campus students.

Some of your incarcerated students will have completed some college coursework, some may be years removed from any formal education experience, and some may have completed their GEDs recently. It is rare for incarcerated students to know if they have a learning disability diagnosis.

One thing is certain: incarcerated students are hungry for intellectual stimulation and are quite capable of high academic achievement. But not all have the basic skills for college-level work yet.

We are working to build college preparation and prerequisite instruction for advanced curricula and eventual degree pathways. These take time and significant funding to construct. You will likely teach in a prison that hosts 1-3 OSU courses per academic year, unless you are assigned to teach at ORW. For the first offering of your course, you should assume a wide range of writing, reading, and quantitative skills, from basic to advanced. Be sure that you provide details of any necessary knowledge in your interviews with potential students and explain to them what supports you will offer in your class to help them develop their skills, especially in reading academic literature, writing essays, and engaging in classroom discussions. OPEEP typically discourages faculty from offering courses that require prerequisites.

Teaching an OPEEP Class: Logistics

Preparing to deliver an OPEEP course involves many administrative units on campus and planning over many months with prison staff. This section of the manual will help you to understand the complexity of offering OPEEP courses so that you may plan your time wisely and successfully.

Teaching courses at ORW is different than teaching in one of the four men's facilities where we do not have degree programs. OPEEP has staff working at ORW who will be at the facility for your class meetings and who will assist you in setting up your courses. You will also be able to utilize a scaled-down Canvas learning management system (LMS), and your incarcerated students will have Chromebooks for accessing materials and submitting assignments. You also do not have to worry about enrolling incarcerated students, since the degree cohort has already been admitted to the university.

In the sections that follow, some of the information about setting up an OPEEP course is meant for those held in men's facilities. Since you will not always have a choice of where you teach, please be sure you familiarize yourself with these processes. In both cases, OPEEP staff will always be the contact point between you and the prison staff where you will teach. **Please do not contact any prison staff directly.**

Course Approval

- OPEEP works with the prison administrators at the four central Ohio prison facilities for men to gauge capacity and interest in hosting OSU classes. OPEEP staff will keep faculty informed about facilities' interests in having a class, but please note that we do not have the capacity at this time to add any new prisons to the list of our current partners.
- The curriculum at ORW is determined by faculty interest and graduation requirements. We are especially interested in faculty who can teach major courses and GE Theme courses in Citizenship and Migration, Mobility, and Immobility.
- OPEEP submits all syllabi (including for Spring Semester) for the upcoming academic year for the MOU process with ODRC in March. Therefore, plan your OPEEP course well ahead of time with your Department Chair and with OPEEP staff. Building campus enrollment often takes extra effort, so talking early with potential students will ensure that you fully enroll the course.
- Be sure to reply to OPEEP's solicitation of teaching interests as soon as we send it annually over the listserv. We will ask you to provide your preferences for prison facility, but unfortunately, you cannot always be placed at your top preference.

Each facility has space limitations and will only be able to host a couple of courses a semester or even year. ORW will have more scheduling restrictions than other prisons, since the priority will be to offer curriculum in service to the embedded degree, but it also has more classes per semester to teach. Please also note that more faculty may want to teach than there is a capacity for; in that case, OPEEP will prioritize faculty who have not taught recently, who offer coursework that may be new to incarcerated students or that are needed in the degree program, or who can be scheduled at the prison where their preferences align. **Final decision about the scheduling of OPEEP classes remains solely with the Directors of OPEEP.**

- OPEEP staff notifies Undergraduate Admissions of the planned course offerings for each semester so that they can plan with us to accept incarcerated students. This Handbook also explains how to list your course in the Schedule of Classes. OPEEP does NOT schedule your course for you – your department scheduler will do so, but needs to add special language in your course.

Memorandum of Understanding (MOU)

- OPEEP and ODRC finalize MOUs for each academic year for AOCl, LoCl, RiCl, and SCI.
- Signed MOUs must be in place prior to the enrollment of incarcerated students.

Enrollment Policies and Process for Incarcerated Students

OPEEP does not exclude incarcerated students due to length of sentence, age, or type of offense, except at ORW where the degree program is offered for people serving long and life sentences. However, students must be able to complete the semester-long course for which they enroll; if their release date is prior to the end of the semester, they are not eligible for coursework. Remember that incarcerated students perform the same work and are evaluated equally to campus students.

OPEEP staff facilitate all application and enrollment processes and can even do all of the steps below for you! Or we can be sure you are a part of the process – it's your choice. Keep in mind that you may need to make 2-3 trips to the prison facility to enroll students if you want to be a part of the process alongside OPEEP staff.

Application Materials

- OPEEP application: OPEEP will provide an application that gathers information about potential applicants; you may add questions reflecting your interests and course content. The OPEEP application requires some essay-style responses, which serve to gauge a potential student's interest and commitment. Sometimes when faced with the requirement to write a few paragraphs, applicants will decide that college coursework is not for them. You can also use this application to ask about prior educational experience or interest in your own teaching fields.

- Students who complete an application and who exhibit qualifications and capacity for a college-level course are invited to an in-person interview. Often there are more students interviewed than there are seats in the class, so difficult decisions may need to be made to remove applicants from consideration. Always emphasize the competitive nature of the application process and encourage students to reapply in the future if they are not selected!
- During the interview process, all potential students will fill out an OSU Undergraduate Non-degree Seeking Student paper application. This expedites the enrollment process because it reduces the number of visits we must arrange at each prison facility. OPEEP staff will provide the most updated application materials from Admissions and can assist as needed. The process to enroll incarcerated students is complicated for Admissions, who go above and beyond their typical work duties to support OPEEP. They must enter student information individually and require plenty of time in advance of the semester. Please be sure you follow the deadlines for the application process strictly.
- Let OPEEP staff know the first week of class if any incarcerated students fail to show up for class or if they decide not to take the class. OPEEP will then immediately notify the Registrar that those students should be dropped. **Please do not contact the registrar directly.**

Deadlines

Applications need to be delivered in one complete packet to Admissions. The deadlines listed below are the final dates by which OPEEP must deliver complete applications for all incarcerated students. Please keep in mind these dates are subject to change.

- Autumn Semester: no later than May 1.
- Spring Semester: no later than October 7.
- Summer Semesters: no later than March 1.

Admissions Staff

The Office of Undergraduate Admissions and the University Registrar assist OPEEP with semesterly student admission (for incarcerated students) into this program, enrollment of incarcerated students, assisting with SIS maintenance, and dropping incarcerated students as needed throughout the semester.

OPEEP staff will handle communications between you and these offices (**please do not contact them directly**). Please contact your OPEEP liaison if you have any questions. If you are unsure who your OPEEP liaison is, email opeep@osu.edu.

Enrolling Incarcerated Students:

1) Recruitment & Prison Visits:

- a. OPEEP staff will reach out to each prison facility to schedule information and interview sessions. OPEEP welcomes and encourages all instructors to attend information and interview sessions to discuss their course with prospective students, but this is not a requirement. OPEEP staff can read all applications, select students to interview, and make final decisions regarding enrolling incarcerated students for each OPEEP course, if your schedule does not allow you to do these tasks.
- b. Once OPEEP has confirmed information session dates, we will create a course flyer to be distributed at the prison. OPEEP will also ask the facility staff to post the flyer on living units and to share the information with potential students widely.
- c. OPEEP will coordinate when and how applications will be collected for review (we will work collaboratively to arrange this process with facility staff). Let applicants know exactly when you will return to conduct interviews and when you will decide who can enroll in the course.
- d. We then return to the prison to conduct interviews with selected students and assist them in completing the OSU non-degree admissions application. You may need to do this over the course of two sessions.

Note: Please keep a list of all incarcerated student applicants so OPEEP staff can notify applicants who were not selected for your course. Remind students throughout the application process that OPEEP courses are limited and competitive, so encourage applicants to reapply if they are not selected for a given semester.

2) OSU non-degree admissions application submission:

- a. Completed application materials should be returned to OPEEP staff, who will submit one delivery to Admissions for all our classes.

3) Orientation:

- a. Hold an orientation session for all incarcerated students prior to the first-class meeting. Review the OPEEP rules and student handbook with your students so they are aware of all policies and procedures. All handbooks and rule sheets are located in the [Instructor Resource](#) folder. It is helpful to distribute course materials, review the syllabus, discuss what to expect, and inform students of what to bring to the first class during this meeting as well.

Enrollment Policies and Process for Campus Students

Please have your department's course scheduler include information about OPEEP in your course's "Notes" section. The following language can be used as a guide:

This course is an offering of the Ohio Prison Education Exchange Project (OPEEP). The course is a class with both campus students and incarcerated students at the (INSERT NAME), a state prison facility in (INSERT LOCATION). The class meets once

a week at the prison facility. Students are enrolled only by permission of instructor. Potential students must complete a questionnaire to indicate their interest in the course. Please visit <https://opeep.osu.edu/courses-0> to complete this required form.

Ensure that your course listing includes the following details:

- **Enrollment by Instructor Permission Only.**
 - Only instructor-approved students may enroll in your course! Contact your department scheduler to ensure that your course is listed as Instructor Permission Only. This is critical for ensuring that students understand the unique nature of and requirements for taking OPEEP courses.
- **Off campus location.**
 - All OPEEP course listings need to include the prison facility name and “off campus location.”
- **Limit your course enrollment cap to only campus students (usually 10-15 seats).** Include the class capacity number under “Class Availability.” Incarcerated students will be enrolled directly by the Registrar.

OPEEP courses are listed on [OPEEP’s website](#), and we maintain a Qualtrics application process every semester to gauge campus student interest in taking a class.

Process Overview:

- 1) Recruiting students:
 - a. Advertise your classes through your department and College, student organizations, in current courses, etc. Regional campuses are encouraged to advertise to Columbus students, as well, though each regional campus will set a minimum number of regional campus students required to offer the class.
 - b. Campus students are required to complete an OPEEP application and be interviewed by the instructor before being admitted to the class - just as incarcerated students are.
 - c. You should establish selection criteria before this process, so students understand expectations and to effectively communicate your decision-making priorities. Typical priority enrollment criteria include seniority and course enrollment for major or minor completion.
 - d. After interviewing campus students, send the student an email granting them permission to enroll which they will then share with their advisor who will enroll them.
 - e. As soon as you provide permission for a student to enroll in the course, contact your OPEEP staff liaison so they can assist campus students with completing their ODRC volunteer application. **This must be done very early to be sure all background checks are completed by ODRC in time for the start of the semester (at least 6-8 weeks in advance).** You may NOT enroll students after the deadline for the volunteer applications passes.

- f. Within the volunteer application, students will complete an ODRC “Nexus” form, which asks if they have contact with anyone incarcerated in Ohio. **All students must be 18 years old to complete the required paperwork.** Some of your students will have to disclose family or friends who are incarcerated; please honor their privacy if this is necessary. Anyone who supports an incarcerated person financially or is on a visitor list in any Ohio facility must also provide that information on the Nexus. If a campus student has a Nexus with someone at the prison where you will teach, they may not be allowed to enter the facility for class and will have to drop. Be sure you raise this question with your OPEEP staff contact *before* submitting the Nexus forms for your campus enrollees. Students who had a Nexus with a previously incarcerated person do not need to divulge that information, nor do they if they financially support a person in a different state.

2) Orientation:

- a. Hold an orientation session for all campus students prior to the first-class meeting. Be sure they read the Campus Student Handbook and that you review important sections with them. Ensure students are organizing carpooling before the first-class meeting.
- b. All students must read and sign the Rule of OPEEP handout found in the Instructor Resource folder. Please maintain these forms through the end of the semester.
- c. Students must complete the required ODRC PREA/volunteer training prior to the first class, which takes about one hour. OPEEP staff will set the training up for you, typically right before the first-class meeting. Please be sure students know they will need to arrive early – there are no exceptions to this requirement. If students cannot attend the training, they cannot take the class.

3) Evaluations:

Your course will be evaluated by students, just like any other class, with SEIs from the Registrar and discursive evaluations from OPEEP (these are both required). OPEEP staff will provide SEIs from the Registrar & OPEEP discursive evaluations for your students to complete anonymously before the end of the semester. Discursive evaluations help us to build better handbooks, faculty training, and marketing to future students.

Please note that your electronic SEIs will be disabled for OPEEP courses to allow all students to fill out a paper SEI in class at the prison facility. If campus students receive automated messages regarding electronic SEIs, please have them disregard those messages.

Both sets of evaluations must be filled out and returned to OPEEP staff by the last day of classes. Once final grades are posted, OPEEP staff will share the discursive evaluations

with you. Your SEI scores will be posted as usual by the Registrar. We do not review, share, or keep paper copies of your SEIs.

Supplies and Course Materials

Instructors and their departments are responsible for providing all course materials and educational supplies (books, course packets, pens, notebooks, etc.) to incarcerated students, except for the degree cohort at ORW. OPEEP has a very small budget to support instructors' course material needs, so please plan to ask Departmental Chairs and campus Deans alongside applying for small campus grants (Service Learning grants, for example). Publishers may also be willing to donate books for incarcerated students, especially if you require their textbooks for your other campus courses, but this requires advanced planning.

You should be prepared to provide all readings to your incarcerated students at the beginning of the semester to ease the entry process each week and allow them to read ahead if they need or want extra time. **Ohio prison facilities are now paperless.** All facilities require that books, course packets, and all paper materials be examined at the warehouse; this process requires at least a three-week lead time. You will not be able to bring paper-based class materials into the prisons on a weekly basis.

Be sure you provide a detailed list of all items, no matter how small, to your OPEEP staff liaison. The facility staff will then fill out a "gate pass" to allow you to enter with the materials. Each item in their exact quantity must be specified ("20 pencils", "10 plastic two-pocket folders", etc.). A gate pass must be in place for the entire semester, and all items must be sent to the facility as early as possible. Please limit the number of additions or revisions to your semester's gate pass to ensure a timely entry into the facility for each class session. Please notify your OPEEP staff liaison as soon as you are aware of any potential revisions or changes to your gate pass. All requests need to be confirmed and approved by the facility, so the sooner your requests are sent, the better.

Your campus students must show a state ID or a passport each week for entry; no ID = no entry. A BuckID is not a valid form of identification for prison entrance. If you or any of your campus students must bring in medication (like an inhaler), this item must also be on the gate pass.

Some items do not need to be on the gate pass. Each person may bring a plastic, transparent water bottle inside each week, like Nalgene bottles. These must contain water only. Menstrual products, lanyards, and key fobs do not need to be listed.

Incarcerated people have very limited personal space and often face severe restrictions on how many books they can hold at any one time. OPEEP recommends that you lend required books for the semester only, to reuse at the next offering. Be mindful of how much

material you are asking students to hold for the semester and ask if there are restrictions you should be aware of before setting the reading list for the semester.

Canvas Guidelines (ORW Degree Student Courses Only)

ORW degree students have access to a pared-down version of Canvas for all OSU courses. Students have Chromebooks they can use during class to access course readings & assignments. Course materials will remain available to students via Canvas after the semester ends.

Login to the Canvas site [here](#) with your OSU dot number and password. **Remember: no internet access is available on students' Chromebooks.** Please follow the guidelines below re: creating assignments, posting grades, and communicating with students via Canvas.

- **Do not include video or external site links on your Canvas course page.**
 - All videos need to be downloaded as offline files on your personal laptop. Instructors are permitted to bring their laptops into ORW for teaching purposes. OPEEP has a projector for instructors to use. Reach out to OPEEP staff for classroom technology and internet access (this is classroom specific and may change during the semester).
- **All course assignment submissions need to be text entry only.** Students have access to Google Docs, but they cannot upload individual files.
- **Adjust attempts for assignments to ensure students have multiple attempts to submit assignments.** Multiple attempts allows flexibility for assignment submissions re: hardware issues at ORW, LMS updates and outages, and/or any unforeseen circumstances within the facility.
- **Students are able to message their instructors only.** Instructors are permitted to send messages directly to students individually or as a group. Announcements are also permitted via Canvas. Students may reply to comments in the Gradebook as well.
- **Students cannot communicate with one another via Canvas at any time.** No group work or message boards are permitted via Canvas. Students cannot share or use one another's Chromebooks at any time.

Rules of Contact

Within the corrections setting, one of the most heavily emphasized rules is that students must maintain appropriate, professional relationships. This is to avoid the potential victimization or exploitation of incarcerated students as dictated by the Prison Rape Elimination Act (PREA), but also to prevent victimization or exploitation of campus students. We want students to behave respectfully towards each other to ensure that no one feels discomfort from unwanted or inappropriate comments, gestures, or interactions. These rules are also in place to ensure confidentiality for incarcerated students, especially regarding conviction information, which they should never feel compelled to disclose to anyone involved with OPEEP. All students have the right to privacy in OPEEP courses.

Following the rules is not only vital for creating a humanizing learning environment, but it is also critical to ensure OPEEP's and OSU's continued presence in Ohio prison facilities. OPEEP operates in multiple prisons across Ohio and is working to further expand academic programming. The project's ability to do so depends largely on maintaining positive relationships with the Ohio Department of Rehabilitation and Correction (ODRC) and maintaining professional standards in our courses. **One single incident or major rules infraction can jeopardize the project, risking not only the end of OPEEP classes in an individual facility, but all OPEEP courses/programs as well.**

It is our hope and belief that students will understand the significance and seriousness of rules compliance. Beyond the protection of the project, we also see everyone's participation in an OPEEP course as a learning opportunity to further develop important skills and values such as professionalism, academic integrity, and maintaining appropriate boundaries with peers and instructors. Thus, following the rules is also an act of self-respect and a personal dedication to professional growth.

The student rules are as follows and are the same for incarcerated and campus students. **If a student reports a rule violation to you or expresses any concerns about potential rule violations, please notify your OPEEP staff liaison immediately.** *These are reproduced here from the student handbooks, so "you" refers to student.*

Failure to abide by OPEEP rules will result in removal from the course and may result in a failing grade. **PLEASE NOTE that the prison facility will be notified of removal from the course and the reason for removal.**

- **Use first names only:** Using first names allows both you and your peers to maintain privacy, and it prevents campus students from searching your offense history. In OPEEP courses we believe you should be viewed based only on your interactions while in class and not for your past. Further, using first names only prevents students from contacting each other after completing the class. Do not provide your

last name to others and do not ask others for their last names. Do not try to find out someone else's last name, ever.

- **No contact:** Incarcerated students may not have contact with campus students, and vice versa, outside of class, not during the semester and not after the semester ends. Interactions between students should remain only within the learning environment during the semester. Never examine or explore another student's personal history. Incarcerated students are not permitted to follow any campus student on social media or ask an outside person to follow a campus student on social media.
- **No gift giving or accepting:** We recognize that prisons are resource-deprived places, and we strive to do all that we can to provide you with the materials you need to succeed in class. You may not ask any other student to bring anything into the facility for you or ask them to contact anyone on your behalf. Campus students are not permitted to bring in anything for incarcerated students, and you are not allowed to gift anything to others. Examples include but are not limited to the following: pens, suggested readings, personal notes or drawings, food, drinks, toiletries, etc. If you have suggestions for other readings relevant to course content, share those in class discussions.
- **No giving or receiving letters or notes:** All non-class, non-academic relationships or interactions between incarcerated and campus students are inappropriate and strictly prohibited. Exchanging notes, letters, social media accounts, or poems in any form is prohibited to maintain respectful, professional relationships and the safety of all parties. If sharing written material between students is required for the course (for example, peer review of written assignments), the written material must first pass through the instructor of the course.
- **No physical contact while in class:** You may not physically interact with any of your peers while in class at any time, unless your instructor has informed you that the prison where your course is taking place allows handshakes. **Absolutely no hugging is permitted at any time.**
- **No exchanging personal information:** This includes (but is not limited to) last names, personal addresses, telephone numbers, prison ID numbers, case numbers, social media, or any other contact information.
- **No inappropriate language and no flirtation:** No sexually explicit or sexually suggestive language or gestures are allowed. You should never make comments or

discuss students' looks, bodies, or physical appearances, even if you think you are giving a compliment. Commenting on another person's body is often a gesture of gender or sexual impropriety and is usually unwanted by the other person. Never ask another student to read a book or magazine or watch a film, TV show, or music video (in other words, ANYTHING) with romantic or sexual material, or you will be removed from the class. This act is an unwelcome flirtation and can even constitute gender or sexual harassment or "establishment" at the prison. As a violation of OSU's non-discrimination policy, we take this rule very seriously, and you will be removed from class immediately and the infraction will be reported to all appropriate offices, including the prison facility.

- **No outside paper materials are permitted to enter the facility at any time:** The paper policy includes but is not limited to notebooks, journals, folders, loose-leaf paper, books, sticky notes, photocopies, or any other paper product. Menstrual products are permitted to enter the facility, but no other paper product may be brought into the facility.
- **Technology rules:** Offline laptops and tablets, and their power cords, are permitted to enter facilities in lieu of paper products. Please note that all students who use laptops or tablets during class are required to adhere to the rules below unless otherwise noted. Failure to comply with technology rules will result in your removal from the course, and you will not be permitted to enroll in a subsequent OPEEP course for two consecutive semesters.
 - **No WIFI access will be provided within the facility for campus students.** Offline (including no cellular service) laptops or tablets are permitted to be used during class to take notes and view course readings and materials. Students must have an offline version of Microsoft Word, Notepad, or any word processing software to take notes. Students should download required readings before leaving home in order to view them during class. Please prepare before entering the facility to ensure you have the proper software downloaded so you may take notes.
 - **Do not share technology.** Your device is for your personal use only. No other student may use or even touch your technology at any point during class.
 - **Only course materials and notetaking documents are permitted to be accessed and viewed during class.** You may not share or view photos, personal files, videos, offline websites, or any other content not directly related to the course content being discussed. No WIFI will be provided

within the facility to any campus student, so please save all necessary documents offline.

- **No photography or video recording of any kind is permitted while inside the facility or on the facility property, including the parking lot.**
- **Charge your device before entering the facility.** Please ensure that your device is fully charged every week. You may not have access to an outlet, so plan ahead.
- **No USB storage devices are permitted to enter the facility.** Please save your files directly onto your device and be sure they are accessible without internet access.

PLEASE NOTE: This list is not exhaustive! Students should communicate any questions or concerns **directly and immediately** to their OPEEP course instructor. Above all, OPEEP prioritizes the safety and wellbeing of all students. The rules listed above are designed to ensure a productive, enriching learning environment for all OPEEP students, staff, and instructors. When a student is removed from a course, OPEEP must notify prison staff, who may file an incident report concerning the rule violation. Thus, a rule violation will result in not only your immediate removal from the course but may also elicit an additional punitive response from the prison.

Remember, all students enrolled in OPEEP courses must also abide by the [OSU Code of Student Conduct](#) and all applicable University policies, including, but not limited to, University Policy 1.15 (Sexual Misconduct) and 1.10 (Non-Discrimination/Harassment). Campus students can find OSU's official list of Prohibited Conduct ("Addendum 3335-23-04") via the link in their student handbook, and incarcerated students can find this list in the final pages of their student handbook.

You will be provided with this list of rules again at the beginning of each semester, and you will be asked to sign an agreement stating your intention to fully comply. If you refuse to sign the agreement, you may not participate and will need to unenroll from the course. If you violate any rules, you will be removed from the course, and you will not be able to enroll in another OPEEP course for at least two semesters after the rule violation.

When a student is removed from a course, OPEEP must notify prison staff, who may file an incident report concerning the rule violation. Thus, a rule violation will result in not only your immediate removal from the course but may also elicit an additional punitive response from the prison.

A note on privacy: Your Carmen course page will automatically display all student's first and last names. To protect incarcerated students' privacy, please follow the instructions below to hide full names from being assessable to the class. Note: this does not apply to ORW's Canvas site.

- Click "Settings" at the bottom of the list of links on the left of the course homepage.
- Click "Navigation."
- Select "People." Drag it down to the second section of the page to hide it from student view.
- Scroll to the bottom of the page and click "Save."

If you click on "student view" from the course homepage, after this is done, the people link should be hidden.

Prison Considerations for Teaching

Placing the importance of OPEEP's shared community and its mission at the foreground of your interactions with prison staff is a great practice. As ambassadors of OSU and of OPEEP, faculty and campus students must be mindful that any one of their interactions on site can impact the rest of the OPEEP community and the project at large.

Emphasizing educational goals is a positive foundation for any conversation with facility staff. Share your priorities for professional behavior with your incarcerated *and* campus students. They will look to you for guidance and leadership.

Respect the complexity of teaching and learning in a prison facility every week. That complexity does not diminish just because you and your campus students become more familiar with it. Remember that incarcerated students often bear the brunt of the campus students' mistakes. Upholding the lessons of your training to your students protects the shared mission to create high quality and transformational educational opportunities for everyone.

You and campus students should **arrive 30 minutes before your class begins – every week**. It will take considerable time for everyone to process in – and it allows a bit of cushion for traffic, late student arrivals, last minute bathroom runs, waiting for an escort, etc.

EVERYONE must have a state-issued photo ID to enter facilities, every time – no exceptions. BuckIDs are not sufficient. International students can bring their passports.

Emphasize to your campus students the importance of timely arrival, proper dress, and IDs. Students will be denied entry for failing to adhere to the dress code. **Address issues**

regarding dress code or behavior directly with your students! It's a great idea for you to read the student handbooks that OPEEP has prepared for both campus and incarcerated students.

The no-contact rule must be strictly enforced. Remind all students of this regularly and especially as the semester draws to a close.

Prison-located office hours: You may be able to offer an additional time for office hours at the prison, though this is possible at the discretion of the Warden only. Due to staffing and spacing issues, office hours may not be permitted. Please contact your OPEEP staff liaison if you want to hold office hours during the semester. ORW has regular office hours for students to use for quiet study.

Classroom lights must stay on at all times regardless of circumstances. Please be mindful of following all facility rules while displaying videos or documents on overhead projectors. Do not turn off the classroom lights at any time for any reason.

Additional considerations:

- b. Currently, non-US citizens who are incarcerated cannot receive credit from OSU.
- c. Drop and withdrawal deadlines for incarcerated students must be strictly observed. Incarcerated students may receive failing grades if they do not finish the course successfully and may be prevented from taking more classes in the future. **Please keep OPEEP staff informed of students who are not attending class, who are transferred unexpectedly to another prison, or who have mitigating circumstances requiring them to drop the course before the end of the semester.** Always include attendance policies in your syllabus and provide drop deadlines for students who may be struggling to continue; call student attention to them frequently in class or individually if students are failing to meet class requirements.
- d. **OSU instructors must reach out immediately to OPEEP staff to have incarcerated students dropped or withdrawn from classes when necessary.** Remember, incarcerated students have no access to the internet to do this themselves, and you should not initiate any drop of an incarcerated student yourself, either through the Registrar or your department/campus.
- e. [According to University Registrar guidelines](#), students must remain in good standing by maintaining a 2.0 GPA. These guidelines also apply to incarcerated students, who are enrolled OSU students for the semester.
 - o **Note:** If an incarcerated student does not meet OSU grade requirements (a final grade of C or above), they may not be permitted to reenroll in a subsequent OPEEP or OSU course without a lengthy process of petition and review. Please review the University Registrar's [Guide for Academic Policy](#) if you have further questions.

Support and Outreach

OPEEP seeks to foster a supportive network of faculty and instructors to share knowledge, supplies, recruitment efforts for expansion, and the joys and frustrations of our work. We also look forward to working with student organizations who forward social and racial justice movements on our campuses and in our communities.

OPEEP will facilitate end of the semester debriefs for all teaching faculty. Additionally, we may offer optional meetings for continued training, discussion, and social networking. As OPEEP grows, new instructors can reach out to experienced instructors for advice and mentoring. Optional peer teaching evaluations by more senior instructors can also be arranged.

A vital aspect of growing our reach in central Ohio prisons is to offer educational programming in the facilities where we teach. Programs like lectures, book clubs, learning communities, and group discussions aid in expanding intellectual impact at prison facilities and showing potential students what academic work can fuel and offer in their daily lives. Your participation in OPEEP will include these events on occasion – as will your rich insights on other ways to expand our activities.

Frequently Asked Questions

- **Who do I contact if I have questions or concerns about my course?**

OPEEP staff liaisons are assigned depending on the facility you are teaching in. Email opeep@osu.edu if you are unsure who your assigned OPEEP contact person is. **Do not contact any ODRC staff directly or share ODRC staff contact information with students.**

Note: requests and modifications should be kept to a minimum. Please be aware that OPEEP cannot request multiple “asks” throughout the semester due to prison staffing & spacing concerns i.e. additional office hour meetings, gate pass updates, technology requests, etc. Multiple requests throughout the semester adds undue strain on ODRC employees. Requests will be communicated on a case-by-case basis. Last-minute requests will not be honored.

- **An incarcerated student has not attended several class sessions. How should I proceed?**

Instructors are required to take attendance for each class session. If you have an incarcerated student who needs to be dropped from the course, or who has missed

several sessions, please email the student's name, their BuckID number (which you can find on your Carmen class listing), and their attendance records to Babette Cieskowski (cieskowski.1@osu.edu). OPEEP will contact the Registrar on your behalf to remove the student from your roster. Please provide OPEEP staff with requests for all drops/withdrawals as soon as you are aware of attendance issues. Do not report incarcerated student absences through the Registrar's participation roster.

Note: if a student stops attending a course with no explanation and is dropped from your course, they will not be permitted to enroll in a future OPEEP course for at least 2 semesters.

- **An incarcerated student is asking for a certificate upon completing our course. Does OPEEP provide certificates to incarcerated students?**

No. However, OPEEP instructors should provide a letter of completion to the student highlighting their progress throughout the semester and detailing the student's specific accomplishments, including their final grade. You can find a template letter of completion in the [Instructor Resource Folder](#). We will also share the list of students who successfully completed your course with the prison facility for them to include in students' programming lists.

Quick Guide: OPEEP Enrollment Process

Incarcerated Student Enrollments:

1. Attend an information session to advertise & discuss your course. OPEEP staff will arrange to have flyers and the OPEEP application printed for you at paperless facilities. Students will then complete the application before they leave. An information session will be organized with the prison liaison by OPEEP staff.
2. After reviewing completed OPEEP applications, select students to interview for your course. Provide OPEEP staff with these student names. OPEEP will schedule the interview date and attend the interview session with you.
 - o **All interviewed students complete OSU non-degree paperwork to limit the number of trips to each facility.** Notify all students that OPEEP is highly competitive, so encourage students to reapply if they are not selected.
3. Send OPEEP staff your final list of students to enroll in your course! OPEEP staff will send non-degree student application to Admissions. OPEEP staff will also contact the prison facility to notify students of their acceptance or denial. Please keep records of all applicants so OPEEP staff can notify students of their acceptance/rejection status.

Campus Student Enrollments:

1. OPEEP posts the campus student application on our [website](#) before enrollment windows open. You will be notified via automated email when a student completes a Qualtrics survey for your course. Please keep records of all applicants.
2. Reach out to students directly to discuss your OPEEP course. All students must be interviewed by instructors to obtain emailed/written instructor approval to enroll in OPEEP courses. Students will then contact their advisors directly to enroll in your course. Advisors usually just need students to show them an email that you sent providing your approval, e.g., “Jane has my permission to enroll in WGSS 1110 for Autumn Semester.”
3. **Once you have granted students approval to enroll in your course, contact your OPEEP staff liaison as soon as possible so we can collect students’ mandatory ODRC Volunteer Paperwork.** Please stress the importance of this paperwork to your students during your interview!
 - o **Note:** OPEEP staff has created a DocuSign process for students to fill out the ODRC paperwork. Give your campus students a heads up that a DocuSign request will come their way. **Please notify your students that failure to**

complete their required paperwork will result in their removal from the course.

4. OPEEP staff will collect and send all ODRC volunteer paperwork to the appropriate facility contact for processing. Once students' background checks are completed, we will notify you that they are approved for the course. All students are **required** to attend PREA training prior to the first class meeting. Be sure students know that the first week will require extra time at the prison for PREA training. PREA cannot be rescheduled. Failure to attend PREA training will result in students being removed from the course.

Course Prep, Books & Supplies:

1. Send OPEEP staff a list of items to include for your course gate pass (i.e. pens, laptops, projector & screen, etc.). OPEEP will provide the list to the prison facility on your behalf.
2. Hold orientation with incarcerated students about a week before your first-class session. Pass out rules, handbooks, course readings, etc. OPEEP staff will schedule your orientation on your behalf (this is an optional meeting, but we encourage you to meet your incarcerated students prior to the first day of class!).
3. Hold orientation with campus students to arrange carpools, review the campus student handbook and rules, discuss the process for entering the facility, etc.
4. PREA training will be scheduled by OPEEP staff, typically one hour before your first combined class session.
 - **Note:** all instructors must provide the OPEEP rules to all students on the first day of class. Collect signed copies of the rules on the first day of class and provide students with their handbooks so they have a copy of the rules to refer to during the semester. Remind your students of the rules throughout the semester.
5. Notify your OPEEP contact if any incarcerated students need to be removed from your roster. Take attendance each class session to ensure OPEEP has accurate attendance records. Campus students go through the typical process to drop a course, but let us know if someone from campus drops so your gate pass can be updated.
6. Contact your OPEEP staff member to schedule a final meeting with incarcerated students or to schedule a final exam if necessary. Your final meeting is also an

opportunity to pass out graded assignments, course completion letters, and grade notifications.

Instructor Agreement

Between OSU Instructors and the Ohio Prison Education Exchange Project

PURPOSE: To outline the responsibilities of and expectations for the Ohio Prison Education Exchange Project and its instructors. By offering an OPEEP course, you agree to the following:

OPEEP agrees to the following:

- Provide administrative support for recruiting, admitting, and enrolling incarcerated students.
 - Coordinate information sessions
 - Review OPEEP applications and select potential students for interview
 - Conduct interviews with potential students
 - Assist students in completing the OSU application
 - Prepare and submit applications to the Admissions Office
 - Notify Admissions of student withdrawals
- Provide administrative support for recruiting, admitting, and enrolling campus students.
 - Create an electronic application for campus students
 - Assist students with the ODRC volunteer application and training
 - Assist instructors with campus student orientations
- Provide mentorship and answer all questions in a timely manner
- Provide prison approved plastic bags for campus students enrolled in OPEEP courses

Instructors agree to the following:

- Provide timely responses to OPEEP inquiries (within three business days)
- Meet OPEEP deadlines
- Ensure that all campus students complete the OPEEP application
- Ensure that all students complete course evaluations
- Review and adhere to all guidelines in the Instructor and Student Handbooks
- Ensure students read the handbooks, sign onto OPEEP rules, and conduct themselves respectfully and responsibly on prison grounds
- Regularly review the rules with students and ensure that they adhere to the rules

- Report any rule violations to OPEEP staff immediately. Students who break OPEEP or ODRC rules are in violation of the Student Codes of Conduct Rule A(1)
- Do not make promises to campus or incarcerated students on behalf of OPEEP
- Route all requests regarding prison facilities through OPEEP staff

Addendum: OSU Code of Student Conduct

Addendum 3335-23-04: Prohibited Conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the university's jurisdiction, as set forth in rule 3335-23-02 of the Administrative Code, will be subject to disciplinary action by the university. For the purposes of this section, attempt shall be defined as conduct that, if successful, would constitute or result in the prohibited conduct.

(A) Academic misconduct.

Any activity that tends to compromise the academic integrity of the university or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. Violation of course rules as contained in the course syllabus or other information provided to the student;
2. Knowingly providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
3. Knowingly providing or using unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment;
4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
5. Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement. This includes submitting the same work for courses that the student is retaking pursuant to the university's grade forgiveness rule;
6. Falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments;

7. Serving as, or enlisting the assistance of, a substitute for a student in any graded assignments;
8. Alteration of grades or marks by the student in an effort to change the earned grade or credit;
9. Alteration of academically-related university forms or records, or unauthorized use of those forms or records;
10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system;
11. Violation of program regulations as established by departmental committees and made available to students; and
12. Providing falsified materials, documents, or records to a university official in order to meet academic qualifications, criteria, or requirements, including but not limited to submitting falsified doctor's notes and/or falsified transcripts.

(B) Endangering health or safety.

1. 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.
2. Stalking: Engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action. When stalking is sex- or gender-based, it falls under sexual misconduct, university policy 1.15.
3. Operating a vehicle while impaired by alcohol or drugs in a manner that endangers the safety of the university community.

(C) Destruction of property.

Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard.

(D) Dangerous weapons or devices.

Storage or possession of dangerous weapons, devices, or substances including, but not limited to, firearms, ammunition or fireworks, unless authorized by an appropriate university official or permitted by a university policy, even if otherwise permitted by law. Use or misuse of weapons, devices, or substances in a manner that causes or threatens serious harm to the safety or security of others. As required by Ohio Revised Code Section 2923.1210, this section does not prohibit a student who has been issued a valid concealed handgun license from transporting or storing a firearm or ammunition when both of the following conditions are met:

1. Each firearm and all of the ammunition remains inside the person's privately owned motor vehicle while the person is physically present inside the motor vehicle, or each firearm and all of the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the person's privately owned motor vehicle;
2. The vehicle is in a location where it is otherwise permitted to be.

(E) Dishonest conduct.

Dishonest conduct, including, but not limited to: knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of university or related documents by actions such as forgery, alteration, or improper transfer; possession, use or manufacturing of a false identification document; submission of information known by the submitter to be false to a university official.

(F) Theft or unauthorized use of property.

Theft or the unauthorized use or possession of university property, services, resources, or the property of others.

(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.

(H) Drugs.

Use, being under the influence of, production, distribution, sale, or possession of drugs and/or drug paraphernalia in a manner prohibited under law or applicable university policy or facility policy. This includes, but is not limited to, the misuse of prescription drugs.

(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.

(J) Unauthorized presence.

Unauthorized entrance to or presence in or on university premises.

(K) Disorderly or disruptive conduct.

Disorderly or disruptive conduct that unreasonably interferes with university activities or with the legitimate activities of any member of the university community.

(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.

(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 of 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.

(N) Violation of university rules or federal, state, and local laws.

Violation of other published university rules, policies, standards, and/or guidelines, or behavior that could violate federal, state, or local law. University rules, policies, standards, or guidelines include, but are not limited to, those which prohibit the misuse of computing resources, rules for student groups or organizations, and residence hall rules and regulations.

(O) Riotous behavior.

1. Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property.
2. Proscribed behavior in the context of a riot includes, but is not limited to:
 - a. Knowingly engaging in conduct designed to incite another to engage in riotous behavior; and
 - b. Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard; and
 - c. Failing to comply with a directive to disperse by university officials, law enforcement, or emergency personnel; and
 - d. Making explicit or implied threats in a manner that causes a reasonable fear of harm in another; and
 - e. Intimidating, hindering or obstructing a university official, law enforcement, or emergency personnel in the performance of their duties.
3. This rule shall not be interpreted as proscribing peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.

(P) Recording or distribution without knowledge.

Using electronic or other means to make or distribute a video, audio, or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video, audio, or photographic records in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

(Q) Public urination or defecation.

Urination or defecation in a place such as a sidewalk, street, park, alley or yard, residence hall space, or on any other place or physical property that is not intended for use as a restroom.

(R) Retaliation.

Any intentional adverse action against any individual who makes an allegation, files a report, serves as a witness, assists a complainant or respondent, or participates in any university investigation or proceeding.

(Board approval dates: 3/2/2001, 7/11/2003, 7/7/2006, 12/7/2007, 4/6/2012, 4/8/2016, 9/2/2016, 2/22/2019, 5/31/2019)