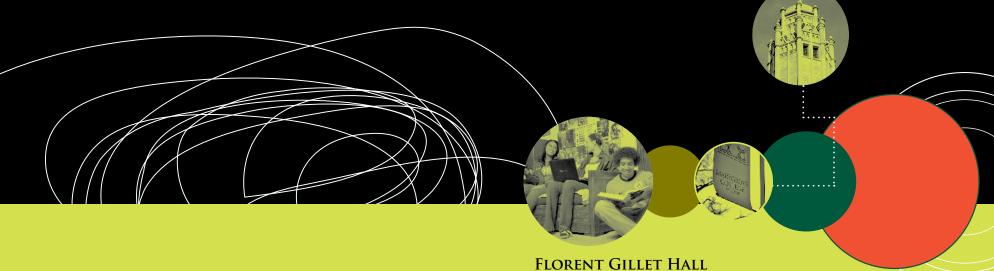


MARYGROVE COLLEGE RESIDENCE LIFE HANDBOOK

2014-2015



A RESIDENTIAL COMMUNITY OF COMPETENCE,
COMPASSION AND COMMITMENT

## **Welcome to Florent Gillet Hall!**

Selecting a College is a big decision, as is deciding where to live while you attend College. We are excited that you are thinking of staying on campus with us. We are prepared to provide opportunities for you to live, develop as an independent person, find moments and opportunities to laugh, join our learning community and learn with fellow residents all while you make life-long friends.

We look forward to you being a part of our community.

You are responsible for all information in this handbook. Please read carefully and feel free to ask any staff member if you have questions. Thank you!

Every effort has been made to ensure the accuracy of the information contained in this document; however, the College reserves the right to make corrections and/or updates. Any modifications will be posted on the Residence Life website, emailed to the residents, and posted within the residence hall.

If you have any questions about the information contained in this document, contact the Residence Life Office, at (313) 927-1650, 8425 West McNichols Rd. Detroit, MI 48221.

#### Office of Residence Life

The Office of Residence Life is part of the Student Services and Student Life division of the College. Our primary mission is to provide support to our residents. There are other campus offices and staff that can assist residential students with questions, concerns and issues: Student Development Division, Student Life, Connecting to the Grove, Student Counseling, Enrollment Center, Campus Ministry, Career Services, Tutoring and Financial Aid. In addition to the College's strong student support programs and services, each student is assigned an academic adviser to assist with academic scheduling, questions, and concerns. The Residence Life staff is able to assist residents by making referrals to other campus offices or staff.

### Residence Life Staff

Residence Life staff members are committed to providing the best possible living experience for all residents. Residents are encouraged to get to know the staff, as they are a valuable source of information about the College and the many services available.

### **Director of Residence Life**

The Director of Residence Life is a professional staff member who provides leadership and supervision for all aspects of Residence Life. Residents are encouraged to utilize the Director as a resource for leadership and volunteer opportunities, as well as campus organization and information. Students who want to meet with the Director should schedule an appointment by contacting the Front Desk at (313) 927-1309.

#### Residence Life Coordinator

Our Residence Life Coordinator is a live-in professional staff member who provides leadership and supervision, and nightly, on-call support and crisis management. Residents are encouraged to utilize the Coordinator as a resource.

### Resident Assistants (RAs)

Resident Assistants (RAs) are specially selected Marygrove students that live in the residence hall. RAs provide support and assistance to their floor mates. Major roles include creating and maintaining an environment conducive to learning and promoting academic and personal success for the residents under their charge. RAs are responsible for organizing and promoting Residence Life programs and services, and serve as an informational resource for residents. RAs are trained to assist with maintenance or service requests, general College and community issues, uphold policy and procedure guidelines, and assist in crisis situations, should they arise. RAs undergo a thorough application process and are committed to the success of each resident.

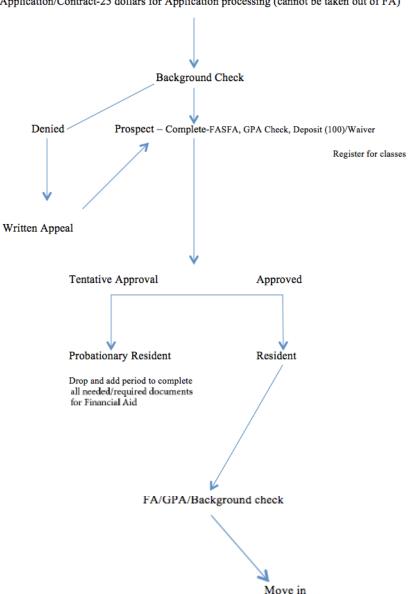
# Desk Assistants (DAs)

Desk Assistants (DAs) are members of our Campus Safety and Security staff. They are employed by Marygrove College. DAs create and maintain a safe environment within the building by reporting concerns, managing guest registration, ensuring maintenance and work order requests are quickly fulfilled, and managing equipment and supply deliveries to residents. In addition, DAs are the friendly voices responsible for answering the telephones at Florent Gillet Hall. They are prepared to respond to general questions from guests and parents, and ready to offer relevant information regarding any Residence Hall inquiries.

## For Information Regarding:

Housing Admittance Eligibility, Continued Housing Eligibility, Housing Application, Housing Deposit, Background Checks, Assignment of Space, Waiting List, and Room Changes: Housing Occupancy Policy located online: www.marygrove.edu

Application/Contract-25 dollars for Application processing (cannot be taken out of FA)



## **Abandoned Space**

If a resident fails to return from a scheduled College break or is absent from the residence hall for over 14 days, the space may be deemed "abandoned." Residents with prior knowledge of an extended absence from their assigned room must notify the Director of Residence Life to avoid the termination of the resident's contract. Prior notification and approval from the Director of Residence Life is imperative for a leave of absence. This must be requested in advance to prevent the disposal of items left in the resident's space for an extended period of time.

### **Academic - Student Success**

Residence Life has a vested interest in your academic success and recognizes that the transition to College and living independently can be challenging. To partner in your academic success, we have implemented the following policy to ensure resident students take advantage of the resources available.

#### Academic Probation

Residents unable to maintain a grade point average (GPA) of 2.0 will be placed on academic probation for one semester. Residents on academic probation will be contacted to discuss campus resources and services that can assist their academic performance. Available resources and/or referrals include but are not limited to: academic advisers, financial aid staff, Geschke Writing Center, tutoring, student support and counseling services, campus ministry, and campus social workers. In addition, each academic department is equipped with laboratories and learning centers which provide students many opportunities for extra help. We encourage every student to utilize these important on-campus resources. These resources are listed in the Marygrove Student Handbook under "Academic Resources and Programs."

If the student fails to raise his/her GPA to a 2.0 by the end of the probationary semester, he/she will no longer be eligible to live in campus housing. As a result, their housing contract will be cancelled and they may be required to move out.

### **Appeals**

Students have the right to due process and may appeal a decision by filing a formal appeal with the Office of Residence Life. Non-academic appeals will be heard by the College judicial committee.

### **Billing Dates**

Payment dates are outlined in the Housing Contract. If a current resident fails to pay by the due date outlined in the Housing Contract, he/she will be expected to move out. New residents unable to make the first payment by the move-in date, cannot move in until financial arrangements are made.

## **Break Housing**

The Residence Halls close during winter and spring breaks. Students who require housing during scheduled school breaks may submit a written request to the Director of Residence Life at least two weeks prior to the end of the semester. Approval is not guaranteed, but every effort will be made to accommodate requests when possible.

#### Cable

Each suite is equipped with free limited cable service both in the common living area and in each bedroom.

## **Collection of Payments**

The resident agrees that if the College utilizes legal counsel, a collection or other agent to enforce this contract, the resident will pay the collection costs, attorney's fees and court costs in obtaining payment amounts due under this agreement and interest at the rate of 1.5 percent monthly on any unpaid balances.

#### Communication

Residents are expected to check their Marygrove email regularly for important information that will be sent out by Residence Life and other offices on campus. Important information may also be posted on residents' doors, around the building, or delivered to residents' mail boxes.

## **Computers & Printing**

There are computers available for residents of Florent Gillet Hall located on the first and second floors of the building. There are several computer labs located around Marygrove's campus for student use: The Computer Resource Center, located on the second floor of the LA building (LA243), the Student Computer Lab (room 100 of the Student Center Building), and the Student Technology Instruction and Collaboration Center (STICC) or "STICC lab," located in the library basement. In addition, each academic department has a learning lab outfitted with computers for use while studying or working with tutors. Each student is also assigned a "print allowance" at the beginning of each semester for printing assignments and to help offset the cost of printing.

#### Contract

Your residence hall contract is not transferrable. Only the individual student who signs the residence hall contract is permitted to reside in the room/suite. This contract is legally binding and residents will be held responsible for the length of the contract period.

The College is committed to providing students a safe living and learning environment; consequently, the College reserves the right to deny or terminate housing for any person whom the College feels may pose an unreasonable risk, cause disruption to the community, or violate College rules or policies.

The College reserves the right to deny, modify, or cancel housing contracts or assignments at any time.

#### **Contract Modification**

Each resident must indicate on the residence hall contract the contract term they are selecting. Options include fall and winter, and winter only.

If a student is suspended or expelled (for any reason), or fails to meet eligibility requirements, and is required to vacate housing, the student is still responsible for the terms of their housing contract, including the \$500 cancellation fee.

### **Contract Termination**

The College may terminate any resident housing contract <u>at any time</u> for any violations of the provisions herein, or when in the best interest of the community or College. Student housing contracts can be cancelled if enrollment at Marygrove College is terminated through student withdrawal from the College, academic suspension, or administrative dismissal. <u>The resident remains</u> responsible for housing charges until the space is filled.

If the contract is terminated, the student agrees to vacate student housing within 24 hours unless written permission is obtained from the Director of Residence Life or a legal designee.

#### Credit Load

Residents must register for at least 12 credit hours in the fall and winter semesters and regularly attend classes while residing on campus.

# **Damage Deposit Refund**

To request a refund of your damage deposit you must complete a "damage deposit refund request" within 30 days after vacating residence housing. This form is available at the front desk and online, and may not be processed over the phone. Please note: this process may take up to six weeks following the end of the term.

## **Damage to Residence Hall**

Should the residence hall be damaged sufficiently enough to prevent the use of the facility or in the event of a public emergency or other unforeseen occurrence beyond the control of the College which results in residents being displaced, the housing contract may be immediately terminated. In this event, residents will only be responsible for charges up to the date of termination. The College will not be liable for any expenses, damages or loss incurred for relocation or inconvenience of such termination. We encourage residents to purchase renter's insurance as protection for personal belongings.

# **Dining Service**

All residents are required to choose a meal plan. Plans start at 12 meals per week, with a maximum of 19 meals per week.

The campus food service provider posts hours of operation for each location at the start of each academic semester.

### Doors/Locks/Theft

The College provides safety measures to protect the welfare of all residents and safeguard their personal belongings. However, the College cannot be held responsible for loss of personal property. Residents are encouraged to take the proper precautions. Residents should not leave their suite or their bedroom door open when not in the room. Doors should not be propped using the deadbolt. In addition to being a safety hazard, it may damage the door lock. Ultimately, the College is not responsible for lost, stolen, or damaged items.

## Early Move In/Late Stay

There are special circumstances that require campus housing residents to move in prior to, or stay longer than the dates listed in the housing contract. To obtain information regarding this option, please contact the Residence Life Office at (313) 927-1650.

### **Exam Weeks**

In an effort to create an atmosphere conducive to studying, during the week of final exams each semester, mandatory "quiet hours" are enforced around the clock, and visiting hours are restricted to 8 am to 10 pm.

#### Financial Aid

Residents utilizing financial aid to pay for housing must have sufficient verified financial aid (i.e. federal, state, local scholarships, grants, Pell Grant, Stafford Loans, etc.) to cover tuition and housing. This information must be on file in the Financial Aid Office prior to housing payment due dates. Outstanding tuition and housing payments will be deducted from available financial aid prior to student aid disbursement. The availability of financial aid does not relieve the student of financial responsibility for sums due under the housing contract. Any amount not covered by financial aid is due in accordance with the payment due dates contained in the contract. If you have questions regarding financial aid, refer to the financial aid website or visit Student Services in The Liberal Arts Building.

Applicants should note that the Financial Aid process can take several months and proper time should be allotted for application review and approval.

#### Fire Alarms

When an alarms sounds, persons within the residence hall are **required** to evacuate the building immediately.

All evacuated individuals are directed to the fifth (5th) full set of parking spaces (second set of lights) in the parking lot. It is with utmost concern for student safety that all residents evacuate the building. To stress the importance of student safety, any students or guests of students that fail to comply will be documented by staff and may be issued state and/or local fines or ticketed by police. Re-entry into the building before an "all-clear" signal is given is prohibited. State law also prohibits the use of elevators during a fire alarm.

Any resident that notices signs of fire, please pull the fire alarm as you evacuate the building. The alarm will automatically alert the proper authorities.

Falsely pulling a fire alarm can result in judicial sanctions or fines.

### Keys

All residence hall keys and IDs are the property of Marygrove College and are distributed by Campus Safety and Security. Residents may not copy, loan, sell, or transfer a Residence Life key or ID to any person.

Residents must report lost keys or IDs to the service desk.

Residents must return assigned keys and IDs at the termination of their housing contract or upon demand.

### **Mail Service**

The US Postal Service delivers all student mail to Shipping and Receiving in Campus Services. Marygrove staff distributes the mail that is delivered to the mailboxes during the business week.

Residents that receive packages larger than the mailbox will receive a package notice and can pick up the package with the package slip and student ID at Campus Services.

Each resident is assigned a mailbox located in the Liberal Arts building.

## Please have your mail directed as follows:

Your Name Residence Hall Box # \_\_\_\_ 8425 West McNichols Road Detroit MI 48221

At the end of the year, or whenever you move out of campus housing, you must change your address with both the College e-Services and the United States Postal Service. Failure to do so will result in disrupted mail service or returned mail. All mail received for non-residents will be returned-to-sender.

## Meetings - Building, Floor, Individual and Suite

During the year, Residence Life staff will host meetings to share information and discuss community events and issues. Attendance at these meetings is necessary to ensure that all individuals are aware of pertinent information, upcoming events, and deadlines. Residents who are unable to make these meetings are expected to make arrangements with the appropriate staff member to receive information provided at the meeting. These mandatory meetings are necessary and integral to maintaining communication within our residence community. As such, disciplinary action may be taken if residents fail to attend mandatory meetings.

### **Move-In: Fall Semester**

Students are notified by mail over the summer of move in dates and times. New residents are required to participate in the new student move in and welcome activities. Returning students cannot move in prior to the official move-in date unless assisting with "welcome day," student orientation student leader training, or are approved athletes and/or individuals assisting with residence life move-in.

### **Move-In: Winter Semester**

Residents will be notified of housing assignments, and move in will commence several days before the start of winter semester.

#### Move-Out

Based on the housing contract terms, **residents must vacate the residence hall within 24 hours of their last exam**. Residents must sign up for suite check-out with a Residence Life staff member to ensure a quick and complete move from the residence hall. It is important to follow protocol in this matter, as it may unfortunately result in forfeiture of any refundable fees or expenses.

## **Payment of Housing Charges**

Once a resident has been assigned a tentative suite, the housing fee will be charged to the student's account. Payment must be received by the payment dates outlined on the housing contract or the contract will be cancelled and the space reassigned. New residents with unpaid housing charges will not be permitted to move in until full payment has been made and may have their housing contract cancelled.

Returning residents with outstanding payments will not have access to their assigned room until payment has been made. Failure to respond to residence financial concerns may result in cancellation of the housing contract.

Non-payment and/or cancellation of contract due to non-payment do not release the student from the financial obligations of the housing contract.

Housing charges for students moving in after classes have begun will be pro-rated.

## **Room Condition Inventory (RCI)**

A Room Condition Inventory is completed and signed by all residents of the suite upon move in. The RCI details items for the resident's bedroom, bathroom, and living room. This document is used at check-out to assess damages. It is the responsibility of the student to ensure accurate information is given regarding the condition of the room. This prevents charges from being assessed to the current tenant.

### **Room Change Requests**

A resident may be required to move when a conflict between residents occurs, and all mediation attempts have been exhausted. In some situations open spaces may need consolidation. Other circumstances that necessitate a room change are at the discretion of the Office of Residence Life. There is no fee assessed for required moves.

Residents may request a room change by completing and submitting a room change request form (available on the Residence Life website and at the front desk) to the Director of Residence Life. Please note: room changes are only granted occasionally and only if space is available. If granted, the student account will be assessed a \$100.00 fee. All room change arrangements are coordinated by the Office of Residence Life. Students may not trade assigned rooms without permission.

When a Room Change is necessary, the Director or Assistant Director of Residence Life will inform suitemates by email, phone call, or posted notice. A new roommate contract will be completed by new suitemates and the Resident Assistant.

#### Safety

Marygrove is committed to the safety and security of its students and visitors. Security is present on campus 24 hours a day and can be reached by calling (313) 927-1411, alerting the front desk aide, or by activating a "blue light" which can be found across campus.

If you wish to report a crime, or to get information about campus crime statistics, please visit the Safety and Security website at: <a href="https://www.marygrove.edu.">www.marygrove.edu.</a>

#### Student ID card

When residents move in they are issued a student identification (swipe) card that provides specific access to the building, suite, and bedroom. The student ID is an integral part of our security system. It is important that the student keep their swipe card in their possession at all times and present it to College officials when requested. Failure to present the ID may result in judicial sanctions.

Lost or stolen cards should be reported immediately to ensure timely deactivation. Failure to report lost or stolen cards compromises campus security and may result in disciplinary action. Students may receive one (1) free replacement card. Any further lost cards will result in a \$30 fine charged to the student's damage deposit. Please notify the service desk to report a lost or found ID card.

Residents may not give their ID to anyone. This is important for the safety of the College community and will result in disciplinary action. IDs found in the possession of anyone other than the resident to whom it was issued will be confiscated by Residence Life/Campus Safety and Security Staff and judicial sanctions may be assigned.

## **Suitemate Agreements**

Suitemate agreements are distributed and completed within the first three weeks of each semester. The agreement provides an opportunity for residents to discuss specifics relating to the management of individual suites, including housekeeping, noise, guests, etc. This ensures harmony and respect of individual concerns within the residence community and should be thoughtfully considered. The Resident Assistant assigned to the floor will schedule a follow up meeting with each suite resident to discuss and receive copies of the agreement.

Residence hall staff encourages open communication and positive interaction. Although rare, all residents are strongly encouraged to **communicate** with their suitemates if a conflict arises. Please contact your RA for information on how to resolve conflicts and receive assistance with resolution. Resident Assistants are trained in interpersonal communication and conflict management and are able to assist with mediation should unfortunate miscommunications occur. **Room-changes will not be made until the mediation process is utilized.** 

### Wireless

A wireless network is provided for use and is a shared resource among residents. With sensitivity to the needs of the residence community, large downloads or other bandwidth-intensive items do effect the performance and connectivity of the service. Although best efforts have been made to make the wireless network compatible with student-owned devices, this service is not fully guaranteed.

# **Community Living**

Residential living promotes individual and group responsibility by fostering a positive living/learning environment. The policies of Residence Life balance the rights of the individual and the rights of the community. While carrying out its educational mission, Marygrove College aspires to create and maintain conditions that are fun and educational.

All Marygrove residents and their guests are responsible for positive communication and interactions that do not infringe on the rights of others or interfere with the educational mission of the College.

By signing your residence hall contract, you agree to make yourself aware of and abide by all Residence Life policies and expectations; the Marygrove Student Code of Conduct; and applicable State and Federal laws. A copy of the Student Code of Conduct may be obtained from Student Services or online at www.marygrove.edu. Violations are subject to disciplinary action, criminal prosecution, removal from student housing, and/or payment of replacement fees as deemed appropriate by College officials. Residents are responsible for the conduct of their guest(s) and may be subject to disciplinary action as a result of misconduct of their guest(s).

Marygrove College and the Office of Residence Life reserves the right to contact the individual(s) listed as emergency contacts on the Housing Contract.

# **Residence Life Policies**

All residents must respect and comply with lifestyle expectations and all College policies and procedures. Each resident is responsible for reading and adhering to the procedures and regulations outlined in this handbook and any additional policies related to living in specific College-owned or leased living areas. Residents are also held accountable to local, community, state, and federal authorities. Violations of the residence life policies may result in disciplinary action such as probation or suspension from the College.

The following Residence Life Policies were created for the safety and well-being of all members of the campus community:

**1. Alcohol:** The Office of Residence Life and staff are strongly committed to fostering an environment that promotes Marygrove's educational mission. Michigan state law considers the legal age of possessing or consuming alcoholic beverages to be 21 years of age. The following campus policy is designed to support the objectives and expectations of the College concerning alcohol use.

In the event that a resident is suspected of consuming or possessing alcohol in campus housing, Campus Security, the Residence Life Director, and the police will be contacted for the safety of the student and all residents.

- **1.1 Possession/Use of Alcohol:** Florent Gillet Hall is an alcohol-free living and learning community. Residents or guests may not possess or consume alcoholic beverages in any room or area, including individual bedrooms. This includes residents who are of legal age to consume alcohol.
- **1.2 Alcohol Containers:** Empty alcohol containers are prohibited in the residence hall and may not be used for decorative purposes.
- **1.3 Intoxication:** Any student suspected of alcohol intoxication or who exhibits impaired motor skills, aggressive behavior, slurred speech, smells of alcohol, etc. may be reported to the local authorities by Residence Life Staff or Security.
- 2. Community Meetings: Residents are expected and required to participate in living area meetings conducted by Residence Life staff members. Meetings are primarily held to discuss, promote, and educate residents about events, community issues, concerns, and to plan residence hall gatherings to encourage College spirit and community. Please plan on attending these important meetings, because your participation and enthusiasm are required to make these meetings and plans a success for our Residence Hall community. The imperative nature of these meetings may warrant disciplinary action for lack of attendance. Students, please report scheduling conflicts to your Resident Assistant (RA) to schedule an alternate meeting so you don't miss out on important community news.
- 3. Community Spaces: There are plenty of gathering places to enjoy campus life at Marygrove. Beautiful courtyards, gardens, and outdoor spaces are available for visiting with friends, studying, or taking a break. The cafeteria, art gallery, student lounges, and library are also public areas meant for gathering. These public areas are meant for use by everyone with care and respect. Therefore, please make sure the use of these areas is free from disruptive behavior, disrespect for others, and other circumstances deemed inappropriate for public conduct.
- **3.1 Sleeping:** As a hard-working student, please make sure you get adequate sleep in the privacy of your own room. Living area lounges are not to be used for sleeping.
- **3.2 College furniture:** College owned furniture from common areas should never be moved into a student room. Damaged or missing furniture will be charged to the floor/building. In addition, if the condition of any public area is altered or abused, the person(s) responsible will be charged and disciplinary action taken.
- **3.3 Appropriate language/behaviors:** Residents are expected to use appropriate language and behavior at all times in public areas. Any behaviors deemed inappropriate by College officials may be addressed and the individual asked to stop the disruptive behavior or kindly asked to leave. Failure to comply with a request by a College staff member will result in disciplinary action.

- 3.4 Sports: There are a variety of athletic outlets on campus. Organized sports, volleyball and soccer fields, the campus fitness center (located in the basement of Madame Cadillac), and the Northwest Activities Center (NWAC), are all available for student use throughout the school year. Please ask Residence Life Staff for details about their use. Due to the high risk of property damage and personal injury, sports, water fights, and other high-risk activities are prohibited in indoor residential areas.
- **4. Decorations:** Residents are permitted to decorate bedrooms and suite spaces within the following guidelines:
- **4.1 Wall Damage:** No nails or sticky tape should be used on the walls; to hang items on the walls it is highly recommended that you use 3M Command Adhesive products (<a href="http://solutions.3m.com/wps/portal/3M/en\_US/Command/home/">http://solutions.3m.com/wps/portal/3M/en\_US/Command/home/</a>).
- **4.2 Hanging Decorations:** Decorations may not hang from the ceiling or cover more than 10 percent of any wall or door due to fire safety concerns.
- **5. Drugs:** Marygrove is a drug free zone. Illegal drugs are not permitted on the campus of Marygrove College. Students or residents suspected of drug use may be referred to Security, the Director of Residence Life, and/or the police department for investigation and prosecution if appropriate. (This includes any suspicious odors from Campus View suites, bedrooms and/or common areas.)
- **5.1 Use/Possession:** The use, possession of and/or possession with intent to deliver, transport, sell, distribute, exchange, or manufacture illegal drugs in any building or on any property owned or controlled by the College is prohibited and strictly enforced.
- **5.2 Paraphernalia:** Possession of drug paraphernalia is also prohibited (e.g., marijuana bong, pipe and/or hookah pipe).
- **<u>6. Electrical Equipment:</u>** Any electrical equipment residents bring for use must have an approved "UL" rating for indoor use. Unapproved Electrical Equipment: grills, halogen lamps, space heaters, and air conditioners.
- 7. Failure to comply with a College Official: Behavior or conduct that disrupts the living and learning environment or the safety of the residents within the residence hall will be addressed by Residence Life staff and/or Security. Any behavior that obstructs Residence Life, Security, or any other College staff members from performing their official duties is prohibited. This may include, but is not limited to, physical and verbal abuse and/or threats of violence towards or failure to adhere to the request of a College Official.

- **8. Fire Safety:** Fire safety is very important in a residence hall. Due to the high occupancy, fires are more apt to occur than in single-family residences. The following policies have been designed to provide a safe environment here in the halls.
- **8.1 Flammables:** At no time may any flammable/incendiary/combustible items be stored/used in or around living areas.
- **8.1.1 Open flames:** are not allowed and may include, but are not limited to burned/burning candles, incense, and potpourri pots. If candles have never been burned or the wicks are cut out they are permissible. All residents residing in a suite where burnt candles/incense are present in a common area will be documented for this policy violation regardless of ownership.
- **8.1.2 Combustibles:** Gun powder, laboratory chemicals, acid, gasoline, oil, kerosene, propane, charcoal, turpentine and other combustibles such as fireworks, oil-burning lamps, or items which may easily catch fire or accelerate a fire are prohibited.
- **8.1.3 Fuel-driven:** Engines such as motorcycles, mopeds, etc. may not be stored in student housing.
- **8.1.4 Live Plants:** Live wreaths, pine or evergreen trees, and boughs are prohibited due to the fire hazard. Potted plants are allowed, provided they are well cared for.
- **<u>8.1.5 Hanging Decorations:</u>** Nothing may be hung or attached to the ceiling or block a doorway.
- **8.2 Fire Safety Equipment:** Firefighting equipment is located throughout the residence hall. Pulling false fire alarms, causing a fire, tampering with (putting tape over or stuffing with toilet paper, etc.) a smoke detector or any fire-fighting equipment are violations of the housing contract, the Student Code of Conduct, and state law. The individual(s) involved may be prosecuted.
- **8.3 Blocking Passageways:** No personal belongings may be kept in the hallways of the residence hall as they pose a fire safety hazard because they could impede evacuation in the case of fire or other emergency.
- **8.4 Emergency Protocol:** Fire drills are scheduled as required by state regulations and are conducted periodically throughout the calendar year. Whenever an alarm sounds, persons within the building are required to evacuate the building immediately.

All individuals are directed to the fifth (5th) full set of parking spaces (second set of lights) in the parking lot to allow for emergency vehicles and other safety concerns. Students that fail to comply with this will be documented by staff and can be issued state and/or local fines, tickets from police. Re-entry into a building before an "all-clear" signal is given by staff is prohibited. State law prohibits the use of elevators during a fire alarm.

If a fire is seen or suspected please pull a fire alarm as you evacuate the building. The fire alarm will automatically notify the appropriate authorities.

- **9. Gambling:** Any form of gambling is prohibited. Violators may be subject to College, state, and/or federal laws.
- **10. Guests:** The following expectations have been put into place in regards to guests. Residence Life also reserves the right to modify any residents' guest privileges based on continued violation of guest policy or the concern and safety and/or well-being of the community.
- **10.1 Sign-In:** Guests must be signed in and out at the service desk and must leave a picture ID, state issued identification card, driver's license, or military ID at the desk for the duration of their visit.
- 10.2 Escorting Guests: Guests must be escorted by their host at all times. Guests are held to the same standard as each resident and the person hosting the guest is responsible for ensuring they do not violate policies or disrupt the community. All guests signed into the building, wishing to access the cafeteria with their host, must request a guest bracelet upon check-in.
- 10.3 Number of Guests: No resident should have more than two guests, whether a current resident or a non-resident guest, present in their suite at any given time.
- **10.4 Overnight:** Guests are permitted to stay overnight Friday through Saturday. All guests must be signed out by 10:00 p.m., Sunday-Thursday.

During agreement meetings, residents will discuss guests and visitation with their suitemates. This includes: hours for opposite gender guest visitation, times or days of the week in which no guests are permitted, and how they will manage guest issues and/or behavior.

- **10.5 Overnight Stays Consecutive Nights:** A guest may not stay longer than two consecutive nights, in any room.
- **10.6 Overnight Stays- Total Number:** A guest cannot stay overnight more than 20 times a semester, in any room.

- 10.7 Responsibility: The resident host is responsible for all guest actions while guests are present in the residence halls. The host may be subject to disciplinary action when violations of Residence Life, Marygrove Policies, or laws are violated by the guests while present in the residence halls.
- **10.8 Guest Non-Compliance/Concerns:** A Residence Life staff member can contact security, the police, or request a guest leave if guest behavior is a concern at any time, to the safety and well-being of their host, the community, or themselves.
- 10.9 Minor Guests: Guests who are minors (15-17) may visit during the day, between the hours of 8 a.m. to 10 p.m., and must be supervised at all times. Minors under the age of 15 are not permitted to sign into a resident's room; however, they may be allowed to sign into the community room with resident supervision. NO INFANTS SHALL BE PERMITTED BEYOND THE MAIN ENTRANCE OR COMMUNITY ROOM AT ANY TIME.
- 11. Health Standards: Residents are required to comply with local health codes. Residents are expected to maintain cleanliness of their living space and may be required to clean upon the instruction of Residence Life or Campus Safety and Security staff. Please report any health concerns to a Residence Life staff member.
- 12. Illegal Activities: Students involved in illegal activities (local and federal laws) on campus will result in College and/or civil and/or criminal action. It is the student's responsibility to be aware of all College, federal, state and local laws. Staff members are expected to take action against a violation of a College regulation or the law. Students found breaking the law within the residence hall may be required to vacate their housing assignment pending an investigation of the circumstances surrounding the incident. If the student in question is found to be in violation of the law, he or she may be permanently removed from Housing through the judicial process.
- 13. Mutual Respect: Residents are expected to be respectful of the individual rights and freedoms of others within the living area. Even if a shared sense of understanding does not exist between community members, residents are still expected to exhibit an outward sensitivity to the diversity inherent within the residential community.
- **13.1 Unruly Behavior:** Any behaviors that are inappropriate, disruptive or destructive to the community or its members will not be tolerated. This may include, but is not limited to, yelling or causing a disturbance; using inappropriate language towards another community member, a staff member, or guest; or destruction of property, online bullying or harassment, etc.

- 13.2 Physical Violence: Any violence towards another individual of any kind will not be tolerated and will result in disciplinary action including removal from Campus Housing. If you feel you are a victim of physical violence please notify campus security immediately.
- 13.3 Pranks: Activities which may present a danger to the health, physical, psychological, or emotional well-being of another student or their property, whether intentional or non-intentional, will not be tolerated and will be treated as a violation of policy. If you feel you are a victim of prank violence please notify campus security.
- 13.4 Hazing: Initiation practices which may present a danger to the health, physical, psychological, or emotional well-being of another student or their property, whether done voluntarily or against the wishes of the other student, will absolutely not be tolerated. If you feel you are a victim of hazing violence please notify campus security.
- 13.5 Harassment: Marygrove College prohibits discrimination based on a person's race, color, gender, national origin, age, weight, religion, marital status, physical or mental disability, veteran status, or sexual orientation and will not tolerate any form of harassing behaviors. Harassing behaviors may include, but are not limited to, the following: repeated unwanted contact via email, phone, text message, or social networking sites; persistent following/stalking behaviors; repeated use of derogatory comments; threats or perceived threats of physical or emotional violence. If you feel you are a victim of harassment please notify campus security immediately.
- 13.6 Sexual Assault: Sexual assault is any nonconsensual sexual act. A sexual act is nonconsensual if it is inflicted upon someone who cannot grant consent (due to cognitive disability, age, incapacitation because of drug/alcohol use including intoxication, etc.) or compelled through the use of coercion, intimidation, threats, or physical force. When notified of a sexual assault (or an attempt), the College honors the wishes of the victim regarding notification of police and makes available College/community resources. If you feel you have been sexually assaulted please speak to a Residence Life Staff member, a Campus Safety and Security Officer, one of the Social Workers, or another trusted College employee.
- 14. Noise: Campus housing is intended to be a living and learning community. As such, the residents must be able to study and sleep when necessary. Residence Life and/or Campus Security staff members have the right to confront and address excessive, disruptive behavior that is disrespectful to others in the immediate vicinity of the living area (e.g. sidewalks or entryways). Residents may be asked to quiet down, may be referred to professional staff members, may face judicial sanctions, and/or individuals and groups may be asked to leave the area.

The following policies have been developed to ensure the residents are free to live and study peacefully.

- **14.1 Courtesy Hours:** A "24-Hour Courtesy" policy upholds the College's commitment to provide an environment where students experience academic success. Noise, which is audible beyond the confines of one's room/apartment, is prohibited and may result in disciplinary action. Students are free to have radios, stereos, televisions, etc. in their rooms, but the amplification should be controlled so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. Failure to keep the noise level of sound equipment reasonable may result in removal of the equipment from the student's room and/or other appropriate sanctions.
- 14.2 Quiet Hours: "Quiet Hours" from 10 p.m. to 8 a.m. During this time no noise should be heard outside of an individual suite. Students in public areas should refrain from making any unnecessary noise or being disruptive.
- 14.3 Exam Week: Quiet Hours also apply the week of exams, 24 hours a day.
- **15. Pets:** Residents are not allowed to keep pets of any kind on campus. Feeding and temporarily keeping animals in or around living areas is also prohibited. Residents may be fined, and cleaning and fumigation fees, as well as possible disciplinary action may be appropriate.
- **16. Posting:** Registered student organizations and College departments may request information be distributed to each resident by obtaining authorization or written approval from the Assistant Dean for Student Life. Once approval is provided, the Office of Residence Life will coordinate the delivery of the information.

Any postings, flyers, or advertisements from a non-registered student organization or any outside entity will need stamped approval from the Director of Residence Life. The Director reserves the right to deny approval for postings deemed inappropriate for the Residence Hall and may take down any non-approved postings.

Marygrove considers the entire exterior suite door, the wall surrounding the exterior door, and hallway walls to be under the governance of The Office of Residence Life. Any postings deemed inappropriate may be removed by Residence Life or Campus Safety and Security Staff.

17. Recreational Equipment, Horseplay and/or Hall Sports: Bicycles, skateboards, and inline skates may not be used inside. In addition, students may not play basketball, football, hockey, Frisbee, participate in wrestling, boxing or any other type of physical activity inside the facility that may injure others or damage property. Under no circumstance is school property to be used in horseplay in the halls: wet-floor signs, carts, chairs, trashcans, etc.

- **18. Residence Hall Entry:** Residents must present their ID to the Desk Aide upon entering the building. Non-Residents may not enter the building without a resident host.
- 19. Self-Leadership: All residents are expected to conduct themselves in a manner that promotes and supports the well-being of the entire community. Therefore, the College reserves the right to confront behavior that is detrimental to the student or infringes upon the rights and sensitivities of others. In addition, any activities that take place in the suite belonging to the resident, whether the resident is present or not, are the responsibility of that resident.
- **20. Solicitation and Media in the Building:** In order to maintain a comfortable and safe living and learning environment, the Director of Residence Life must approve all individuals looking to solicit in the building and must be notified of any unscheduled media (e.g. newspaper, television reporters) visits to the building.
- **21.** Trash/Littering: *Under no circumstances is trash to be placed outside of a suite in the hallway.* All residents must regularly take their trash outside to the dumpsters. Trash must be placed in the dumpsters—not next to the dumpsters. Trash cans in public areas are not to be used by residents to dispose of personal trash.

Any trash items that staff must remove from the building will result in fines that will be taken out of the resident's damage deposit.

- **22. Trespassing:** Entry into any completely or partially closed area (including the roof or any area that is locked) is prohibited. Residents will be issued a student I.D card that will provide student access to appropriate doors.
- **23.** Weapons/Hazardous Substances: The display, possession, use, or intent to use firearms, ammunition, firecrackers, dangerous weapons, explosives, or other hazardous objects or substances is prohibited. Weapons, explosives, and other hazardous objects/substances covered by this regulation shall include, *but are not limited to*, the following: gasoline, biological hazards (human excrement/vomit), pepper spray or "mace," handguns, rifles, shotguns, BB guns, pellet guns, air/CO2 guns, paint guns, air-soft guns, blow guns, sling shots, longbows, compound bows, crossbows, and arrows, all knives (with the exception of culinary knives used solely in kitchen areas or for cooking purposes), and martial arts weapons (e.g. nunchucks, swords, and throwing stars). Residents taking a class that involves using weapons (e.g., ROTC and archery) should talk to their instructor or corresponding academic dean for an appropriate storage location for their weapon.

**24. Windows and Window Screens:** For safety purposes, windows and screens must not be removed. To protect residents and maintain the environment, do not throw or drop anything out of a window. No one is permitted to exit, enter, or pass items in or out of the building via a window.

## **Residence Life Student Conduct Process**

The Residence Life Department at Marygrove College is committed to maintaining a safe and productive learning environment. To accomplish this goal, the Department has developed residence life policies that reflect the values and standards of the community.

Given that our community is comprised of individuals with diverse backgrounds, lifestyles, and beliefs, the established policies and procedures aim to protect the rights of members of the College community, individually and collectively.

The Residence Life program seeks the following in our student conduct process:

- Provide a living/learning environment where students can benefit by learning and demonstrating appropriate behavior, and;
- Foster an environment where residents and their guests understand that individuals are responsible for their actions and that there are natural consequences to inappropriate behavior.

The Residence Life staff will confront issues as they become aware of them. Staff may learn of situations in a variety of ways: while completing duty rounds, resident reports, desk Assistant reports, parent phone calls, social media sites, building cameras and/or, from other College employees.

Marygrove College's philosophy of discipline is one of education. While there are consequences for violations of community standards of behavior, our goal is to help students grow and learn from their mistakes and become active and positive members of our community.

Residence Assistants, Desk Aides, and Security staff will contact a professional staff member when situations become escalated, when it is apparent that a resident/guest poses a threat to himself or others, when there is a violation of campus or state/federal law or for any other situations where staff deems it necessary.

It is easy for residents to be upset when they are confronted by a staff member and become argumentative and non-compliant. We encourage residents to keep in mind that the staff is just doing their job. Residents are expected to be cooperative, understanding, and patient when confronted.

There are a variety of ways situations may be managed depending on the type of situation or policy violation.

The following is the protocol for managing policy violations within the residence halls; these policies fall under the umbrella policies of the Marygrove Student Code of Conduct.

## The following are steps relating to an incident within Residence Life:

- **Step 1:** An issue or policy violation occurs.
- **Step 2:** A staff member investigates the situation.
- **Step 3:** A staff member determines action to be taken (verbal warning, contacting professional staff member, notifying law enforcement, etc.).
- **Step 4:** Situation is managed and the staff member takes notes to provide documentation
- **Step 5:** Documentation is created for the Director of Residence Life, Coordinator of Residence Life, the Director of Campus Safety and Security, and other appropriate individuals. Notifications include phone calls, incident reports, duty log notations, and/or e-mail summaries.
- **Step 6:** The Director of Residence Life reviews notification material and determines how the situation will be handled. Levels of situation management may include Residence Life staff; Assistant Dean of Student Life; Director of Campus Safety and Security; the Executive Director of Community Relations; The Vice-President/CFO, The Vice President of Administration; and or any Administration deemed appropriate by any of the above individuals.

# Step 7:

- In some situations, a Student Conduct Hearing may not be required. However, the student will receive a letter noting the situation and warning that further non-compliance will result in a conduct referral. Examples of incident outcomes include noise violations during quiet hours, candles found in a suite or unescorted guests in the Residence Hall.
- There are situations where a Student Conduct Hearing is required. In these cases, a campus administrator will schedule a Hearing with the student(s) involved in the incident report.
- **Step 8:** When students are referred for Student Conduct Hearings, contact is made by a campus administrator, and the hearing scheduled. The situation is formally discussed and recommendations for corrective action will be considered.
- **Step 9**: Following the Student Conduct Hearing, a letter is sent to the student(s) by the administrator summarizing the meeting. This letter will include the outcome/decision (responsible/not responsible) and may include sanctions, deadlines, and failure-to-comply ramifications. Letters are sent to the Front Desk and via Marygrove email accounts.
- **Step 10:** Student completes necessary sanctions, signs a behavioral awareness form, and provides confirmation of the completion to the required administrator.

Each incident is handled on a case-by-case basis; therefore, sanctions may vary depending on the specific conditions involved in each incident.

The following sanctions may be imposed upon any student found in violation of Residence Life Policies. This list of sanctions is meant to be illustrative rather than exhaustive. The College reserves the right to create other sanctions based on the nature of misconduct.

#### Possible Sanctions:

- Guest Policy Violations: warning, loss of visitation privileges, student conduct probation.
- Noise Violations: warning, loss of visitation privileges, removal of offending devices (radio, video games, TV, musical instruments), student conduct probation.
- Alcohol Violations: student conduct probation, loss of visitation privileges, written sanctions, community service/education, required counseling/ rehabilitation program, loss of housing, suspension, notification of violation to law enforcement.
- Other Violations (misconduct, failure to comply, etc.): student conduct probation, loss of visitation privileges, written sanctions, community service/education, required counseling/rehabilitation program, loss of housing, suspension, notification of violation to law enforcement.

**Appeals Process:** Residents who feel they have sufficient grounds for appeal may do so by contacting the Director of Housing. Appeal procedures are outlined in the Marygrove Student Handbook and available at: <a href="http://www.marygrove.edu/faculty-staff/resources-faculty-staff/file-archive/item/student-handbook.html">http://www.marygrove.edu/faculty-staff/resources-faculty-staff/file-archive/item/student-handbook.html</a>.

Requests for an appeal must be made in writing within forty-eight hours (48) or two business days after the date of notification of the Sanction resulting from the action of the College. An appeal may be granted if sufficient evidence justifies overturning the Sanction.

# **Room Entry and Confiscation Policy**

## **Suite Entry**

In accordance with our educational mission, the College aspires to maintain a healthy and safe environment while respecting and preserving residents' right to privacy. The College, however, reserves the right to make periodic administrative entrance and inspection of suites and individual bedrooms, whether or not the residents of the room are present. Cases where inspections may be justified include:

• An imminent threat to the safety or well-being of the room's occupants or other residents. Examples include a report of self-harm, faulty equipment, suspicion of physical danger, smell or visible smoke, etc. Reason to believe the occupants of the room are violating a College rule/regulation or

state/federal law. Examples include: smell of illegal substance where the door goes unanswered, sounds, smells, or words heard from a suite relating to alcohol consumption. The College reserves the right to remove any object or material which constitutes a violation of College policy. There is sufficient reason to believe there is imminent hazard to College property. Examples include fireworks, smell of gasoline, report of weapons, water leaks, or smoke detectors covered/removed. Removal of any hazard in this case is justified. Disruptive noise impeding a community member's ability to sleep, study, read, etc. Examples include: alarm clock sounding or stereo playing without resident in attendance, loud noise level and repeated knocks at the door go unanswered. To address any needed maintenance repairs/concerns. Examples include repairs to appliances, routine maintenance – caulking showers, window repair/sealing and wall crack repairs.

When it is necessary for authorized College personal or their agents to search a student's room without the occupants present, two (2) staff members will be present.

### **Health and Safety Inspections**

To ensure suites are properly maintained and to check for unreported damage, Residence Life staff and security collaborate to complete Health and Safety Inspections. This check is of the full suite, living room, bathroom and each bedroom. These will take place periodically throughout the semester.

#### Confiscation

Certain items are prohibited in the residential areas of the College because of health, fire, and safety reasons, or city, state, federal laws, or College policy. When these items are encountered or discovered by College officials, they are subject to confiscation. College personnel, including Police & Safety officers, and Residence Life staff members, have the authority to confiscate these items.

Items prohibited by College policy for health, fire, or safety reasons may be returned to the owner at the end of the term (or earlier by arrangement with the Director or Hall Director of the respective area) provided that the item be removed from campus immediately and not returned to the premises. Illegal items (such as controlled substances, drug paraphernalia, and weapons) are not items that can be released and will not be returned.

Prohibited use or possession of alcohol will result in its confiscation and disposal. Typically, the resident in possession of the alcohol will be asked to dispose of it. Alcohol containers, whether empty or full, are prohibited and will be confiscated.

Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized (or at the end of the summer term if confiscated during the summer) will be disposed of without notification or recovery. When possible and appropriate, items will be donated to a local charity.