



Arts & Sciences Summer Exploration Program Policy Acknowledgement Form

This document outlines program policies and procedures for the Arts & Sciences Summer Exploration non-residential program scheduled from June 3 through June 28, 2024. To finalize enrollment in the program, a **parent and/or legal guardian** must review and sign this document. The program participant must also sign and date this document to acknowledge program policies and standards of behavior they will be expected to follow.

- This form must signed and submitted via DocuSign **no later than May 15, 2024.**
- Please submit any requests for ADA accommodations to ExploreASC@osu.edu as soon as possible to ensure seamless access.

THIS FORM REQUIRES PARENT OR LEGAL GUARDIAN ACKNOWLEDGMENT OF PROGRAM POLICIES AND COVID GUIDELINES. ACCEPTANCE OF EACH OF THESE SECTIONS IS REQUIRED FOR A MINOR'S ATTENDANCE IN THE PROGRAM.

PROGRAM POLICIES & PROCEDURES

Program Cancellation Policy

The Ohio State University retains the right to cancel a course for any reason. If a course is cancelled, participants and their identified parent/legal guardian will be notified in writing as soon as possible via the email addresses provided in the application. If a participant's course is cancelled, they will be given the option of being placed in another Summer Exploration course if space is available. If the participant decides not to enroll in a different Summer Exploration course and instead withdraws from the program, all program fee payments that have been made will be refunded in full.

Academic Policies

Summer Exploration program participants are expected to:

- Attend all class sessions and complete all assignments for their course

Participants are not allowed to:

- Submit the statements or ideas or work of others as one's own
- Engage in any acts outlined in [section 3335-23-04 of the Ohio State Code of Student Conduct pertaining to Prohibited Conduct](#)

Program Policies

Summer Exploration program participants are expected to:

- Be responsible for their own behavior, and accept consequences for behavior that violates program policies and standards
- Be respectful community members, and conduct themselves responsibly in, and in accordance with rules governing all University facilities, such as classroom buildings, libraries, labs, and dining halls
- Follow directions of program staff and abide by all program rules
- Self-administer and self-manage their own prescribed and over-the-counter medications, if they must be taken during the program days

Participants are not permitted to:

- Bully, haze, tease, harass, stalk, or injure program staff, fellow participants, or other members of the campus community in writing, verbally, physically, or online, including via social media, as outlined in the University's [Non-Discrimination, Harassment, and Sexual Misconduct policy](#)
- Possess or consume alcohol, illegal drugs, prescription drugs belonging to another individual, or tobacco
- Possess firearms of any kind, fireworks and other explosives, or weapons

Program Policy Violation Process

If a participant's behavior violates the Arts & Sciences Summer Exploration Program policies outlined in this document, violates the University's Non-Discrimination, Harassment, and Sexual Misconduct Policy, displays a disregard for the warnings of the staff, endangers the health and/or safety of themselves, other participants or program staff, damages the property of the University, other participants or program staff, or violates local, state or federal law, the behavior will immediately be documented and referred to senior program staff to determine appropriate disciplinary action or may require program staff to contact law enforcement as per the University's mandatory reporting obligations. Senior program staff reserves the right to implement a range of disciplinary actions in response to participant's behaviors outlined above. Disciplinary actions may include a verbal warning or reprimand, placing a participant on probation or dismissing the participant from the program or a combination of these actions. If a participant is placed on probation, the participant's parent/legal guardian will be informed in writing of the behavior and the participant's probation status. Any further violation of the program's policies will result in the participant being immediately dismissed from the program.

If a participant is dismissed from the program, the participant's parent/legal guardian will be notified of the behavior and dismissal in writing and the participant must leave campus as soon as possible, but no later than the end of the program day, after the dismissal notification is sent to the participant's parent/legal guardian. Dismissed participants receive no refund of any program fee paid.

Accommodations

If a participant requires an accommodation such as interpretation to participate in this program, please contact the program at ExploreASC@osu.edu or 614-292-8208. Requests should be made as soon as possible. Requests made two weeks before the first day of a course will generally allow us to provide seamless access, but the university will make every effort to meet requests made after this date.

I hereby attest that I have read and understood the Arts & Sciences Summer Exploration Program policies above and accept the consequences if a program participant violates any Program or Academic policies.

Participant name:

Parent/legal guardian signature:

Date:

Participant signature:

Date: