

GOLDEY-BEACOM COLLEGE



HOUSING POLICY HANDBOOK 2011-2012

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<p>THE OFFICE OF RESIDENCE LIFE RESERVES THE RIGHT TO AMEND THE HOUSING POLICY HANDBOOK 2011-2012 AT ANY TIME. IF AMENDMENTS ARE MADE DURING THE SCHOOL YEAR, RESIDENTS WILL BE NOTIFIED AND THE AMENDMENTS WILL BE INCLUDED ON-LINE AT WWW.GBC.EDU/HOUSING/HANDBOOK</p>
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PHILOSOPHY

Residence life at Goldey-Beacom College extends and enriches the classroom experience. The focus of the Residence Life program is to create a satisfying group living experience, to create a productive sense of community, and to provide comfortable and convenient accommodations.

Congregate living may present problems and challenges even in a harmonious setting. The Residence Life experience at Goldey-Beacom College hopes to foster consideration, self-restraint, and sensible conflict resolution, with opportunities for growth and leadership within the campus and the community at large.

We are committed to energy and resource conservation. Energy conservation helps reduce the effects of global warming, acid rain and smog, and protects our natural resources. Water conservation is critical as well. It is with this in mind that we ask all students in the residence halls to be mindful of conserving these resources.

RESIDENCE HALL STAFF

The Office of Residence Life consists of professional staff members and a staff of student resident assistants. Each person plays an integral role in the development of a safe, healthy, and nurturing community.

Director of Residence & Student Life

The Director of Housing & Residence Life is responsible for the supervision of the residence halls, as well as the housing operation which includes room assignment, housing contracts, and billing.

Assistant Coordinator of Residence & Student Life

The Assistant Coordinator of Residence and Student Life is responsible for the supervision of the resident assistant staff, resolution of roommate issues and compliance with policies.

Assistant Coordinator of Housing

The Assistant Coordinator of Housing is responsible for maintenance issues in the residence halls.

Resident Assistants

Resident Assistants are students who reside in the residence halls and oversee the day-to-day interactions of their community members. They monitor compliance with policies and create a welcoming and healthy community.

SECURITY

The College maintains a professionally trained security staff which makes regular patrols throughout the grounds and buildings. Security cameras are installed throughout campus to enhance student safety. There are cameras in the hallways, at the entrance and exit points, and around the exterior of all College buildings. Additional information pertaining to security may be obtained through the Student Affairs Office.

Crime Prevention

The following outlines some precautionary measures recommended by Campus Security to prevent crime:

- Students should lock doors and windows at all times, even if only going down the hall or across the street.
- Goldey-Beacom College ID Cards should be carried at all times.
- Anything suspicious should be reported to Campus Security at (302) 547-0988, Student Affairs Office at (302) 225-6332, or the Resident Assistant On-Duty.

Emergencies

In case of a campus emergency, contact Campus Security at (302) 547-0988, the Student Affairs Office at (302) 225-6332, or the Resident Assistant On-Duty.

Escort Service

Students requiring an escort to their vehicles or to their residence hall rooms should notify the Student Affairs Office at (302) 225-6332 or Security at (302) 547-0988.

Security Cameras

Security Cameras are installed throughout campus to enhance student safety. There are cameras in hallways, at the entrance and exit points, and around the exterior of all College buildings. Any student who touches, tampers with, or damages security cameras will face immediate expulsion from the residence halls as well as paying restitution at full cost.

RESIDENCE HALL DESCRIPTIONS

Jay W. Miller Hall

Miller Hall is the building closest to the Fulmer Center and is usually occupied by upperclassmen. Eleven apartments in this building are designed for five students each and have two bedrooms, one and a half baths, a full kitchen and dining area, and lots of closet space.

A. Raymond Jackson Hall

This building is located next to Miller Hall and is identical in structural design. It houses upperclassmen who desire a quiet atmosphere for studying. Accordingly, it is a 24-hour quiet and substance-free building. Substance-free includes, but is not limited to, alcohol and tobacco. Any student who resides in this building is required to observe these regulations and any student who fails to do so will be moved to another building. Several full-time employees of the College live in Jackson Hall.

John G. Leach Hall

Leach Hall is the largest residence hall. The apartments in this building are designed for six students each and have two oversize bedrooms, two full bathrooms, and a spacious combined dining/living area. This building is usually occupied by freshmen to enhance the first year experience of our newest students. Accordingly, it is substance-free building. Substance-free

includes, but is not limited to, alcohol and tobacco. The Campus Security Office and the resident mailboxes are located on the first floor.

Rebecca H. Abel Hall

This building is our newest residence hall. Eleven two bedrooms/two bathrooms apartments in this building are also designed for six students, with living and dining areas. A breakfast bar divides the kitchen from the dining area. A full-time employee of the College lives on the first floor.

ON-CAMPUS HOUSING ELIGIBILITY (REQUIREMENTS)

Academic Requirements

The Office of Residence Life requires students who plan to live on campus to maintain a certain level of credit hours and GPA. If for any reason a student does not fulfill the credit hours and GPA requirements, the student will be placed on probation and given one semester to fulfill the requirements. At the end of this probationary time, the Office of Residence Life reserves the right to remove anyone who has failed to meet the requirements. The following is a breakdown of the minimum credit and GPA required to live on campus.

Undergraduate Student:

- Fall/Spring Semester= 2.0 cumulative GPA and 12 credit hours per semester
- Winter Session=2.0 cumulative GPA and 3 credit hours
- Summer Session=2.0 cumulative GPA and 6 credit hours

A student who is on academic probation or academic special status will not be granted on-campus housing unless he/she is registered for and maintaining twelve (12) credit hours per semester. Requests for exceptions to these policies must be made in writing to the Director of Housing & Residence Life.

Graduate Student:

- Fall/Spring Semester= 3.0 cumulative GPA and 6 credit hours per semester
- Winter Session=3.0 cumulative GPA and 3 credit hours
- Summer Session=3.0 cumulative GPA and 6 credit hours

Medical Insurance Requirements

All resident students must either possess medical insurance and show proof to the Business Office upon submission of any contract or be placed on the College medical plan. Any subsequent fees associated with maintaining the medical plan while in the residence halls at the College must be paid by the student.

Housing Contract

Full year contracts cover the Fall and Spring semesters only; separate contracts are available for Winter and Summer sessions. Fall/Spring contracts will be available to all students in March of each year. Any student who wishes to cancel a Fall/Spring housing contract is financially responsible for the following amounts:

If the cancellation occurs prior to the start of the Fall semester (August 22, 2011), the student will be charged a \$200.00 cancellation fee. If the cancellation occurs during the Fall semester (August 22, 2011-December 9, 2011), the student will be responsible for full payment of the Fall semester and a \$475.00 cancellation fee. If the cancellation occurs after the Fall semester but prior to the Spring semester (December 10, 2011-January 15, 2012), the student will be responsible for full payment of the Fall semester and a \$825.00 cancellation fee. If the cancellation occurs during the Spring semester (January 16, 2012-May 4, 2012), the student will be responsible for full payment of both the Fall and Spring semesters. Exceptions may be made for documented serious illness and December Graduates.

Failure to make any payment to the College for classes or housing will result in the student being placed on a "hold" list. Students on hold may not move into the residence halls, or, if already in residence, may be asked to vacate the residence halls until the obligation is met. Such a consequence does not release the student from any financial obligation to the College.

First Payment

Students, who wish to reside on campus for the Fall/Spring semester, must submit a completed 2011-2012 Housing Contract, which MUST be accompanied by a first payment of \$400. Any contract that is submitted without the proper first payment cannot be processed and will be returned to the student. Contracts can be obtained from the Student Affairs Office, by calling (302) 225-6241, or by e-mailing housing@gbc.edu.

Security/Damage Deposit

All resident students are required to maintain a security/damage deposit of \$200 on account. Any damages/fines assessed by the Office of Residence Life to the student will be taken directly from this account. The Security/Damage Deposit Account is in addition to the cost of Housing and will be refunded if no damages are assessed.

Freshmen/New Students will have the first \$200 taken from the first payment and applied towards the security/damage deposit. The remaining \$200 will be applied to the cost of the contract.

Returning students will have the first portion of their first payment applied to their security deposit to maintain the \$200 security/damage deposit after damage billing is completed. The remaining portion will be applied to the cost of the contract.

HOUSING BEDROOM OPTIONS

Housing Options

The Office of Residence Life offers several options for on-campus living. Students may request the standard, double or single bedroom options on their contracts. Cost will be based on which

bedroom option is chosen, standard bedroom option being the least expensive. There are a limited number of single and double bedroom options, and assignments will be made based on room availability.

- *Standard bedroom option* is defined as the maximum number of students that are housed in a particular bedroom. For most of the rooms on campus this number would be three. There are some exceptions, which are rooms which designate two students as the standard occupancy.
- *Double bedroom option* is defined as having one additional roommate in the bedroom (unless it is the standard two person room).
- *Single bedroom option* is defined as having no roommates in the bedroom.

Furniture will not be removed from apartments where students have chosen the double or single option.

RESIDENT ASSIGNMENTS/REASSIGNMENTS

Housing contracts for the upcoming academic year are available in March and must be submitted by the deadline with the appropriate first payment so that a student is placed on the housing list. Every effort is made to match students with preferred roommates and locations. No students are assigned or reassigned on the basis of race, color, nation of origin, sexual orientation, or religious preference, nor will an assignment be altered for these reasons. Students will be assigned, when possible, based on the preferences stated on their housing contracts. It should be noted that smoking is permitted only in designated apartments. All assignments and reassignments are made solely by the Office of Residence Life and those decisions are final.

Room Assignments

On July 15th, the Office of Residence Life will begin room assignments for students who have submitted a completed and processed contract. Students, who have submitted a completed and processed contract before July 15th, will receive their room assignment via mail. Students whose contracts are processed after July 15th cannot be guaranteed their bedroom options or roommate preferences. *Bedroom Options for any student who is not financially registered with the Business Office prior to July 15th will automatically revert to the standard option.*

The Office of Residence Life does not guarantee that a student will receive their placement information if a contract was submitted within 10 business days of the start of a semester. At that point, placement information can be obtained upon arrival.

Roommate Agreement

The Roommate Agreement is a written agreement between residents who are sharing an apartment, through which they agree on expectations for everyone in the apartment with regard to cleaning, guests, study times, use of others' possessions, etc (as long as these are in compliance with the *2011-2012 Housing Policy Handbook and 2011-2012 Student Code of Conduct*). Discussing these expectations in advance helps enhance and build community living.

Residents in freshman apartments are required to complete a Roommate Agreement and all other residents are strongly advised to do so. The Roommate Agreement may be mandated if problems occur in an apartment.

Room/Bedroom Changes

Changes in assignments generally will be made after the second week of each semester, the last week of the fall semester for Spring re-assignment, or in other special circumstances. However, requests for reassignments for medical reasons will be honored in a reasonable timeframe. Any resident requesting room reassignment must complete a room change form, which can be obtained from and must be returned to the Office Residence Life.

Residents are not permitted to relocate to another apartment or another bedroom within an apartment without the consent of the Office of Residence Life. When consent is granted, relocation may not begin until the key to the new apartment is issued by the Office of Residence Life. RELOCATION WITHOUT PERMISSION WILL RESULT IN DISCIPLINARY ACTION FOR ALL PARTIES INVOLVED.

Reassignments/Vacancies

The College reserves the right to relocate residents at any time for reasons including but not limited to disciplinary action, maintenance needs, energy conservation, increased security for residents, roommate issues, etc. The College also reserves the right to assign new residents to apartments where space exists; and retains the right to keep apartments empty for purposes of safety, energy conservation, maintenance, or cost efficiency.

Roommate Issues

Students who are having roommate issues should take the following steps. Any student who requires confidentiality, or is uncomfortable with steps one and two, should speak with the Office of Residence Life.

1. Students should discuss the problem with their roommates and try to work out a positive solution for all parties.
2. If students have discussed the problem with their roommates and feel that nothing was resolved, they should inform their Resident Assistant who will conduct roommate mediation with all involved roommates.
3. If the student or the Resident Assistant feels that the issues are not getting resolved, either party can talk with the Office of Residence Life.

MAINTENANCE/DAMAGES/FURNISHINGS

Keys

Each resident is given a key to his/her assigned apartment and bedroom upon arrival on campus. Resident students must present a current class schedule in order to receive their room keys. The apartment key will operate the front door of the student's apartment, the student's mailbox and the outside entry door of the assigned Residence Hall. The bedroom key will only operate the student's assigned bedroom. ROOM KEYS ARE NOT TO BE SHARED WITH ANYONE. The keys should remain in the possession of the person to whom they were issued at all times. If someone

else is found using the keys, the keys will be confiscated and will be reissued only after meeting with the Director of Residence and Student Life. Violations may result in a fine and/or a loss of housing.

Winter/Summer Break Key Return

Students who have not been approved to stay over winter/summer break will be asked to return their keys as part of the move-out procedure. If the keys have not been returned by the specified move out date, the Office of Residence Life will re-core the lock and the student will be billed based on the Lost Key Policy. IN ADDITION, students will be charged a \$35.00 per day fee for every day the old key is not returned to the Office of Residence Life.

Lost Keys

Any lost or stolen key must be reported to a Resident Assistant or the Office of Residence Life immediately. If a resident loses a key, he/she may sign out a spare key from a Resident Assistant for seven days. If the lost key has not been found at the end of that time, the room lock will be replaced automatically without further notification for security reasons on the 7th day and new keys issued to residents of the apartment as necessary. **THE RESPONSIBLE RESIDENT IS CHARGED FOR THE COST OF LOST KEYS AND THE COST OF INSTALLING A NEW ROOM LOCK BASED ON THE CHART BELOW.**

Apartment Key Only: \$50.00 Bedroom Key Only: \$25.00 Apartment and Bedroom: \$75.00

The unauthorized duplication of keys is prohibited and any violation will result in disciplinary action.

Maintenance Requests

Maintenance requests are completed on a priority basis. The Office of Residence Life offers several options for submitting maintenance requests.

- Go to <http://www.gbc.edu/housing/maintrequests.html> and submit the maintenance request online.
- Go to the Resident Assistant and obtain the Maintenance Request Form. Fill out the form and submit all three copies to the Resident Assistant or drop the form off in the Student Affairs Office for faster service.
- Go to the Student Affairs Office and obtain the Maintenance Request Form. Fill out the form and submit all three copies of the form to the staff member on duty in the Student Affairs Office.

If an emergency should occur outside of business hours, contact the Resident Assistant on duty or Campus Security and if necessary he/she will contact the Assistant Coordinator of Housing to resolve the issue. **PAINTING AND REPAIRS BY RESIDENTS ARE NOT PERMITTED.**

Room Condition

Residents are responsible for all damages caused by themselves or their guests and will be charged accordingly. Apartment Inventory Forms, also referred to as Room Condition Reports, are forms that are used to assess the physical condition of the apartments on campus. The Office of Residence Life will inspect rooms prior to move-in and following move-out.

Prior to the Start of Fall Semester:

Prior to Fall Move-In, the Office of Residence Life will inspect all residence hall apartments and complete one *Apartment Inventory Form: Initial Room Condition Report* per apartment. Two copies of this form will be left in each apartment for residents on move-in day. Within 48 hours after move in, residents can make additional comments regarding the condition of the apartment on the Correction copy and submit the Correction copy to the Office of Residence Life. After 48 hours, residents cannot add additional comments regarding the condition of their apartment.

Before Move-Out:

All residents of any given apartment will be billed equally for damages and extraordinary cleaning. Office of Residence Life will complete an *Apartment Inventory Form: Final Room Condition Checklist*. Any damage that was not recorded on the Initial Room Condition Report will be charged in equal proportions to the residents of the apartment. If the Office of Residence Life is able to determine who is responsible for the damage, the Office of Residence Life will bill that student directly.

Damage/Vandalism

All residents are held financially responsible for any damages to an apartment, including that done by guests. If one resident accepts responsibility and disciplinary action, the others may be relieved of their responsibility. Damage caused by a student or students as an act of vandalism or as a prank will not be tolerated. The student(s) involved may be asked to leave the residence halls. If the individual(s) is not connected with the institution, he/she will be banned from the residence halls and may be arrested and charged in accordance with the law and the host will be charged since guest behavior is the responsibility of the sponsor. Students removed from the residence halls will be responsible for full payment of the residence halls charge.

The College is not liable for the loss or damage to the personal possessions of residents.

A price sheet listing items that the Office of Residence Life commonly bills for throughout the year is available in the Student Affairs Office.

Health and Safety Inspections

Residents are responsible for maintaining a clean, livable apartment and leaving it as such when they depart. Residents unable or unwilling to clean their apartments regularly will be charged for professional cleaning services and may be removed from the residence halls. Unannounced Health and Safety inspections are done regularly by housing staff. If an area fails inspection, residents are required to make corrections within 24 hours. Repeated failures may result in more frequent inspections and disciplinary action. Continued non-compliance will result in increasing fines, charges for professional cleaning, and/or loss of housing privileges.

Students who reside in tiled apartments are not permitted to use "Mop and Glow" (on their floors).

Furniture

Furniture is not to be moved from one apartment to another. Furniture, with the exception of beds, may be rearranged within the apartment. However, furniture is NOT to be disassembled for any

reason, and apartments are expected to be left in the same condition that they were found on move-in day. If there is a vacancy in an apartment, the dresser, desk and bed must be left unused and ready in case another student moves into the apartment. Any student found to have disassembled furniture will face disciplinary action, including fines.

NO ADDITIONAL FURNITURE IS PERMITTED TO BE MOVED INTO THE RESIDENCE HALLS FOR ANY REASON, THIS INCLUDES (BUT IS NOT LIMITED TO) COUCHES, MATTRESSES, WATERBEDS, RECLINERS, UPHOLSTERED FURNITURE, REFRIGERATORS, RUGS, AND POOL TABLES.

Rugs

The Office of Residence Life does not permit carpets/rugs in the residence halls that cannot be easily washed in the laundry machine. Students are not permitted to have welcome mats outside their apartments in a common area.

Trash

Student trash cans cannot exceed 13 gallons in size and should be lined at all times. All trash must be taken to the dumpsters, which are located behind each Residence Hall. If any trash is found in the laundry rooms or in any other undesignated area, individuals in the responsible room will receive disciplinary action. Students who place trash on balconies may be reassigned if the violation is repeated. Littering in the hallways or on College grounds will not be tolerated. Trash or other debris may not be placed on balconies, patios, or in hallways.

Screens

Removal or vandalizing of any screen in an apartment or in the public areas is strictly prohibited. Apartments that have screens removed from the windows will be charged for repair and receive disciplinary action.

Balcony Decorations

Displays on the balconies (flags, signs, banners, etc.) are not permitted without advance permission from the Director of Residence and Student Life. In particular, extension cords are not permitted to create exterior lighting nor are barbeque grills (gas or charcoal), propane tanks, lighter fluid, charcoal or any flammable paraphernalia. The only items that should be on the balconies at anytime are the outdoor chairs and table provided by the Office of Residence Life. Students who place trash on balconies may be reassigned if the violation is repeated.

RESIDENCE HALLS CLOSING

The Residence Halls are officially closed and apartments may not be entered or occupied without a contract during the semester break between academic sessions. Residence Hall openings and closings will be publicized each semester. **Room keys will be collected during break periods. Students are also responsible for any charge that is related to their unreturned key (Key Policy can be located on Page 9).**

The Office of Residence Life is not responsible for any item left behind in apartments during summer/winter breaks.

Winter Break

Students will need to complete a Winter Housing Contract to stay on campus during winter break. Students who are approved to stay over break will remain in their current location. In order to be approved to stay on campus for winter break, a student must fulfill the academic requirements mentioned in the "Academic Requirement" section. Request for exceptions to this policy must be made in writing to the Director of Residence and Student Life.

All students must depart from the residence halls within 24 hours of their last final, or by 12:00pm (noon), Friday, December 9, 2011 whichever one comes first. Students in need of an extension must submit a written request and receive approval in writing in advance from the Director of Residence and Student Life. For students who request an extension for reasons other than academic or College requirement the cost is \$50.00 per night.

Summer Break

Students will need to complete a Summer Housing Contract to stay on campus during summer break. In order to stay on campus over the summer session, a student must fulfill the academic requirements mentioned in the "Academic Requirement" section. Students who are approved to stay over break will be relocated to meet the needs of the College. The Office of Residence Life reserves the right to determine what location will be deemed summer housing.

All students must depart from the residence halls within 24 hours of their last final, or by 8:00pm Thursday, May 3, 2012, whichever one comes first. Students who have a final on Thursday night, May 3, 2012 or Friday, May 4, 2012 must submit a Housing Extension Application in advance and receive approval from the Director of Residence and Student Life. For students who request an extension for reasons other than academic or College requirement the cost is \$50.00 per night.

Any item(s) found by the Office of Residence Life after the move-out time period will be kept for 48 hours. Any item(s) that has not been picked up after this period will be disposed of.

Improper Checkout

Any student, who is not checked out prior to the established check-out time, will be charged a \$50.00 improper checkout fee. This is in addition to a \$50.00 per day extended stay charge.

Emergency Closing

The College reserves the right to cancel classes and evacuate the residence halls in the event of severe weather, loss of power, a health emergency or other unforeseen emergency situations. Students are encouraged to sign up for the GBC notification system, gbcALERT, to receive updates on emergency conditions on or around campus as well as weather cancellations or delays. To sign up, visit: www.gbc.edu/alerts/index.html.

HOUSING POLICIES

Goldey-Beacom College residential community members have the responsibility to adhere to and support regulations. If in the presence of a violation, a student and/or guest has the responsibility to do the following.

1. Immediately leave the area where the violation is occurring.
2. Contact an Office of Residence Life staff members or Campus Security so the violation may be addressed.

Any student or student organization who aids, requests, initiates, assists, or has knowledge of acts which violate this document may be subject to disciplinary action as if the student or student organization had actually committed the violation.

Alcohol and Drugs

The Office of Residence Life has the following guidelines on Alcohol and Drugs which are in addition to the Goldey-Beacom College Policy on Alcohol and Drugs located in the Student Handbook and Code of Conduct. For purpose of this policy, students who are under the age of 21 are considered minors.

1. Leach Hall and Jackson Hall are deemed “DRY” buildings. Alcohol is prohibited in these buildings at all times.
2. Each residential student, who is of the legal drinking age of 21 years old not residing in Leach or Jackson Halls, is permitted to possess and/or consume a limited amount of alcohol in the residence halls. A limited amount is defined as **one** of the following per 21 year old:
 - a six pack of 12oz wine coolers/malt beverages, OR
 - a six pack of 12oz beer cans/bottles, OR
 - two 23.5oz cans of Loko Drinks, OR
 - a 375ml bottle of hard liquor, OR
 - a 750ml bottle of wine.

Alcohol is only permitted in the previously mentioned sized containers/packaging regardless of the number of 21 year olds in the apartment. Alcohol can't be transported and/or stored in containers or packaging larger than the previously mentioned sizes.

3. Minors, while allowed to be in the presence of alcohol, are not allowed to consume, possess, or transport alcohol or alcohol paraphernalia on campus including, but not limited to, trash cans/bags that contain alcohol cans or bottles.
4. Only Goldey-Beacom College resident students of legal drinking age are permitted to transport alcoholic beverages into or within the residential areas which are not deemed “DRY”. Alcohol that is being transported onto or around campus must be in its original container and unopened.
5. Kegs, beer balls, and grain alcohol are **NOT** permitted in the residence halls at any time.

6. Public intoxication or disorderly behavior while under the influence of alcohol or any other substance is prohibited.
7. Possession, consumption, or display of alcoholic beverages in any public area, including the hallways and stairwells of the residence halls, of the College buildings or grounds is strictly forbidden. Possession of alcohol *in cups or containers* in any public area is also forbidden.
8. Display of alcohol containers and advertisements in windows or on balconies is prohibited, as is the public display of alcohol and alcohol or drug related signs/decorations within apartments.
9. Students and their guests who are 21 years old and older may not consume or possess alcohol in apartments where none of the residents are 21. If a resident of the apartment is 21 years of age, that resident must be present when the drinking is taking place.
10. Any student, regardless of age, is prohibited from providing alcohol to minors. The student who has the privilege of possessing alcohol for personal consumption (see definition of amount in #2) will be held responsible for any of that amount which is possessed or consumed by minors and, if any alcohol present in an apartment is consumed by minors, all residents of that apartment will be held responsible.
11. The possession, use, or sale of any illegal or controlled substance is forbidden. The College will cooperate fully with law enforcement agencies and will not shield students from the law. The possession of illegal substances is punishable by arrest, fine, and/or imprisonment under the Delaware Code. **Involvement with drugs (including inhalants or illegally obtained prescription drugs) may result in legal action, suspension, or expulsion.** Resident students are responsible for substances used in their apartment by other students or external guests.
12. The presence of paraphernalia such as water pipes, bongs, roach clips, syringes, etc., will be treated as the presence of illegal substance. Any and all are not permitted on the Goldey-Beacom College campus.

Minimum Sanctions for Alcohol Violations

Residential Students:

- 1ST Offense: Disciplinary Warning, \$50.00 MANDATORY fine and possible educational sanction.
- 2nd Offense: Probation for 1 semester, MANDATORY \$100.00 fine and educational sanction.
- 3rd Offense: Probation for 1 year and MANDATORY \$150.00 fine.
- 4th Offense: Probation for 2 year and MANDATORY \$200.00 fine.
- 5th Offense: Suspension from the residence halls.

Non-Residential Students:

- 1ST Offense: Suspension from the residence halls for one year and \$100.00 fine.
- 2nd Offense: Expulsion from the residence halls (Permanent Ban) and \$200.00 fine.

Providers of Alcohol:

1st Offense: \$100.00 fine per underage drinker.*

2nd Offense: \$200.00 fine per underage drinker.*

3rd Offense: Suspension from the residence halls for 2 years*

*These fines will be addition to individual alcohol sanctions.

Non-GBC Students:

1ST Offense: Expulsion (Permanent Ban) from the residence halls.

Early Move-In/Late Move-Out

In special and limited circumstances the Office of Residence Life may grant permission for students to either move-in early or move-out late on a case by case basis. If such permission is granted a student will be charge an additional \$50.00 per day.

During early Move-In/late Move-Out periods, compliance with the following addenda to the Housing 2011-2012 Housing Policy Handbook as well as the 2011-2012 Housing Policy Handbook itself is required. Any violation of the policies and procedures outlined in the 2011-2012 Housing Policy Handbook and/or of the following addenda to the policies will result in immediate removal from the residence halls.

1. NO GUESTS/VISITORS AT ANY TIME. The only individuals allowed in the residence halls during this period are other early arrival students or current students who are covered by a housing contract. The Guest Policy as outlined in the 2011-2012 Housing Policy Handbook will take effect at 12 PM (noon) on August 21, 2012.
2. NO ALCOHOL. Alcoholic beverages are not permitted on campus even if a student is of legal drinking age. In addition, a student should not be under the influence of alcohol while on campus. The Alcohol Policy as outlined in the 2011-2012 Housing Policy Handbook will be in effect at 12 PM (noon) on August 21, 2012.
3. NO REGISTERED AND UNREGISTERED PARTIES. The Party Policy as outlined in the 2011-2012 Housing Policy Handbook will be in effect at 12 PM (noon) on August 21, 2012.

Guest/Visitation

Goldey-Beacom College residence halls are open only to students who reside in the halls, authorized College personnel, and approved invited guests. **The halls are not open to the general public.** A guest is defined as any person (including a Goldey-Beacom College resident/student) who is visiting a resident of a particular apartment after 11:00 p.m. It should be noted that apartment residents have a right to privacy and peace throughout the day; accordingly regular and/or extended visits during the day by guests are prohibited. For the policy regarding overnight visits see below. No guests will be permitted during times when the residence halls are closed without specific permission from the Director of Housing & Residence Life.

1. Students who enter apartments, floors, and buildings other than the apartment to which they have been assigned are reminded that they are considered guests. Although guest registration is not required for resident students visiting another apartment or building, students must act in a responsible and courteous fashion during such visits, and, if asked by

staff, must identify the resident being visited. Any resident student not adhering to the guest policy will receive disciplinary action.

2. Overnight guests are **PROHIBITED** during the school week (Sunday to Wednesday inclusive).
3. Hosts are required to register guests by 11:00 p.m., even if the guest is **not** staying the entire night. The registration sheet must be signed by the resident who is responsible for the guest and by all residents of the host apartment. The guest registration form must be filled out completely, including consent of roommates and automobile information. Guests can be registered with the Resident Assistant on duty or by placing the form in the nearest completed form bin outside every Resident Assistant's door where the form will be picked up by the Resident Assistant on duty. No exceptions will be made concerning this policy. *The College recommends that forms be handed directly to the Resident Assistant on duty.*
4. Off-campus guests are to remain within the apartment they are visiting unless specifically invited to another location, at which time they must be escorted by and remain with the resident who issued the first invitation.
5. Residents are to inform their guests of campus rules and regulations. **Residents assume responsibility for their guests and must remain with them while they are visiting on campus, at all times.** Residents are responsible for **all** damages caused by a guest. Non-residents who are unescorted or present in a room at any time of day without the sponsoring resident present will be asked to leave and may be permanently banned from the residence halls and the sponsoring student will forfeit visitor privileges.
6. An individual is limited in the number of times he/she may stay as a guest on campus. No guest may stay more than two consecutive nights or more than four nights per calendar month on the campus. All stays are counted in this total and registrations by different hosts will be counted cumulatively toward this total.
7. The total number of overnight guests allowed in an apartment is a maximum of two persons.
8. Guests of students who have a shared bedroom option, including overnight guests, are **not** permitted in the student bedrooms at any time.
9. Guests under the age of 18 will not be permitted in the residence halls at any time without the advance permission of the Director of Residence and Student Life.
10. Any guest who parks a vehicle on campus at anytime will be required to fully complete and place a guest parking registration form in the front window of their vehicle. These forms are available outside the Security Office located in Leach Hall and in the Student Affairs Office. Any vehicle parked on campus that is not registered with the Student Affairs Office may be towed.
11. Exceptions to these policies may be requested in writing to the Director of Residence and Student Life.

Minimum Sanctions for Guest Policy Violations

Residential Students:

1ST Offense: Disciplinary Warning, \$50.00 fine per unregistered guest per night. *

2nd Offense: Probation for one year, \$100.00 fine per unregistered guest per night, and

loss of guest privileges for one semester.*

3rd Offense: Final Probation, \$150.00 fine per unregistered guest per night, and loss of guest privileges for one year.*

*Fine will be doubled if the guest has been banned or suspended.

Non-Residential Students/Non GBC Persons:

1ST Offense: Suspension from the residence halls for one year.

2nd Offense: Expulsion from the residence halls (Permanent Ban).

Lock Down Policy

The College reserves the right to lock down the Residence Halls in the event of a situation that may pose a danger to the residential community. Lock-down is a maximum security measure implemented to limit access and movement around campus. During a lock-down students will not be allowed to enter or exit any residence hall for their protection. Students are required to follow all verbal and posted directions regarding the lock-down.

The Office of Residence Life will notify students regarding the lock-down and inform them when the lock-down has been removed. When the College is in lock-down mode please follow the steps below.

- Follow all verbal and posted instructions
- Stay inside your apartments
- Lock all doors and windows (this includes the deadbolt on the apartment door as well as the sliding glass doors in Miller and Jackson)
- Stay clear of all windows and doors

Lock-Out Policy

The Office of Residence Life and Campus Security focus on providing a safe and secure residential environment for all students at Goldey-Beacom College. Lost keys compromise the security of the residence halls and your apartment. In addition, lock-outs remove staff from activities that may include proactive steps to secure the residential environment/College as well as a range of other duties.

If a student is locked out of his/her apartment and needs to regain entry, he/she must follow the procedures outlined below. Depending on the day and time of the lock-out, student may have to wait a minimum of one hour.

- Contact the appropriate staff member on call depending on the following schedule
Monday-Thursday
 8:00am-8:00pm: Student Affairs Office
 8:00pm-8:00am: Security
Friday
 8:00am-5:00pm: Student Affairs Office
 5:00pm-8:00am: Security

Saturday & Sunday
 7:00am-7:00am: Security
- Students will need to provide a valid Goldey-Beacom College ID before staff will permit access to the apartment. If the student is not carrying a valid Goldey-Beacom College ID, staff will escort the student to his/her apartment and ID must be presented before staff will exit the apartment.
- Students will complete an Apartment Lock-out Form. If a student exceeds two (2) lock-outs during the semester, a monetary charge of \$10.00 will be assessed beginning with the third lock-out and will continue for every subsequent lock-out until the end of the semester.

Quiet Hours/Courtesy Hours

Any noise that can be heard outside a student apartment at anytime is disruptive; therefore, courtesy hours are in effective 24 hours a day. Specifically, quiet hours will be enforced Sunday through Wednesday 11:00 p.m. to 8:00 a.m., and on Thursday, Friday and Saturday from 12:00 a.m. to 8:00 a.m. The College extends quiet hours during exam periods to a 24-hour quiet environment for the entire campus. **Any disruptions during exam quiet hours can result in immediate suspension from housing.**

Parties

- The hosts of any party must meet with the Office of Residence Life prior to the approval of a Party Registration Form in order to ensure understanding of and compliance with all outlined party policies.
- Parties may be registered for Thursday, Friday and Saturday and should be conducted between the hours of 9:00 p.m. and 12:00am (midnight). The hosts of the party must make every effort to control noise within reasonable limits. NO PARTIES WILL BE PERMITTED DURING THE WINTER SESSION.
- A Party is defined by the number of people, including residents of the apartment, who are present in that apartment as follows.

<u>Apartment Size</u>	<u># of people that constitute Party</u>	<u>Max per apartment</u>
2/3 Bedroom	12	15
1 Bedroom	6	8

Fifty (50) people, including residents of the apartments, will be the maximum allowed for

multiple apartments when registering together. Violations of this count will result in the termination of the party.

4. If a party is planned, students should consult with neighboring apartments and those on the floors above and below to minimize any inconvenience.
5. Parties must be registered with the Student Affairs Office during normal business hours. Party Registration Forms and Guest Lists must be returned to a Student Affairs Office Staff Member according to the following timeline.

<u>Night of Party</u>	<u>Forms due in to Student Affairs Office Staff by</u>
• Thursday Night	Tuesday by 5:00pm
• Friday Night	Wednesday by 5:00pm
• Saturday Night	Wednesday by 5:00pm

The Party Registration Form must be signed by all current residents of the apartment hosting the party. Only residents of the host apartment may sign the form. All persons signing take full responsibility for the party. A Guest List Form must be completed with the Party Registration Form and approved by the Office of Residence Life in order for the party to be considered registered. The party sponsor must present an accurate guest list and guarantee that only those individuals on the approved guest list are present at the party. If the party sponsor is unable or unwilling to maintain this information, or if the guest list is found to be inaccurate, the party will be terminated.

6. Parties open to the public at large are not allowed. The College reserves the right to prohibit any and all non-residents or non-students from attending campus parties. On a limited number of occasions a party sponsor may request approval from the Office of Residence Life that a party includes non-residents, which can never exceed four individuals per apartment.
7. Dancing parties are not permitted in apartments for safety reasons. If a registered or unregistered party is in violation of this policy, the party will be terminated.
8. Any parties serving alcohol must also serve non-alcoholic beverages and food. All parties serving alcohol must have the registration form signed by at least one 21-year old resident of that room and the amount of alcohol present may not exceed that permitted for residents. This resident takes responsibility for alcohol related actions of guests at the party. **For Alcohol guidelines, please refer to the ALCOHOL POLICY on page 14.**
9. A person who is not a resident student may not bring alcohol on campus. Any non-residential student or non-GBC person who brings alcohol onto campus will be expelled (permanent ban) from the residence halls.
10. Any party terminated by College staff may not be restarted.
11. Parties may be terminated by College staff for any housing policy violation (e.g. noise alcohol, damage, etc.). Termination of a party by College staff may result in loss of the privilege to host parties in the future or other disciplinary actions.

12. Any gathering of persons in the residence halls may be dispersed if it is disruptive or in violation of housing policies. Such gatherings will be treated as parties for disciplinary purposes.
13. All parties are approved through the Office of Residence Life. Any registered party may be prohibited by this office if deemed not to be in the best interest of the students or of the College. The Office of Residence Life reserves the right to restrict the number of parties held on any given evening.
14. The Office of Residence Life reserves the right to require a damage deposit of \$100 which is refundable if there are no damages. All public areas must be cleaned immediately following the party or the deposit will be retained.
15. A bottle ban will be imposed if broken glass becomes a problem on campus.
16. At least 50% of the apartment residents or 51% of the sponsoring student association's officers must remain until the end when parties are held.
17. One apartment resident or the one member of the sponsoring student association must remain sober (not consuming alcohol) for the duration of the event.
18. The behavior of visitors shall be the responsibility of the resident(s)/organization issuing the invitation. This includes members of the organization, whether residents or otherwise. Visitors including non-resident current Goldey-Beacom College students must be registered according to policy.
19. A warning call will be issued by Security at 11:45 p.m. and dispersal will be at 12:00 am (midnight). At 12:00a.m. (midnight) only residents of the sponsoring apartments/area and their registered guests may remain in that apartment/area. See Guest Policy Section for further details.
20. Disturbances requiring sanction will include the following:
 - Excessive noise
 - Verbal abuse directed at any individual or group (including Security Officers, RA's, College Staff, GBC students or visitors)
 - Physical violence (including pushing, shoving, or striking)
 - Damage to property
 - Failure to disperse at 12:00am. (closure of party)
 - Providing alcohol to persons under the age of 21
 - Excessive alcohol
 - Public intoxication
21. If the sponsoring group decides that any individual present at a party is a danger to the peace and/or is beyond the control of those sponsoring the event, or if the party is encroached upon by outsiders, then the following should be called individually or all at once: the Security Officers, any Resident Assistant, and the Director of Residence and Student Life. The Security Officers, Resident Assistant, and/or the Director of Residence and Student Life may call the police as necessary. In the event that the response from

campus personnel is not swift enough to suit the situation, the sponsoring group may call the police without delay.

Pets

No pets of any type are permitted in the residence halls, with the exception of fish. Fish must be kept in containers not more than 10 gallons in size. Pets will be confiscated upon discovery and may be turned over to the SPCA. Residents will be billed for any cleaning or exterminator fees that result from having a pet on campus and may receive disciplinary action.

Smoking

Smoking will only be permitted in designated ground floor apartments in Abel Hall. Smoking is not permitted in any apartment designated as non-smoking, public areas of the residence halls (such as hallways, stairwells, elevators), Jackson and Leach Halls. Violations may result in disciplinary action up to and including a fine of \$50.00 per violation.

Students are permitted to smoke outside but must maintain some distance from the buildings. Smoking on exterior steps and directly outside exit and entrance doors is prohibited.

Candles/Incense

Candles or incense are prohibited in the residence halls at any time. Violation of this policy will result in confiscation of the prohibited item. Disciplinary action will result for subsequent offenses, with the possibility of expulsion from the residence halls.

Halogen Lamps

The use of halogen lamps in the residence halls is prohibited at all times, due to the potential danger of fires. Violation of this policy will result in confiscation of the prohibited item. Disciplinary action will result for subsequent offenses, with the possibility of expulsion from the residence halls.

Fireworks

Fireworks are illegal in this state. Fireworks or firecrackers are prohibited on campus because of the real danger to life and property. Any student who is found in possession of fireworks or firecrackers will immediately be removed from the residence halls.

Weapons and Ammunition

Weapons and ammunition are prohibited from the residence halls. This includes, but is not limited to, firearms, switchblades/hunting knives etc., martial arts weapons, slingshots, bb and pellet guns, paintball guns, water guns, and the like. Any implement that propels a projectile will be considered a weapon in this policy. VIOLATION OF THIS POLICY WILL RESULT IN IMMEDIATE EXPULSION FROM THE RESIDENCE HALLS.

Barbecues

Barbecue grills (gas or charcoal), propane tanks, lighter fluid, charcoal, or any flammable paraphernalia are absolutely prohibited anywhere in or around the residence halls at anytime. Students, who wish to use a barbecue grill, may request use of the Gazebo. Disciplinary action

will result for subsequent offenses, with the possibility of expulsion from the residence halls

Water Fights

Students are prohibited from engaging in any type of water fight on campus. This includes the use of water balloons, hoses, containers, and the like for the purpose of a water fight. Disciplinary action will result for subsequent offenses, with the possibility of expulsion from the residence halls

Theft

The College is not responsible for the theft of personal items from the residence halls, grounds, or automobiles. If a theft should occur, it should be reported immediately to the Resident Assistant(s), the Office of Residence Life, and/or Security.

COLLEGE-WIDE POLICIES

College Policy on Hazing

Hazing is defined as subjecting any member or prospective member of a fraternity, sorority, intercollegiate sports team, club, or any other organization to any action or situation intended to produce mental or physical harassment, embarrassment, or ridicule. This includes, but is not limited to, such things as silly costumes, line-ups, forced exercise, humiliating comments, nudity, forced drinking, and other activities used by members to harass or demean fellow students.

In full endorsement of the policies of the National Interfraternity Conference, the Panhellenic Council, NCAA, and pending state legislation, Goldey-Beacom College will not condone or tolerate any such hazing practices. Individuals participating in hazing practices will be referred to the Dean of Students who may impose sanctions as deemed necessary. In addition, hazing activities will result in the immediate notification of the organization's national office and immediate one-year probation for the organization as determined by the Dean of Students. Further activities of this nature may result in a one-year revocation of the organization charter. After the year, the organization may apply for reinstatement by providing satisfactory evidence to the Dean of Students that the prohibition against hazing is being diligently enforced. Any member of the College community is encouraged to report such activities. Full anonymity is assured.

Goldey-Beacom College recognizes the value of a pledge education experience and strongly encourages Greek organization officials to clarify their pledge education plans with the Student Affairs Department and the organization's national office to assure compliance with College policy.

Missing Student Policy

This policy establishes procedures for the College's response to reports of missing students as required by the Higher Education Opportunity Act of 2008.

Policy

This policy applies to students who reside in campus housing, including any off-campus apartment units that may be leased by the College for resident students.

For purposes of this policy, a student may be considered to be “a missing student” if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare. Students are encouraged to report concerns about fellow students who are potentially missing.

Procedure

At the beginning of each academic year the Office of Residence Life unit of the Student Affairs Office will inform all students residing in on-campus housing that the Dean of Students or designee will notify either a parent or an individual selected by the student not later than 24 hours after the time that the student is deemed to be missing. The information provided to resident students will include the following:

Resident students have the option of identifying an individual to be contacted by the Dean of Students or designee not later than 24 hours after the time that the student has been determined to be missing. Students can register this confidential contact information through the Student Affairs Office: it will remain in effect until changed or revoked by the student, will be maintained confidentially, and will be available only to the Dean of Students or designee and the Vice Presidents of the College.

If the resident student is under the age of eighteen, and not an emancipated individual, the Dean of Students or designee is required to notify a custodial parent or guardian not later than 24 hours after the time the student is determined to be missing.

The Dean of Students or designee will notify the appropriate local law enforcement agency not later than 24 hours after the time that the student is determined to be missing.

Sexual Harassment Policy

Sexual harassment is defined by law, and includes any unwanted sexual gesture, physical contact, or statement which a reasonable person would find offensive, humiliating, or any interference with required tasks or career opportunities at the College. Sexual harassment is not only a clear violation of College policy, it is a form of discrimination, and it is illegal. Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments.

Students, who have experienced or witnessed any form of sexual harassment, or the creation of a hostile environment, should contact one of the following immediately:

Dr. Gary L. Wirt
Vice President of External Affairs
(302) 225-6260
wirtgl@gbc.edu

Kristine M. Santomauro
Vice President for Administration and Finance
(302) 225-6233
kris@gbc.edu

Information shared is considered extremely confidential.

The Obligations of a Student at Goldey-Beacom College

With the privilege of attendance at college, come certain obligations and commitments.

To ensure that every student derives the maximum benefit from their learning experience, and to further ensure that every student enhances the learning environment for others, Goldey-Beacom College sets forth the following student obligations.

Every student shall:

1. Read, be familiar with, and comply with the Student Handbook and Student Code of Conduct, which can be found at www.gbc.edu/student_affairs.
2. Conduct coursework with honesty and integrity, refraining from cheating, plagiarism, or falsification, in accordance with the Academic Honor Code.
3. Attend only classes for which the student is officially registered/scheduled regularly in a way that fully meets the expectations of the faculty.
4. Submit assignments and coursework in a timely manner as expected by faculty.
5. Contact faculty or advisors to discuss attendance or other performance problems in the classroom before it is too late.
6. Maintain acceptable levels of academic progress as defined in the Student Handbook.
7. Show respect, civil language, appropriate dress, and proper decorum at all times on campus, both in and out of the classroom.
8. Respect fellow students, their ideas, and their differences so that diversity is a strength and not an impediment on the GBC campus.
9. Respond promptly to any and all requests for meetings with faculty and staff.
10. Regularly check GBC e-mail accounts, the primary and preferred method of communication with students.
11. Meet all financial obligations to the College.
12. Maintain a drug-free and weapon-free campus at all times.
13. Dispose of all waste in the proper trash receptacles and help keep the campus clean and free of debris.
14. Meet all State, Federal, and local laws at all times on campus.

FIRE ALARM POLICIES AND PROCEDURES

Evacuation

Evacuation is **mandatory** for all resident students and their guests when the fire bells sound. Residents not following this rule or proper evacuation procedures will be subject to disciplinary action.

Evacuation Procedures

1. Close apartment door
2. Move quickly and calmly.
3. Follow nearest posted exit sign.
4. Assemble in front of the building at least 50 feet away from doors and out of

walkways
and fire lanes.

5. Wait until permitted by the Office of Residence Life or Security staff to re-enter the building.

Fire Equipment

Fire Equipment is to be used only as necessary in case of a fire. Tampering with fire bells, alarms, extinguishers, hoses, exit signs, sprinkler systems, and all other emergency equipment is unlawful and punishable by the Fire Marshall, the State Police, and the College. The College sanction may include immediate dismissal from the residence halls.

SERVICES AND FACILITIES

Athletic Fields and Courts

Outdoor athletic facilities are available from dawn until dusk for Goldey-Beacom College students only. The fields may not be used without the prior written permission of the Athletic Department Staff. Students should not be on the fields and courts or on the property beyond the service road that runs behind the school buildings after dusk.

Laundry Rooms

Laundry Rooms are available in each residence hall. Students can report malfunctioning machines to the Resident Assistant or the Office of Residence Life. All machines are card operated. A resident can purchase a card in the mailroom in the lobby of Leach Hall. The College is not liable for refunds from these machines. Laundry should be promptly removed from washers and dryers upon completion of the cycle. The College is NOT responsible for lost, damaged or stolen items.

Telephones

Responsibility for personal telephones in apartments rests with the individual whose name appears on the bill. The College is responsible for providing one operational phone jack in each apartment on campus. The College will not become involved in disputes regarding telephone bills.

Parking on Campus

Parking is a privilege and available for all students providing that a valid parking permit is displayed visibly in the rear window (or front if windows are tinted) of the vehicle and all regulations are observed. Failure to abide by regulations could result in suspension or loss of parking privileges.

Vehicles are expected to be in running order at all times and any needed repairs are to be done within 48 hours to restore them to running order. No maintenance of vehicles on campus is permitted. Cars considered abandoned (not bearing current parking permit and/or current license plate and/or left on campus by persons not currently enrolled) will be towed at owners' expense. RESIDENT STUDENTS ARE PERMITTED TO PARK ONLY ONE CAR ON CAMPUS AT ANY TIME. (See also Guest Policies, Page 16)

VEHICLES WILL BE TOWED AT OWNER'S EXPENSE for not abiding by posted "No Parking" and "Reserved" signs, yellow curbs, fire lanes, and "Handicapped Parking Only" signs. **STUDENTS MAY NOT OPERATE MOTOR VEHICLES AT A SPEED IN EXCESS OF 15 M.P.H. WHILE ON CAMPUS.** Please note that speed bumps are installed throughout campus.

Traffic Gates

Traffic gates are located on the north side of the College's campus off Stoney-Batter Road. The gates at the Side Entrance and at the Service Road are used to control traffic and to enhance the safety and security of campus during evening and night time hours. The Main Entrance at the intersection of Limestone Road and New Linden Hill Road is open at all times. For the current Campus Access Schedule, please contact the Student Affairs Office. To meet the needs of the College campus, the Campus Access Schedule may be adjusted from time to time.

Mail

Student Mail is placed in student mailboxes by 8 p.m. Monday through Friday. Residential student mailboxes are located in the lobby of Leach Hall. There is one mailbox per apartment on campus. Mail will only be delivered for current residents. Packages are kept at the Communications Center in the Fulmer Center and a notification is placed in the student mailbox. Packages may be claimed during business hours.

All mail for residential students should be addressed as follows:

Student Name
Apartment Number and Residence Hall
4701 Limestone Road
Wilmington, DE 19808

The College is not responsible for perishable items sent or received through the mail. Mail is forwarded to students who are not current residents at the last official address on file with the Registrar's Office only for two weeks after the student's last date of residence. After two weeks, first class mail and packages will be returned to sender and any mail that is not first class will be discarded.

Comcast Cable

Extended cable is available in each apartment on campus; the box is located in the living room of the apartment. The condition of the cable box and remote control will be documented at move-in and will be the responsibility of the apartment mates to maintain in proper working order. Students will be charged for any equipment that is lost or damaged.

Supplies

Resident Assistants have light bulbs, first aid kits, flash lights, and vacuum cleaners for resident use. Goldey-Beacom College ID must be left with the Resident Assistant for the item being utilized. The Goldey-Beacom College ID will be returned when the item is returned in good condition.

WIRELESS INTERNET CONNECTION

Any student utilizing the College's wireless internet system in the residence halls or anywhere on campus

must adhere to the policies posted by the Academic Computing Center. Students interested in obtaining a wireless internet connection should follow the instructions on the College website at www.gbc.edu/wireless.html. Any violations of the Policy for Responsible Computing and Use of College Resources may result in disciplinary action, up to and including loss of access to the internet from the campus server. Please be sure to see the Academic Computing Center or www.gbc.edu/acc/policies.html for a complete listing of all related policies.

1. Currently enrolled students and employees are permitted the following GBC wireless connections: one concurrent connection for a desktop and/or laptop; one non-gaming handheld device, e.g., PDA or smartphone; and a connection for a gaming system. All devices must support WPA or WPA2 encryption.
2. The use of bridges, hubs, routers, switches or other network equipment which could interfere with the College's wireless network is not permitted on campus. Please note that 2.4 GHz and 5 GHz cordless phones and personal wireless computer access points interfere with the network. Therefore, they may not be used on campus. The use of 900 MHz cordless phones is permitted.
3. Users are not permitted to share their wireless connection to another device which access has not been requested.
4. Users are required to follow the guidelines on the usage of the College's network and the Internet when using the GBC wireless network.
5. Misuse of the GBC wireless network or not following the approved policies may result in losing complete access to the GBC network.
6. All network users are responsible for the integrity of their own individual computers. It is each person's responsibility to make certain that his or her computer is secured against viruses, worms, hacker attacks, and other intrusions. Further, they are responsible for all uses of their computer and will held accountable for network traffic originating from their computer or traced back to their computer's IP address.
7. Users should be aware that connecting to the GBC wireless network gives the College the right to investigate cases of harassment complaints, illegal violations, copyright infringement, or network problems in which the OIT staff may need to review e-mail messages, Internet usage, and other computer files on any computer which has been configured for use on the Goldey-Beacom College wireless network.

ROOM INSPECTION & RIGHT OF SEARCH IN COLLEGE-OWNED HOUSING

Right of Inspection by College Officials

Inspection of student apartments by members of the administration and residence hall staff is permitted for cleanliness, health, safety, and all College-owned housing regulations. Resident(s)

shall be present (if possible) and any information discovered coincidentally may be used as evidence against residents in College disciplinary proceedings. Visual inspections may also occur when following emergency evacuation procedures (e.g. fire alarms). Because the administration is responsible for discipline, a member of Residence Life staff may enter a student's room for visual inspections when there is reasonable suspicion of rule violation. If a resident refuses to grant entry, the master key may be used. In the event of an emergency, or where there is reasonable suspicion, a member of the Residence Life staff may enter a room for a visual inspection in the absence of the residents. If this occurs, the residents shall receive written notification of such entry.

Right of Search by College Officials

A student's room may be searched by a College official if there is reasonable suspicion that a College rule has been violated. Permission for such searches may be given by the Dean of Students, or, in that person's absence, the designated senior Student Affairs officer. The search may be conducted in the absence of the student(s). If this occurs, the residents shall receive written notification of such entry. If the students are present, they shall be advised that any information or property seized may be used as evidence against them in any College disciplinary proceeding, and they have the right to counsel and the right to remain silent. Any property seized in the search shall be itemized.

Right of Search by Civil Authorities

Search and seizure for purposes related to suspected violation of civil or criminal law of the State of Delaware may be referred to the civil authorities. Such authorities have the right to search the premises and possessions of any student by following the ordinary procedures and requirements for a lawful search. Any information discovered through such a search may be used as evidence in any civil or criminal proceedings and by College authorities when violations of the Housing Policy Handbook or the Student Code of Conduct occur.

JUDICIAL PROCESS, SANCTIONS AND APPEALS

Judicial Process

The Office of Residence Life expects every student who resides in the residence halls to be a *productive* member of the community. Any student who violates any provisions of the Student Handbook and Code of Conduct or Housing Policy Handbook will face judicial action. Violations of the Student Code of Conduct and Housing Policy Handbook that occur within the residence halls are under the authority of the Office of Residence Life.

Students, who are considered to have violated policies, will receive a letter specifying the sanction(s) given and the policy violated. The student may request a meeting with the Director of Residence and Student Life to discuss such sanctions.

All judicial meetings must be requested within 10 business days and meetings will be scheduled during normal business hours, Monday-Friday during the Fall and Spring semesters.

Sanctions

Examples of sanctions that may be issued for violations of housing policies are listed below.

1. *Written Warning*
2. *Probation*: Behavior is monitored for a specific amount of time. Violations during that time will result in further discipline. Probation may include special conditions or actions to be completed by a deadline.
3. *Fines/Restitution*: The fine/restitution will be billed to the Goldey-Beacom College student account.
4. *Special Action*: A student may be required to perform community service, attend a treatment program, etc. Students may be required to avoid situations in which alcohol is present.
5. *Loss of Housing Scholarship*: A student may have his/her housing or other scholarships for the next following semester revoked for engaging in behaviors that are in violation of the Housing Policy Handbook.
6. *Suspension from residence halls*: This sanction specifies a period of time during which a student is permitted only in the Fulmer and Jones Centers. If the student is found on the campus grounds adjoining or inside residence halls, the student may be arrested for trespassing. In some cases, the student may lose the privilege of attending college-sponsored activities.
7. *Expulsion (Permanent Ban) from the residence halls*: Expulsion is a permanent, involuntary separation from the residence halls due to conduct violations.
8. *Interim Suspension*: The Dean of Students or designee may impose an interim suspension and/or loss of privileges including removal from the College Campus and/or College-owned housing upon any student whose presence on campus constitutes a threat to the health, safety, and welfare of the student, or the welfare of the College, its property or personnel. Any such suspension will take effect immediately.

Note: Any student suspended/expelled from the residence halls will simultaneously have his/her record reviewed by a committee of Deans to assess suitability for continued enrollment at the College.

Student Appeal Process

If a student disagrees with the sanction, he/she should request a meeting with the Dean of Students. After meeting with the Dean, the Dean may document the meeting and any resulting decision and communicate the information to the student via the student's GBC e-mail address. If, after meeting with the Dean, the student still disagrees, he/she may appeal the sanction. The student must send a written appeal to the Judicial Board on Student Matters within ten (10) business days of the meeting date with the Dean of Students, or the date of the Dean's e-mail, whichever is later. The written appeal must set forth the basis of the appeal ***in detail***. The Judicial Board on Student Matters will notify the student within ten (10) business days of the receipt of the student's appeal as to whether the Judicial Board on Student Matters will hear the appeal. If the Judicial Board on Student Matters decides to hear an appeal, the notice to the

student shall include the time and place of the administrative hearing, and a copy of the procedures that will be used during the hearing.

If the student wishes to appeal the Judicial Board on Student Matters decision, such an appeal can be made to the Appellate Board on Student Matters. This appeal must be made in writing to the Chair of the Appellate Board within ten (10) business days of receiving the Judicial Board's decision. The written appeal must set forth the basis for the appeal in detail.

The student has the right to appear in person and present information on his/her own behalf, call witnesses, and ask questions of anyone present at the hearing. If the student elects not to appear at the hearing, the hearing shall be conducted in the student's absence. He/she has the right to refuse to answer any question(s) or to make a statement. The Appellate Board on Student Matters will make its decision on the basis of the evidence available. All decisions, penalties or resultant actions of the Appellate Board on Student Matters are final.

The administrative hearings of the Judicial Board on Student Matters and the Appellate Board on Student Matters are closed to the public and are confidential. All records from the proceedings are kept confidential. Such hearings will occur during standard business hours during the Fall and Spring semesters.

INQUIRIES

All inquiries regarding the residence halls and these policies should be directed to the Office of Residence Life. All appeals of decisions and special requests should also be directed in writing to the Director of Residence and Student Life. All appeals of the Director's decisions should be directed in writing to the Dean of Students.