



Applies to: Faculty, staff, appointees, students, student employees, graduate associates, and volunteers working in activities and programs with minors in the course of their university duties

**Responsible Office**

**Office of Institutional Equity**

### POLICY

Issued: 01/01/2013

Interim Revised: 05/12/2020

The university is committed to providing the best experience possible for **minors**. Faculty, staff, **appointees**, students, student employees, graduate associates, and **volunteers** are therefore expected to hold themselves to the highest standards of conduct when interacting with minors. This policy establishes requirements for those in the university community who work in **activities and programs with minors**, with the goal of safeguarding the wellbeing of minors.

Ohio State expects parents or guardians to provide supervision over minors on **university property** unless they are involved in an activity or program with minors.

In addition to the requirements of this policy, faculty, staff, appointees, students, student employees, graduate associates, and volunteers must adhere to obligations that may be imposed by applicable law, including but not limited to Ohio Revised Code Sections 2151.421 and 2921.22.

### Purpose of the Policy

To promote the safety and welfare of minors who participate in activities and programs with minors and are entrusted to the university’s care. To support the protection of minors, this policy outlines what is required of faculty, staff, appointees, students, student employees, graduate associates, and volunteers who work in activities and programs with minors, and informs individuals of their reporting obligations in instances of known or suspected **child abuse or neglect** of minors.

### Definitions

Term	Definition
Activities and programs with minors	Any: (1) event, operation, or endeavor operated, conducted, or organized by the university; (2) that includes minors; and (3a) during which parents or guardians are not expected to be responsible for the care, custody, or control of the minors and/or (3b) virtual activity or program directed at minors and hosted by the university on an online platform during which parents or guardians are expected to maintain care, custody and control of the minor but not participate in the event, operation or endeavor. Activities and programs with minors can be in-person, virtual, or a hybrid of both.
Appointee	An individual deemed to have an affiliation with the university in a non-compensatory capacity.
Care, custody, or control	When an adult(s) is present and has primary responsibility for supervision of minors at any given point throughout activity or program with minors. At least one adult must have care, custody, or control of minors at all times during the activity or program with minors.
Child abuse or neglect	When a child has suffered or faces a substantial threat of suffering any physical or mental wound, injury, disability or condition that reasonably indicates abuse or neglect. This also includes any conduct of a sexual nature that may be harmful to a minor’s mental, emotional, or physical welfare.
Minor	Any individual under the age of 18 or under 21 years old incapable of self-care because of a mental or physical disability who is a participant in an activity or program with minors. This does not include persons under the age of 18 who are enrolled for academic credit or have been accepted for enrollment.
One-on-one interactions	An intentional or purposeful interaction when one individual to whom the policy applies is alone with one minor. This applies to both in-person and virtual interactions.
Unit	College or administrative unit.



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Term	Definition
Unit leader	Head of college or administrative unit (e.g., dean, senior vice president, president, provost).
University property	Any land, grounds, buildings, or facilities owned, leased, or used by The Ohio State University per formal contractual or legal agreements. Included are the Columbus campus, regional campuses, and other university property outside of Columbus. Location does not necessarily determine whether an activity or program falls within the definition of Activities and Programs with Minors.
Volunteer	Any individual working in an unpaid capacity in an activity or program with minors, which may include interns or practicum students.

### Policy Details

#### I. Scope

- A. Any faculty, staff, appointees, students, student employees, graduate associates, and volunteers that work with minors in activities and programs with minors fall within scope of this policy. Personnel that work in activities or programs with minors, but not with the minors themselves, are not within scope of this policy.
- B. All activities and programs with minors are within the scope of this policy except as explicitly excluded in section C. This includes, but is not limited to:
  1. Activities and programs with minors the university operates on university property including but not limited to overnight camps, licensed childcare facilities, instructional programs, day camps, academic camps, and sports camps.
  2. Activities and programs with minors the university operates that do not take place on university property, including but not limited to outreach and community service activities.
  3. Faculty or staff who bring a minor to university property as an intern or volunteer outside of a structured activity or program with minors (e.g., to intern in a laboratory).
  4. Virtual activities and programs with minors the university hosts on an online platform.
- C. This policy does not apply to:
  1. Persons under the age of 18 who are enrolled for academic credit or have been accepted for enrollment.
  2. Events on university property open to the general public, which minors attend.
  3. Medical care given to minors in an in-patient or out-patient setting in the Wexner Medical Center or other university patient-care setting.
  4. Institutional review board (IRB)-approved research.
  5. Student organizations operating, facilitating, or sponsoring activities and programs with minors.
  6. Minors working for the university as employees.
  7. Activities and programs with minors operated, conducted, or organized by non-university entities which take place on university property, including but not limited to facility rentals to third party organizations.
  8. Activities and programs with minors granted a specific exemption from part or all of the policy in advance of the event taking place, after a written application has been reviewed and approved by the Minors Policy Governance Committee, as described in Procedure VII below.

#### II. Summary of Policy Requirements

- A. The following requirements are an overview only and are detailed in the Procedure section beginning on page three.
  1. All activities and programs with minors must [register](#) annually with the Office of Institutional Equity.
  2. Those working in activities and programs with minors who witness child abuse or neglect, or have information that would lead a reasonable person to believe a minor faces a substantial threat of such abuse or neglect, must follow specific reporting procedures.



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3. Individuals must be background checked before working in activities and programs with minors and regularly thereafter.
4. **Units** must ensure that individuals working in activities and programs with minors complete annual training administered or approved by the Office of Institutional Equity.
5. All individuals must sign and agree to abide by the Standards of Behavior before working in activities and programs with minors, and on an annual basis thereafter. The Standards of Behavior prohibit **one-on-one interactions** unless otherwise authorized in accordance with this policy.
6. Activities and programs with minors are subject to onsite or virtual visits conducted by the Office of Institutional Equity.
7. If an exemption from specific policy requirements is desired, an application must be submitted using the exemption process.
8. Units and individuals must cooperate with investigations when they occur.

## PROCEDURE

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### I. Registration

- A. Units operating activities and programs with minors must register each activity or program with the Office of Institutional Equity at [apps.hr.osu.edu/minors](https://apps.hr.osu.edu/minors).
  1. Registration for ongoing and pre-established activities and programs with minors must be completed annually prior to the beginning of the university academic year.
  2. Registration for other activities and programs with minors should be completed 60 days in advance when possible, but must be completed before an activity or program with minors begins.
  3. If a unit fails to register activities or programs with minors, they will be subject to section VI of this policy, which could include cancellation of the activity or program.

### II. Reporting

- A. Any faculty, staff, appointee, student, student employee, graduate associate, or volunteer who in the course of their duties witnesses child abuse or neglect or has information that would lead a reasonable person to believe a minor faces a substantial threat of child abuse or neglect must immediately make **two** calls and within one business day submit **one** report:
  1. Call: 911 (child in imminent danger) or Children Services Agency (not imminent danger)
    - a. If child is in imminent danger (life threatening or abuse is being witnessed), call the local law enforcement authority at 911.  
**OR**
    - b. If child is not in imminent danger, call Children Services Agency: 855-O-H-CHILD (855-642-4453), which is a 24-hour automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county. Municipal or county peace officers can be contacted as an alternative to Children Services.
  2. Call: University Police at 614-292-2121
    - a. The University Police must notify the Office of Institutional Equity, who will notify other individuals as appropriate.
  3. Report: The faculty, staff, appointee, student, student employee, graduate associate, or volunteer must then complete a [Child Abuse, Sexual Abuse, or Neglect Incident Report](#) and submit it to the Office of Institutional Equity within one business day.



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- B. If consultation is needed regarding reporting, or if there are questions on the process or other support needed, please contact the Director of Youth Protection at 614-247-5838.

### III. Background Checks

- A. The requirements for background checks under this policy are separate and distinct from those addressed in [Background Check 4.15 policy](#). Background checks must be conducted on all faculty, staff, appointees, students, student employees, graduate associate, and volunteers working in activities and programs with minors as follows:
  - 1. Any faculty, staff, appointee, student, student employee, graduate associate, or volunteer working in activities and programs with minors who is likely to have responsibility for the **care, custody, or control** of a minor as part of that activity or program, must have an Ohio Bureau of Criminal Investigation (BCI) fingerprint background check completed before the activity or program with minors begins.
    - a. Individuals required to be background checked who have not lived in Ohio for five consecutive years must have both a BCI and a Federal Bureau of Investigation (FBI) check.
    - b. A third party vendor background check, including those required at the time of hire for university employees, is insufficient for individuals requiring a background check as described above.
  - 2. For activities and programs conducted only in a virtual format, any faculty, staff, appointee, student, student employee, graduate associate, or volunteer facilitating activities and programs with minors must have a third party vendor background check completed before the activity or program begins, if they have not already completed a BCI or FBI check pursuant to this policy.
  - 3. Individuals required to be background checked that have a break in service for less than 12 months must disclose any convictions that occurred during the break within three business days of commencement of participation in activities and programs with minors. If a break in service is longer than 12 months, individuals required to be background checked must have a new background check, as required by paragraph 1 and 2 above, before working in activities and programs with minors.
  - 4. A background check, as required by paragraph 1 and 2 above, must be completed every four years to remain eligible to work in activities and programs with minors.
  - 5. Units have the option to require background checks on broader categories of individuals than just those who are likely to have responsibility for the care, custody, or control of a minor as part of an activity or program provided there is a business justification, that checks are made consistently across specific positions, and the documented background check program has been approved by the Office of Human Resources.
  - 6. Units must perform background checks on broader categories of individuals if required by law.
- B. Parental consent must be given for the background check in the case of an individual under the age of 18 requiring a check.
- C. See the [Background Check Resource Guide](#) for specific instructions on obtaining background checks.
- D. Records must be kept consistent with the unit's record keeping and the university [General Records Retention Schedule](#).

### IV. Training

- A. Units must ensure that faculty, staff, appointees, students, student employees, graduate associates, and volunteers are trained annually before they work in activities and programs with minors.
- B. There are two ways to provide annual required training:
  - 1. The Office of Institutional Equity provides training for faculty, staff, appointees, students, student employees, graduate associates, and volunteers with care, custody, or control of minors, with an online option. A different training is also available for those without care, custody, or control of minors. See Resources section.



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2. If a unit chooses to not use the training resources provided by the Office of Institutional Equity and design its own, it must cover the topics outlined in part IV.E, as well as be preapproved by the Director of Youth Protection at least 30 days in advance of the activity or program with minors training.
  - C. If a unit is hosting a virtual activity or program with minors, the person(s) responsible for establishing the program platform must have completed the Digital Accessibility Policy training and establish an accommodation process for virtual participants.
  - D. Records of such trainings must be kept consistent with the unit's record keeping and the university [General Records Retention Schedule](#).
  - E. Training content must include at minimum the following topics:
    1. Recognizing signs of physical, emotional, and sexual abuse, as well as neglect;
    2. Reporting suspected child abuse and neglect, including
      - a. Who must report and what are the reporting requirements,
      - b. How, when, and where to report, and
      - c. Protection of good faith reporting;
    3. How to help prevent child abuse;
    4. The Standards of Behavior; and
    5. All requirements in this policy.
- V. Standards of Behavior
- A. Faculty, staff, appointees, students, student employees, graduate associates, and volunteers working in activities and programs with minors are required to sign and abide by the Standards of Behavior. The purpose of these standards is to promote the safety and wellbeing of all minors.
  - B. Units must have all faculty, staff, appointees, students, student employees, graduate associates, and volunteers sign the [Standards of Behavior](#) form annually before they work in activities and programs with minors.
  - C. Records of such forms must be kept consistent with the university [General Records Retention Schedule](#).
  - D. Faculty, staff, appointees, students, student employees, graduate associates, and volunteers must comply with the [Self-Disclosure of Criminal Convictions 4.17 policy](#), including its requirement that felony or misdemeanor convictions must be self-disclosed within three business days of pleading guilty or being convicted.
  - E. One-on-one interactions
    1. One-on-one interactions are prohibited unless authorized by the **unit leader** or their respective designee(s). Approved one-on-one interactions may only take place in open, well-illuminated spaces or rooms observable by other adults from the activity or program with minors.
    2. If the unit leader or their respective designee(s) determines that meeting in the manner specified above is not practical and approves other arrangements, an [Exemption Request](#) form can be submitted following the exemption process outlined in Procedure VII.
- VI. Accountability
- A. Individuals violating this policy will be held accountable for their actions. Such accountability may include but is not limited to:
    1. Volunteers and appointees are subject to reprimand or loss of volunteer status;
    2. Students are subject to the Code of Student Conduct;
    3. Staff, student employees, and graduate associates are subject to corrective action up to and including termination; and



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- 4. Faculty are subject to Faculty Rule 3335-5-04. A finding that a faculty member failed to report child abuse or neglect or otherwise violated this policy may constitute gross incompetence or grave misconduct under Faculty Rule 3335-5-04(A).
- B. The Office of Institutional Equity has oversight of the accountability as it relates to this policy and all Office of Institutional Equity policies. The Office of Institutional Equity can refer matters to other university offices as appropriate.
- C. The Office of Institutional Equity may deny or remove (pending appropriate corrective action) the ability of any individual covered under this policy to volunteer or work in activities and programs with minors at any time. This is to be applied in conjunction with other applicable university policies and standards.
- D. Investigations of allegations of child abuse or neglect will be conducted in accordance with the investigatory protocols of children service agencies, local law enforcement agencies, and/or the university.
- E. Onsite or virtual visits may be conducted by the Office of Institutional Equity to promote compliance.
- F. Units and individuals must participate in onsite or virtual visits as required.
- G. The Office of Institutional Equity retains authority to cancel an activity or program for non-compliance with this policy.

### VII. Exemption Process

- A. If a unit leader or their respective designee(s) of an activity or program with minors deems that a section of this policy would place an undue hardship on an activity or program with minors, an exemption can be requested by the unit leader or their respective designee(s) by submitting an [Exemption Request](#) form.
- B. Absent extenuating circumstances, an [Exemption Request](#) form must be submitted to the Director of Youth Protection no later than eight weeks prior to the event taking place and will be reviewed by the Minors Policy Governance Committee. Approval or denial will be communicated at least four weeks prior to the event. If an expedited process is required because of an extenuating circumstance, contact the Director of Youth Protection immediately.

### Responsibilities

Position or Office	Responsibilities
Director of Youth Protection	<ol style="list-style-type: none"> <li>1. Consult regarding reporting and provide other support as needed.</li> <li>2. Preapprove training designed by units.</li> <li>3. Receive Exemption Request forms.</li> </ol>
Employing or volunteer sponsoring unit	<ol style="list-style-type: none"> <li>1. Establish record-keeping systems that are required by this policy with activity and program leadership.</li> <li>2. Register all activities and programs with minors with the Office of Institutional Equity.</li> <li>3. Ensure that background checks are conducted in accordance with this policy and the Self-Disclosure of Criminal Convictions 4.17 policy and Background Check 4.15 policy.</li> <li>4. Ensure required annual training to faculty, staff, appointees, students, student employees, graduate associates, and volunteers is completed.</li> <li>5. Enforce Standards of Behavior for faculty, staff, appointees, students, student employees, graduate associates, and volunteers who work with minors in the settings covered by this policy.</li> <li>6. Ensure the Standards of Behavior form is signed annually.</li> <li>7. Supervise faculty, staff, appointee, student, student employee, graduate associate, volunteer and minor participant behavior.</li> <li>8. Report to and assist investigating agencies in any allegations of abuse.</li> <li>9. Comply fully with site visits and investigations.</li> </ol>
Faculty, staff, appointees, students, student employees,	<ol style="list-style-type: none"> <li>1. Report any instances when child abuse or neglect has been witnessed or if there is information that a minor faces a substantial threat of child abuse or neglect, as required by this policy.</li> </ol>



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Position or Office	Responsibilities
graduate associates, and volunteers	<ol style="list-style-type: none"> <li>2. Complete and submit a Child Abuse, Sexual Abuse, or Neglect Incident Report as required by this policy.</li> <li>3. Consent to the background check.</li> <li>4. Complete required training.</li> <li>5. Sign and adhere to the Standards of Behavior.</li> <li>6. Self-disclose criminal convictions in accordance with this policy and the Self-Disclosure of Criminal Convictions 4.17 policy and Background Check 4.15 policy.</li> <li>7. Comply fully with site visits and investigations.</li> </ol>
Minors Policy Governance Committee	<ol style="list-style-type: none"> <li>1. Make recommendations about this policy.</li> <li>2. Review and decide requests for exemptions for portions of this policy.</li> </ol>
Office of Human Resources	Conduct background checks in accordance with this policy and the Self-Disclosure of Criminal Convictions 4.17 policy and Background Check 4.15 policy.
Office of Institutional Equity	<ol style="list-style-type: none"> <li>1. Maintain the registration system and oversee the approval process for activities and programs as they relate to this policy.</li> <li>2. Provide or approve training material.</li> <li>3. Receive and process reports as they relate to this policy.</li> <li>4. Coordinate and/or conduct the investigation of allegations of child abuse or neglect as needed.</li> <li>5. Maintain oversight of the accountability measures as they relate to this and refer matters to other university offices as needed.</li> <li>6. Conduct site visits to promote compliance and answer questions as needed.</li> <li>7. Maintain records, including training completion, in accordance with the General Records Retention Schedule.</li> <li>8. Deny or remove the ability of an individual to volunteer or work in activities and programs with minors, as needed.</li> </ol>
Unit leaders	<ol style="list-style-type: none"> <li>1. Authorize one-on-one interactions as appropriate.</li> <li>2. Submit Exemption Requests as outlined in this policy.</li> </ol>
University Police	Notify the Office of Institutional Equity of suspected abuse or neglect.

### Resources

#### Governance Documents and Forms

Background Check policy 4.15, [hr.osu.edu/public/documents/policy/policy415.pdf](https://hr.osu.edu/public/documents/policy/policy415.pdf)

Background Check Resource Guide, [hr.osu.edu/public/documents/policy/resources/150bgcguide.pdf](https://hr.osu.edu/public/documents/policy/resources/150bgcguide.pdf)

Checklist of Responsibilities, [hr.osu.edu/public/documents/policy/resources/150responsibilities.xlsx](https://hr.osu.edu/public/documents/policy/resources/150responsibilities.xlsx)

Code of Student Conduct, [studentlife.osu.edu/csc/](https://studentlife.osu.edu/csc/)

Documentation/form tracking spreadsheet, [hr.osu.edu/public/documents/policy/resources/150tracking.xlsx](https://hr.osu.edu/public/documents/policy/resources/150tracking.xlsx)

This is not required to be used, and serves as an example for those needing it.

Exemption Request form, [hr.osu.edu/public/documents/policy/resources/150exemption.pdf](https://hr.osu.edu/public/documents/policy/resources/150exemption.pdf)

Faculty Rule 3335-5-04, [trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html](https://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)

Frequently Asked Questions, [hr.osu.edu/public/documents/policy/resources/150faq.pdf](https://hr.osu.edu/public/documents/policy/resources/150faq.pdf)

ORC 2151.421, Reporting child abuse or neglect, [codes.ohio.gov/orc/2151.421](https://codes.ohio.gov/orc/2151.421)

ORC 2921.22, Failure to report a crime or knowledge of a death or burn injury, [codes.ohio.gov/orc/2921.22](https://codes.ohio.gov/orc/2921.22)

Registration, <https://apps.hr.osu.edu/minors>

Required components flowchart, [hr.osu.edu/wp-content/uploads/policy150-components-flowchart.pdf](https://hr.osu.edu/wp-content/uploads/policy150-components-flowchart.pdf)

Self-Disclosure of Criminal Convictions policy 4.17, [hr.osu.edu/public/documents/policy/policy417.pdf](https://hr.osu.edu/public/documents/policy/policy417.pdf)

Standards of Behavior for Employees/Volunteers, [hr.osu.edu/policy/resources/150standards-emplvol.pdf](https://hr.osu.edu/policy/resources/150standards-emplvol.pdf)

Standards of Behavior for Minor Participants, [hr.osu.edu/policy/resources/150standards-minors.pdf](https://hr.osu.edu/policy/resources/150standards-minors.pdf)

Units can use this with minor participants if desired, but is not required.

Statement of Nonconviction form, [hr.osu.edu/public/documents/policy/resources/150nonconviction.pdf](https://hr.osu.edu/public/documents/policy/resources/150nonconviction.pdf)



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Some programs are required by Ohio Department of Job and Family Services to use this form.

Whistleblower policy 1.40, [hr.osu.edu/public/documents/policy/policy140.pdf](http://hr.osu.edu/public/documents/policy/policy140.pdf)

University General Records Retention Schedule, [library.osu.edu/sites/default/files/2019-12/osugeneralschedule\\_combined.pdf](http://library.osu.edu/sites/default/files/2019-12/osugeneralschedule_combined.pdf)

### Reporting Resources

Child Abuse, Sexual Abuse, or Neglect Incident Report form,

[hr.osu.edu/public/documents/policy/resources/150abuse.pdf](http://hr.osu.edu/public/documents/policy/resources/150abuse.pdf)

Reporting flowchart, [hr.osu.edu/public/documents/policy/resources/150reporting.pdf](http://hr.osu.edu/public/documents/policy/resources/150reporting.pdf)

### Training Materials and Resources

Attendance Documentation, [hr.osu.edu/public/documents/policy/resources/150attendance.pdf](http://hr.osu.edu/public/documents/policy/resources/150attendance.pdf)

Attendance for in-person trainings may be tracked however is easiest but this method is recommended.

#### Training modules

BuckeyeLearn - Accessing Activities and Programs with Minor Participants Policy Training, <https://hr.osu.edu/wp-content/uploads/150-buckeyelearn-access.pdf>

BuckeyeLearn - Disable Pop-Up Blocker, <https://hr.osu.edu/wp-content/uploads/buckeyelearn-disable-popup-blocker.pdf>

Care, custody, or control responsibilities (required for those with care, custody, or control but anyone working with minors can choose this option if desired): Go to <https://buckeyelearn.osu.edu> and log on using your name.# credentials. Type *Minor Participants* in the global search box near the top right of BuckeyeLearn. When search results begin to appear, press *Enter* on the keyboard. Locate the appropriate year and click on the course title. Click *Request* and once on your active transcript, click *Launch*.

Non-care, custody, or control responsibilities (required for those without care, custody, or control), [hr.osu.edu/public/documents/policy/resources/150nonccc.pdf](http://hr.osu.edu/public/documents/policy/resources/150nonccc.pdf)

### Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Director of Youth Protection, Office of Institutional Equity	614-292-1404	<a href="mailto:minorspolicy@osu.edu">minorspolicy@osu.edu</a>
Background checks	Background Checks and Fingerprinting, Office of Human Resources	614-292-3595	<a href="http://hr.osu.edu/services/background-checks-fingerprinting/">hr.osu.edu/services/background-checks-fingerprinting/</a>
Emergencies	The Ohio State University Police Division, Department of Public Safety	911	<a href="http://dps.osu.edu">dps.osu.edu</a>
Legal issues, mandatory reporter requirements	Office of Legal Affairs	614-292-0611	<a href="http://legal.osu.edu">legal.osu.edu</a>
Reporting	The Ohio State University Police Division, Department of Public Safety	614-292-2121	<a href="http://dps.osu.edu">dps.osu.edu</a>
Statement of Nonconviction form	Ohio Department of Job and Family Services	866-886-3537	<a href="http://jfs.ohio.gov">jfs.ohio.gov</a>

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