



# SIENA HEIGHTS UNIVERSITY

*STUDENT CODE OF CONDUCT*  
*2015-2016*

Building on the Four Pillars of Dominican Life

Prayer | Study | Community | Ministry



Siena Heights University is a Catholic, coeducational university offering associate's, bachelor's, master's, and specialist's degrees. The University was founded in 1919 by the Adrian Dominican Sisters.

The mission of the University is to assist people to become **more competent, purposeful and ethical through a teaching and learning environment, which respects the dignity of all.**

In addition to the main campus in Adrian, Siena Heights operates distance learning programs and degree completion centers across southern Michigan in Southfield, Monroe, Battle Creek, Jackson, Lansing, and Benton Harbor.

The information contained in this handbook applies to all students enrolled at the University and was accurate at the time of printing. Please refer to policy and procedure updates located online at <http://www.sienaheights.edu/StudentLife/StudentConduct.aspx>.

Further academic policies and procedures are listed and described in detail in the current edition of the Siena Heights University Undergraduate Catalog and the in the Siena Heights University Graduate Catalog.

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# SIENA HEIGHTS UNIVERSITY STUDENT CODE OF CONDUCT

## STATEMENT OF STUDENT RIGHTS & RESPONSIBILITIES

Siena Heights University is dedicated to assist students to have academic excellence and personal development. We encourage and promote the uniqueness of each person. However, we also recognize the interdependence of all members of the Siena Heights Community.

For the University to accomplish its goals, it is most important that we maintain an environment in which all members of the community have the opportunity to develop spiritually, intellectually, socially, emotionally, and physically. To meet this obligation, the University seeks to provide an environment conducive to academic endeavors, social growth, and individual self-discipline for each student. To ensure that this environment is maintained, a conduct system has been established. This system is viewed by the University as the part of the educational experience, which occurs when a student's conduct interferes with the University's responsibility for insuring that all members of the University can attain their personal and professional goals.

The primary goal of the conduct system is to determine responsibility, and if applicable, facilitate change. Growth occurs when the individual who made a mistake realizes this mistake, sees the impact the mistake has, and accepts responsibility for his/her actions. Members of the University must be concerned with protecting their own dignity and respecting that of all individuals within our community.

## STATEMENT OF STUDENT RIGHTS

Conscious of the institution's rights and responsibilities to each individual, and those of each individual to the institution, Siena Heights University includes the following information to acquaint each student with his/her rights. The University affirms the right of each student to be free from discrimination or harassment on the basis of religious creed, race, sex, national origin, age, marital status, physical challenge, or sexual orientation.

1. Students are free to pursue their educational goals; appropriate opportunities for learning will be provided by the institution.
2. Students have the right to establish and elect a student government and appropriate student governance organizations.
3. The student body shall have clearly defined means of participating in the formulation and application of institutional policy affecting academic and student affairs.
4. No serious student conduct sanctions may be imposed upon any student without notice to him/her of the nature and the cause of the charges. A fair hearing shall include the right to hear the charges and register a response, to confront witnesses against him/her in a conduct board hearing, as safety permits, to present one's own statement and have the assistance of a faculty or staff member of his/her own choosing. The University may take immediate action against a student up to and including removal from the premises prior to a hearing in emergency situations. Emergencies may include situations where the student's continued presence at the University poses an immediate threat to the health or welfare of other students, faculty members, staff or the student himself/herself.
5. Students shall have the right to privacy as guaranteed by the Family Educational Rights and Privacy Act of 1974 and the Health Insurance Portability and Accountability Act as implemented by the University.
6. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They shall always be free to support or oppose causes, by orderly means, which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the

academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

7. The civil rights of the student will be preserved insofar as the University has any responsibility for the maintenance of those rights. Students shall have the right to petition the University to voice concerns, suggest amendments to University regulations and modification of University policies.
8. Students should be secure in their persons, living quarters, papers, and effects.
9. Students have the right to access their personal records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) following the process established by the University.

#### **STATEMENT OF RESPONSIBILITIES**

The freedom experienced by all members of the Siena Heights University community does not permit any member to interfere with the personal growth of others.

It is important that each member of the Siena Heights community is cognizant of the rights of others - each person has a responsibility to respect those rights. The impact of our actions when harm is caused to others can be made widely apparent in our Restorative Justice practices. We must continue learning how to respect the facilities of the University, others and ourselves. Our institution functions on the basis of mutual respect of rights and mutual responsibility to protect such rights. We are uniformly responsible for the continued development of the positive reputation enjoyed by Siena Heights University.

Students are members of the University community. As citizens, students are responsible to the greater Adrian community of which they are a part. The University neither substitutes for, nor interferes with, regular legal processes.

#### **Article I: Introduction**

As Siena Heights University is a community of scholars, an environment conducive to learning is vital to the success of our students. The Student Conduct Administrator, his designee, or the Siena Heights University Conduct Board will have jurisdiction over all violations of the Student Code.

A student who chooses to enroll at Siena Heights University assumes the obligation for conduct that is compatible with the University's mission as an educational institution. While students have the privilege to enroll at the institution of their choice, choosing to enroll at Siena Heights University requires a student to become aware of and abide by the behavior standards of the University. Ignorance of accepted boundaries of student behavior as contained in the Student Code is not a basis for excusing inappropriate behavior.

Siena Heights University is an educational community that aspires to be purposeful, open, just, disciplined, caring, and celebrative (Boyer, 1990). The Student Code and the Office of Residence Life practices are tangible examples that illustrate commitment to these ideals. The University approves the Student Code. The Student Conduct Administrator interprets and enforces the Student Code. The Student Code provisions may be extended or amended to apply to new and unanticipated situations as they may arise.

The University conduct process is not equivalent to and does not conform to, criminal law processes. The University's process is designed, in part, to determine responsibility, or lack thereof, for violations of the Student Code only—not guilt or innocence relative to criminal matters. The University conduct process shall be informal in nature to provide substantial justice and it shall not be bound by formal rules of evidence or procedure.

The conduct of students in the educational community is a part of the teaching process and as such, its focus shall be educational. This includes the possible use of suspension or expulsion as student conduct measures as they may prove to be invaluable tools in the educational process of the University community. The student conduct system is not only concerned with the individual student's welfare, but also the welfare of the University community. Any question about the student conduct processes, rules, or policies, or any other concern not specifically covered by the Student Code should be directed to the Director of Residence Life.

Enrollment in the University does not insulate students from their obligation to behave in a manner consistent with local, state, and federal law. Violation of local, state and federal law while on or off University premises is a violation of the Student Code, and students are subject to campus conduct sanctions for violations of the law off campus. At its discretion, the University may inform local authority of potential misconduct.

While any violation of the Student Code is considered a serious matter, certain violations are considered to be of an especially serious nature. These violations include acts of academic dishonesty, any acts that disrupt the functions of the University, and any acts that threaten the health or safety of any member of the University community or any other person. Students involved in these activities are considered a threat to the orderly functioning of the University and their behavior is considered detrimental to the educational mission.

## **Article II: Definitions**

1. The term "University" means Siena Heights University.
2. The term "Dean for Students" means the Dean for Students, or their designee.
3. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, distance learning or non-degree programs. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University housing, although not enrolled in this institution. This Student Code does apply at all locations of the University, including all degree completion centers and online learning environments.
4. The term "faculty member" means any person hired by the University to conduct classroom activities or research.
5. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
6. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. The Dean for Students shall determine a person's status in a particular situation.
7. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
8. The term "registered student organization" or "organization" means any number of persons who have complied with the formal requirements for University recognition.



9. A "computer facility" is any place where the University makes one or more computers or network connections available.
10. The term "Conduct Board" means those persons authorized by the University to determine whether a student has violated the Student Code and to recommend sanctions if deemed necessary.
11. A "sanction" is the result of a finding of responsibility for a violation of the Student Code and is consistent with the educational mission of the University. Sanctions may be used in combination or separately. Sanction determination is based on a student's development, on the severity of the current offense, and/or previous offenses (if any), and/or the current student conduct status of the student found responsible, and/or the threat to the health or safety of any person, and/or any other reasonable factor.
12. The term "Restorative Justice Conference" refers to meetings where instances of conflict or injustice have taken place and the involved parties, directly and/or indirectly, meet as groups or individuals.
13. The term "shall" is used in the imperative sense.
14. The term "may" is used in the permissive sense.
15. The "Student Conduct Administrator", who also serves the University as the Director of Residence Life, is that person designated by the University to be responsible for the administration of the Student Code under the direction of the Dean for Students. In cases where a Conduct Board hearing is necessary, the Student Conduct Administrator serves in an advising capacity to the Conduct Board members.
16. The term "Hearing Officer" is a University official authorized on a case-by-case basis by the Student Conduct Administrator to investigate incident reports, meet with students or other persons involved, and impose sanctions, if any, when a student is found to have violated the Student Code.
17. A "Student Conduct Appointment" is any meeting (except a hearing) between a member of the Division of Student Life staff (including the Residence Life professionals and graduate staff) and one or more students to discuss a conduct case. When a student has been documented in an incident, a Student Conduct Appointment will be set up around the student's class schedule and securely emailed to the student's Siena Heights email address. It is the responsibility of the student to check student email and read this notification letter once delivered.
18. A "Conduct Board hearing" is for students with alleged University level violation(s) to examine all information deemed pertinent for examination by the Conduct Board. Conduct Board members are comprised of a combination of faculty, staff, and student leaders. Final determinations as to responsibility, or lack thereof, for violations of the Student Code are the result of deliberations based on the information presented in the Conduct Board hearing. If an involved student chooses not to attend a Conduct Board hearing, the deliberation and determination of responsibility will still be made using the information made available for the hearing. Conduct Board hearings cannot take place during the summer term due to a lack of students and administrators on campus during the summer months.
19. An "Administrative hearing" is an alternative to the Conduct Board hearing for incidents regarding an alleged University level violation where the Student Conduct Administrator, or their designee, solely holds the hearing and makes a determination of responsibility

and sanctions, if applicable. If an involved student chooses not to attend an Administrative hearing, the deliberation and determination of responsibility will still be made using the information made available for the hearing.

20. The term "policy" is defined as the written regulations of the University as found in, but not limited to *Student Code of Conduct*, *Handbook for Student Leaders and Advisors at Siena Heights University* and *The Siena Heights University Undergraduate and Graduate Catalogs*.
21. Policies apply for all University housing unless otherwise specified.
22. The term "complainant" means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the complainant, even if another member of the University community submitted the charge itself.
23. The term "respondent" means any student accused of violating this Student Code.
24. The term "mediation" is an informal, voluntary, confidential, and non-judgmental process whereby all individuals involved in an incident are encouraged to meet with a mediator who will assist in reaching a behavioral or educational agreement to resolve the conflict when a Student Code violation is not present.

### **Article III: Student Code Authority**

1. In emergency situations as defined by either the Dean for Students, Director of Residence Life, or the Director of Public Safety, immediate action may be taken against a student up to and including removal from the premises prior to a hearing. Emergencies may include situations where the students continued presence at the University poses an immediate threat to the health or welfare of other students, faculty, staff or the student himself/herself.
2. The Student Conduct Administrator, or their designee, shall determine the composition and selection of the Conduct Board. Violations that do not require the University Conduct Board's involvement or an Administrative Hearing will be handled as Student Conduct Appointments.
3. The Siena Heights University Conduct Board shall consist of at least three members. The membership shall be some combination of at least two faculty or staff members and one student. Resident Assistants, Graduate Hall Directors, the Assistant Director of Residence Life, the Director of Residence Life, Director of Public Safety, and the Dean for Students are not eligible to serve on the Conduct Board. Students in good standing who meet the following criteria may be asked to serve on the Conduct Board:
  - a. minimum of 2.5 cumulative GPA
  - b. have been enrolled at Siena Heights University for at least one semester
4. The Student Conduct Administrator shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code.
5. Decisions made by the Student Conduct Administrator or designee after receiving the recommendation of the Conduct Board shall be final, pending the normal appeal process.

## Article IV: Proscribed Conduct

### A. Jurisdiction of the University

The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment and even if their conduct is not discovered until after a degree is awarded. The Student Code shall apply to a student's conduct even if the student withdraws from school while a conduct matter is pending. The Student Conduct Administrator shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

### B. Standards of Classroom Behavior

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal on behavioral grounds, may be preceded by a conduct conference or hearing, as set forth in Article V of this Code. It is at the Student Conduct Administrator's discretion whether to enact the conduct process for alleged violation(s) of the Student Code of Conduct in the classroom.

### C. University Conduct Rules and Regulations

Student participation in activities, which develop to a degree that elicits public alarm, disturbs the peace, threatens or endangers personal well-being of the community and its members, or harms public or private property is prohibited. In addition, student behavior that disrupts or interferes with the orderly processes of the University is also prohibited. Orderly processes of the University include, but are not limited to, the holding of classes, the carrying forward of University business, arrangements of properly authorized and scheduled events, and the observance of regulations and procedures.

Individual students who encourage or become involved in disruptive activities will be subject to suitable student conduct action, which may result in suspension or expulsion from the University. Any student found to have committed the following misconduct is subject to the sanctions outlined in Article V:

1. **Alcohol misuse** –
  - a. Use, possession or distribution of alcoholic beverages, except as expressly permitted by University regulations or the law.
  - b. Any violation of Appendix C in the Student Code of Conduct.
  - c. Public intoxication on University premises or at University sponsored functions.
2. **Conduct system misuse** – Including but not limited to the following:
  - a. Attempting to discourage an individual's proper participation in the conduct system.
  - b. Attempting to influence the impartiality of a member of the conduct board or a hearing officer prior to, and/or during the course of the conduct proceeding.
  - c. Influencing or attempting to influence another person to commit conduct system misuse.

3. **Credit card misuse** – The unauthorized use of another person’s credit card, debit card, identification/meal card or any other instrument of credit.
4. **Destruction of property** – Damage, destruction or defacing of University property or property belonging to others or littering on University property. Students who observe vandalism on campus and who do not report the vandalism to the Department of Public Safety, or a University department, may also be found responsible for damages.
5. **Dishonesty** – Including but not limited to the following:
  - a. Cheating, fabrication, falsification, forgery, multiple submissions, plagiarism, complicity, or other forms of academic dishonesty (See Appendix G).
  - b. Furnishing false information or records to any University official, faculty member or office, including, but not limited to documents, identification cards, forms or procedures.
  - c. Forgery, theft, alteration, or unauthorized use of any University document, record, accounts, computer account, or instrument of identification.
  - d. Tampering or interfering with an election conducted by any Siena Heights University Registered Student Organization.
  - e. Acting as an agent of the University without authorization.
6. **Disorderly conduct** –
  - a. Engaging in violent, abusive, lewd, profane, boisterous behavior or assisting another person to breach the peace in such a way on University premises or at functions relating to the University.
  - b. Any unauthorized use of electronics or other device to make an audio or video recording of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures or video of another person in a locker room, restroom, or private residential space.
7. **Disruptive behavior** – Behavior by any student, in or out of class, which for any reason materially disrupts the academic environment, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the University.
8. **Drug possession or use** – Use, possession, exchange, manufacture, distribution of drugs or drug paraphernalia, except as expressly permitted by law. This includes the misuse of prescription medicine. This policy also includes illegal synthetic drugs such as K2 or Spice.
9. **Failure to comply** – Including but not limited to/with:
  - a. Directions from University officials, including Residence Life staff and Public Safety staff, or law enforcement acting in performance of their duties.
  - b. Successfully completing sanction(s) imposed under the Student Code within the set time limits. Failure to complete any sanctions imposed upon an individual within the time limits imposed by the conduct system may not be eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts (official or unofficial) until he/she complies with the terms of the original sanction and any additional sanctions imposed due to the failure to complete the original sanctions in a timely manner.
  - c. Identifying oneself and/or providing proper identification upon request by University officials.
10. **Fire or safety equipment misuse** – Falsely reporting a fire or other emergency, tampering and/or misusing fire extinguishers, alarms, smoke detectors, or other safety equipment and systems.
11. **Gambling** – Laying an illegal bet for personal gain. Conducting, organizing, or participating in any activity involving games of chance or gambling.
12. **Guests** - Students are responsible for the actions of their non-student guests while on campus property and will be sanctioned accordingly.

13. **Hazing** – Any action or situation that endangers the mental, physical health or safety of person, embarrasses, frightens, or degrades a person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group, organization or team.
14. **Misuses of University property or facilities** – Using or attempting to use University property in a manner inconsistent to its designated purpose and/or incurring financial obligations on behalf of a person, organization or the University without consent or authority. This includes the telephone system, mail system, computer system, bathroom/restrooms, and public areas.
15. **Obscene, harassing, or threatening communication** – Made in-person, through phone calls, texting, email, social networks or any other medium to communicate. See the e-communications policy and the sexual harassment policy listed in the appendices.
16. **Physical abuse and assault** – Physical abuse, assault, coercion and/or other conduct which results in disturbances or distress to others or threatens or endangers the health, wellbeing, or safety of any person through physical means. This policy includes *dating violence* (which “includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic family violence law, or anyone else protected under domestic or family violence law,”) and *domestic violence* (“violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.”)
17. **Possession of stolen property** – Receiving, possessing, selling, or giving away stolen, embezzled, or converted property.
18. **Sexual misconduct** – Non-consensual sexual activity that occurs as a result of intimidation, threat of force, without active consent, or other coercive behavior on the part of accused, or taking advantage of the mental incapacitation or physical helplessness of the alleged victim. Examples of this include but are not limited to circumstances where consent is expressed but ruled invalid due to coercion; and/or circumstances where consent is expressed but ruled invalid due to incapacitation.
19. **Smoking & tobacco use** – The use of tobacco products and electronic cigarettes on Siena Heights University property is prohibited. See Appendix K for more information.
20. **Social conduct** – Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. Social conduct also includes being underage and present in a location where the alcohol policy is being violated. Social conduct may also include individuals who are responsible for the violation of Appendix N by themselves or others.
21. **Solicitation** – Soliciting or selling for personal or organizational gain without proper University consent.
22. **Stalking** – A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.
23. **Student ID Cards** – Student ID’s are required for all enrolled students on the Adrian Campus. A student needs to show a Student ID when asked to do so by an official of the University for admittance to student events, meals in the University Center, library book checkout, check cashing, and for investigations within the Department of Public Safety and Residence Life. No student will be able to use his/her meal plan (at any University dining facility) without his/her Student ID. Initial Student ID cards are free. Any student who loses his/her Student ID card can have it replaced for a fee of \$5. The fee must be paid in advance to the Office of Residence Life.
24. **Tailgating misuse** – Students are required to follow the University policies and procedures established for tailgating. See Appendix D for more information.
25. **Theft** – Attempted or actual removal of or theft of University property or property belonging to others or the removal of other personal or public property without proper authorization.

26. **Theft or other misuse of University computing resources** – Theft or misuse of University computing resources is prohibited. See Appendix H for more information.
27. **Unauthorized entry or use** – Unauthorized entry into or use of University premises or property, or remaining in any area on University premises, which is officially closed or restricted.
28. **Unauthorized key possessions or use** – Unauthorized possession, duplication, or use of keys, key cards, or other access / security devices.
29. **Unauthorized posting** – Placing of notices, posters, signs, handbills, etc. anywhere on University premises without proper authorization.
30. **Violation of disciplinary probation** – Violation of any part of the Student Code of Conduct while a student is on disciplinary probation. Such violations are serious and may be immediately referred to the University Conduct Board.
31. **Violation of the law** – Violation of federal, state or local law on University premises or off campus, or at University sponsored or supervised activities.
32. **Weapon possession or use** – Possession and/or use of firearms, knives over 3 inches, ammunition, fireworks, gasoline, and other combustible or explosive items (including non-lethal projectile type weapons such as air soft, “bb”, paint ball, etc.) or the brandishing of any objects in a threatening manner on University premises are not permitted. Local and/or Federal authorities will be contacted.

#### D. University Housing Conduct

All students living in University housing have the right to read, study, and sleep free from undue interference in or around one’s room/apartment and the right to a physical environment that is clean, healthy, safe, and orderly. In addition to the University standards outlined in Article IV, Section C, students residing in or visiting University housing are held to additional standards that are specific to the residential environment:

##### 1. Fire Safety Policies

###### a. Appliances –

###### *Residence Halls:*

The following appliances **are prohibited** from being used or stored in the residence halls:

- Appliances with exposed heating elements: among other devices, this includes George Foreman grills, hot plates, toasters, and toaster ovens
- Coffee makers with exposed hot plates
- Electric blankets
- Portable/space heaters
- Lightweight extension cords and multi-plug adapters
- Quartz halogen lamps
- Refrigerators over 4.2 cubic feet.
  - a. A maximum of one refrigerator per single or double room, and a maximum of two refrigerators per quad room.
- Microwaves over 900 watts.
  - a. Only one microwave is allowed per room.
- Humidifiers, dehumidifiers

###### *Campus Village Apartments:*

All Campus Village Apartments are furnished with a refrigerator, stove, oven, and microwave. Appliances with exposed heating elements (e.g., George Foreman grills, hot plates, toasters, and toaster ovens) may only be used in the kitchen area of the apartment.

The following appliances **are prohibited** from being used or stored in the Campus Village Apartments:

- Electric blankets
- Portable/space heaters
- Humidifiers, dehumidifiers
- Lightweight extension cords and multi-plug adapters
- Quartz halogen lamps

**b. Candles** – Candles with or without a wick, incense, and other objects with an open flame are prohibited.

**c. Fire Alarms** –

*All University housing:*

In the event of a fire alarm, residents should proceed immediately and calmly to the University Center. Every time the alarm sounds it must be treated as an actual emergency. University, state, or city officials may enter rooms to verify evacuation of residents. Siena Heights is not responsible for lost or stolen property at any time. Please lock your door as you evacuate.

**d. Fire Safety Equipment** – Fire extinguishers, smoke detectors, and pull stations are there to protect the safety of everyone. Under no circumstances should any fire safety equipment be tampered with nor used unless it is an emergency.

**e. Flammable Liquids** – Flammable liquids, such as but not limited to gasoline and lighter fluid, and any other highly combustible items are prohibited.

**f. Smoking and Tobacco Use** – Smoking and any form of tobacco use (such as chewing tobacco) is prohibited in all areas of campus – including individual residence hall rooms and Campus Village Apartments. This includes cigarettes, eCigarettes, cigars, pipes, marijuana and any other substance that produces smoke. Siena Heights University is a smoke-free, tobacco-free campus. Please refer to the Smoking and Tobacco policy in Appendix K for additional information.

**g. Trees** – Live or cut trees or greens, such as branches and garland, are not permitted in University housing. Artificial trees must be certified as slow burning or fire resistant and limited to four feet.

## 2. **Contents, Care & Maintenance of Student Rooms**

**a. Air Conditioners** – The installation and use of a non-approved air conditioner is prohibited. Unauthorized air conditioner installations will be removed by University staff, stored, and a \$75 fine will be levied to the student who is not in compliance. Any damage resulting from an unauthorized installation of a unit will be repaired at the student's expense. See Appendix O.

**b. Bathrooms & Restrooms** –

Residents with suite style or apartment bathrooms are responsible for cleaning them. For residents without a suite style or apartment bathroom, community bathrooms are available on every floor. Community bathrooms in Archangeles and Ledwidge Halls are equipped with bathroom codes. For the security and privacy of residents, bathroom codes must never be shared with non-residents of that floor. Guest restrooms are available on the ground and first floors for visitors and non-residents. At no time can anyone of the opposite sex enter a gender-specific community bathroom or guest restroom. Any person subject to sharing bathroom codes and/or inappropriately using these facilities will be subject to disciplinary action.

**c. Bicycles** – Residents must store their bicycles in their active housing assignment or in the Bike Room located on the ground floor of Ledwidge Hall. Residents may access the Bike Room by checking out a key at the Ledwidge Welcome Desk. Fire regulations prohibit bicycles from being kept, stored, or ridden in hallways, stairwells or any other common area of the residence halls and apartment building.

**d. Decorations** –

*Room Decorations/Personalization* – Residents may choose to decorate or personalize their living space to make it more comfortable and appealing. In order to keep repair costs to a minimum, avoid structural damage to rooms, maintain a safe living environment, and keep in accordance with fire and safety standards, the following guidelines are to be used:

- 1) Combustible materials are prohibited; all materials must be non-flammable. Items such as flags, fishnets, beads, and sheets may not be suspended in residents' rooms/apartments.
- 2) The use of screws, tacks, contact paper, glue, duct tape or decals on ceilings, walls, floors, doors or furnishings results in damage to existing surfaces and are therefore prohibited. Masking tape or wall putty is the only permitted adhesive for hanging posters, decorations, etc.
- 3) Residents are responsible for any decorations that alter, ruin, or otherwise damage University property.
- 4) The use of paint, wallpaper, and contact paper is prohibited in all residential areas.
- 5) The painting of murals, pictures, messages, or any other form of artwork on the walls, doors, floors, and ceilings of rooms is strictly prohibited. Violation of this policy will result in an automatic charge to the student(s) to have the room/apartment returned to its original state.
- 6) Only dartboards that use plastic safety tips and have proper backing to the board to prevent wall damage are permitted.
- 7) All door decorations are expected to be in good taste. Door decorations that are deemed inappropriate and counter to the University mission statement may be removed.
- 8) Please take the thoughts and feelings of others into account when choosing your decorations. Residence Life staff may have a conversation with you regarding placement of items and may ask you to move decorations out of the sightline of doorways and windows.
- 9) For fire safety reasons, all door decorations must be at least 24 inches off of the floor.
- 9) Residents are prohibited from running electrical cords from the interior of the room/apartment to the exterior of the room/apartment, including into hallways.
- 10) All holiday lights must be UL listed. Any light string with worn, frayed, broken cords, loose bulb connections, and empty sockets is not permitted. Holiday lights must not have more than three strings of light connected to each other.
- 11) Alcohol containers and boxes may not be possessed by residents under the age of 21.

*Public Areas* - All regulations pertaining to room decorations must also be followed in decorating public areas. Residents must receive permission from the Director of Residence Life, or their designee, before decorating public areas or common areas. If any of the policies governing room decorations/personalization are violated, the Office of Residence Life staff reserves the right to remove such violations and violators may face disciplinary action.

- e. **Fish tanks** – Fish tanks for non-predatory fish must be kept clean and are limited to 20 gallons or smaller. Multiple fish tanks may be allowed at the discretion of the Director of Residence Life and as long as they do not exceed a combined total of 20 gallons. Snails, turtles, and amphibians are not allowed in a water tank due to harmful bacteria present in these animals. If a fish tank causes clean-up problems or odors, aggravates allergies, or constitutes disturbances of serious proportions to health and sanitary conditions, the student will be asked to remove the fish tank from University housing. During vacation periods, fish must be cared for in an



appropriate manner by their owner. This means taking fish home for any vacation of considerable duration.

- f. **Lofts** – The beds provided in the residence hall rooms may be bunked in order to optimize living space. Loft bed construction is permitted in Archangles and Ledwidge Halls with the exception of Ledwidge rooms 251-269. This small amount of rooms already come with stackable, loft-able beds. Lofts are prohibited in St. Catherine Hall. Residents assigned to all other rooms may bring lofts if they meet the established University loft policies and procedures derived from the Michigan Building Codes for structural safety and fire safety regulations. Loft guidelines and specifications are available on the Residence Life website ([reslife.sienaheights.edu](http://reslife.sienaheights.edu)). Lofts that do not meet listed specifications will result in the removal of the loft. Please note: No University furniture or furniture pieces (i.e., bed ends) may be removed from residence hall rooms nor will they be stored by the University.
- g. **Pets** – *In all University housing:* In cases of violations to this policy, residents will be given a first warning to remove the pet(s) from University housing within a 24-hour period. It may be necessary to undertake extermination or deodorization procedures, and such operations will be performed at the expense of the responsible student. Accommodations for students with disabilities will be made outside of the pet policy with the recommendation and joint approval of the Office of Disability Services.
- h. **Public Area Furniture** – Furniture found in public areas in University housing must stay in their designated area. Public area furniture should never be removed for personal use.
- i. **Storage** – Residence Life does not provide storage for University furniture or personal property. All University furniture must remain in its assigned room/apartment throughout the entire school year. Residents who remove furniture from their room/apartment are responsible for any damage incurred to the furniture as well as any replacement costs.
- j. **Trash and Room Cleanliness** – Residents are responsible for maintaining the overall cleanliness of their room/apartment. Residents are also responsible for taking their trash to the dumpster located behind the residence halls on the north side of the building or the Campus Village Apartment and St. Catherine Hall trash area located near the entrance to the Campus Village parking lot. At no time can residents leave personal room trash in bathrooms, hallways, or stairwells. If trash is found in a common area and no resident is identified, an entire hall, floor, or area of residents may be charged as deemed appropriate by the Office of Residence Life. Additional fining protocols may be enacted by the Office of Residence Life in the occurrence of excessive community trash.
- k. **Waterbeds** – The use of waterbeds is prohibited due to the possibility of water damage and added weight that would stress the structural integrity of the building.
- l. **Wall mounts** – Students are prohibited to mounting objects, such as flat screen TV's or projectors, to the walls or ceilings in all University housing.

### 3. Residential Behavior

- a. **Balconies, Roofs, and Ledges** – Balconies, roofs, and ledges are restricted to students unless instructed by University staff or fire officials in case of emergency. Residents must not throw anything onto the balconies.
- b. **Community Damage** – Residents are held liable for damages to public areas of University housing (e.g., lounges, hallways, community bathrooms, etc.) when responsible parties cannot be identified. Charges for damages to public areas on a floor may be divided among the floor residents. Damages also include any costs associated with trash clean up in hallways, community bathrooms, balconies, or the courtyard. Residents of suite-style or apartment housing share responsibility for all common areas within their housing assignments, and common area charges for damages and cleaning will be

split equally. Other University housing damage charges can be found in Repair and Damage Charges.

**c. Exterior doors and after hours entry –**

*Residence Halls:*

It is important to note that security is compromised when doors are propped open or when residents permit individuals into the residence halls through doors that have been locked. Therefore, doors should not be propped and all individuals and their guests to must enter through the front lobby doors between 9:00pm and 8:00am. Stairwell doors in St. Catherine Hall are for exit only.

*Campus Village Apartments:*

Campus Village residents enter the building through main entrances via the use of their exterior door keys. Propping exterior doors is prohibited.

**d. Keys –** Keys to University housing are the property of Siena Heights University. Keys are for resident students only and must not be shared with others. Keys are not to be copied.

**e. Noise Policy –** *In all University housing:* Noise that significantly disturbs other residents is not permitted at any time. Amplified sound that disturbs occupants of adjacent rooms/apartments, or sound directed out of windows, is prohibited. If violated, residents may be required to permanently remove stereos, instruments, or other sound-amplified equipment from their room. The following time periods are to be followed:

- i. **Courtesy Hours**, defined as hours of reasonable quiet, are to be maintained at all times, even during times not designated as quiet hours. Upon request, residents must immediately reduce the noise. Residents are expected to anticipate and respect the needs of other residents to live in an environment with minimum annoyances or obstacles to academic pursuits and personal wellness.
- ii. **Quiet Hours** take place Sunday through Thursday from 11:00pm to 10:00am. On Friday and Saturday, quiet hours are from 1:00am to 10:00am. The use of headphones is strongly encouraged at this time. If any type of noise is coming within a room/apartment, such as a television, the room/apartment door must be shut. Music, talking, or other sounds are too loud if the sound can be heard by neighbors, in the hallways and stairways, or outside the building.
- iii. **24-Hour Quiet Hours are in effect at all times during Final Exam Week.** This period begins at 1:00am the Sunday before exams begin and continues until the completion of the final examination period.

**f. Screens & Windows –** For safety reasons and to avoid damage to screens and windows, residents may not remove or tamper in any way with screens or windows. Nothing may be dropped or thrown from windows. In the event that a window screen has been removed or tampered with, the resident(s) of the room/apartment will face disciplinary action. In addition, if the screen has been damaged, the resident(s) will be charged for replacing the screen. Replacement of the screen will be conducted by the University Maintenance staff and not by the student(s).

**g. Sports Equipment & Athletic Recreation –** Athletic recreation must be conducted outside University housing. In addition, games involving balls and Frisbees are not to be played in Trinity Gardens at any time due to the irreplaceable statues and windows around this enclosure. The use of any ball, Nerf® and similar equipment, golf clubs, bicycles, scooters, skates, rollerblades and the like is strictly forbidden in the hallways and rooms. Use of such items can damage furniture, walls, and flooring and can cause a disturbance to other residents who may be studying or resting. The wearing of baseball, golf, or spiked shoes is never permitted inside of the buildings because such shoes damage carpets and floors. The Office of

Residence Life reserves the right to confiscate any equipment used in the violation of this policy and individuals involved may face disciplinary action.

- h. Visitation & Overnight Guests** – A guest is defined as any person who is not the assigned occupant of a residence hall room or Campus Village Apartment. Entertaining guests is a negotiable issue with a roommate(s), not an undeniable right, and does not override a resident’s right to sleep, study, or use his/her room/suite/apartment. When roommate conflicts arise over guests, the needs of the residents take precedence over the visitation privileges of the guest. Staff members from the Office of Residence Life and the Department of Public Safety reserve the right to question, refuse entrance, or to ask any guest to leave if their presence is or has the potential to negatively impact residential operations in any way.

*Residence Halls:*

- i. Overnight guests must be checked in at the Public Safety Welcome Desk at the beginning of their visit and checked out at the end of their visit.
- ii. Guests are welcome to visit residents in the resident’s room during the hours of 8:00am to 2:00am.
- iii. Residential students may have occasional overnight guests of the same sex; however, overnight guests of the opposite sex are prohibited.
- iv. Children under the age of two years old are also prohibited from staying overnight in the halls. During special weekends such as Homecoming Weekend and Sibs n’ Kids Weekend, the Director of Residence Life may adjust the visitation.
- v. Guests ages two to seventeen must also bring written consent of his/her parent(s) or legal guardian to stay overnight in the residence halls.
- vi. Guests who stay overnight in the residence halls more than three consecutive nights or more than six nights total in a semester must have advance approval by the Director of Residence Life or the Assistant Director of Residence Life prior to visits that exceed these limits.
- vii. Residents are responsible for the actions of their guests while visiting on campus and must stay with his/her guest at all times.

*Campus Village Apartments:*

- i. Guests who stay overnight in the apartments are restricted to no more than three consecutive nights or more than six nights total in a semester. Hosts must have advance approval by the Director of Residence Life or the Assistant Director of Residence Life prior to visits that exceed these limits.
- ii. Guests ages zero to seventeen must bring written consent of his/her parent(s) or legal guardian to stay overnight in the apartments.
- iii. Residents are responsible for the actions of their guests while visiting on campus and must stay with his/her guest at all times.

#### **E. Violation of Law and University Conduct**

1. University conduct proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to any pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Dean for Students or his/her designee. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. Legal Counsel, parents, and other family members are not permitted to participate in Student Conduct Appointments, Conduct Board Hearings, or Administrative Hearings.
2. When Federal, state or local authorities charge a student with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. However, if the alleged offense is also the subject of a proceeding before the Conduct Board or Administrative Hearing under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters may be handled internally within the University community.
3. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on any University premises and with the conditions imposed by criminal courts for the rehabilitation of student violators.

## Article V: Conduct Policies and Procedures

### A. Overarching Conduct Policies and Procedures

1. Any member of the University community may file complaints through the form of an incident report against any student for possible violation of the Student Code. Typically, this complaint is filed by a member of Residence Life staff or the Department of Public Safety. Under the direction of the Dean for Students, the Student Conduct Administrator is responsible for the administration of the University conduct system. Any complaint should be submitted as soon as possible after the event takes place, preferably within five days.
2. The Student Conduct Administrator or designee may conduct an investigation to determine if the complaints have merit and necessitate an appointment or hearing.
3. Initial alleged violations of student conduct shall be presented to the respondent in written form. Cases that could result in suspension or expulsion shall be heard no sooner than 24 hours after notice is given to the respondent.
4. The Student Conduct Administrator will at least initially review all substantiated reports. The Student Conduct Administrator will at that point decide whether or not to refer incidents to the Siena Heights University Conduct Board, an Administrative hearing, or simply conduct a Student Conduct Appointment to determine responsibility and outcomes, if any.
5. When the Dean for Students or Student Conduct Administrator decides that an incident warrants the potential of a student being removed from housing, suspended, or expelled; the student may or may not have the option to select if the hearing will be heard by a Conduct Board or Administratively.
6. In cases of sexual misconduct or other behavior where the participants' safety is a concern, the Student Conduct Administrator may alter conduct procedures to protect both the complainant and the respondent. These procedures will be clearly stated to all involved parties prior to the hearing.
7. All notification and communication will be conducted through University email. It is the responsibility of the student to read and respond to these emails accordingly.
8. If the respondent fails to attend the appointment/hearing or elects not to participate, he/she forfeits the right to offer evidence in defense. In such case, however, the appointment/hearing will proceed as scheduled without the respondent's participation. Except in the case of a student charged with failing to set up or keep a Student Conduct Appointment or hearing meeting, no student may be found to have violated the Student Code solely because the student failed to appear. In all cases, the information in support of the student conduct violations shall be presented and considered.
9. Witnesses are defined as having information directly relevant to the incident. The conduct process does not include "character witnesses."
10. Witnesses or persons involved may be asked to meet with the Student Conduct Administrator and possibly appear before a conduct hearing board and/or participate in a restorative justice conference. These individuals will be heard one at a time.
11. Conduct Board and Administrative Hearings shall have a single verbatim record made in a format as designated by Dean for Students. This record shall be the sole property of the University.
12. Coaches, academic advisors, and other University affiliates may be notified of potential student code violations as well as meeting/hearing outcomes at the discretion of the Student Conduct Administrator.
13. For student conduct appointments and all hearings, determination of responsibility shall be made on the basis of whether a reasonable person would conclude that it is more likely than not (preponderance of the evidence) that the respondent (alleged student responsible) violated the Student Code.

## **B. Student Conduct Appointment Policies and Procedures**

1. Student Conduct Appointments will be heard by a Hearing Officer: typically the Student Conduct Administrator, Assistant Director of Residence Life, Residence Life Coordinator, Graduate Community Director, or a designee, in an informal meeting.
2. The goal of the meeting is to get to know the student involved, review the incident report in question, gather the student's perspective, and determine responsibility. Sanction outcomes, if any, may be shared in the appointment or in a follow-up letter at the discretion of the Student Conduct Administrator. Article IV, Section B of this student code contains possible sanctions.
3. In cases involving more than one student, the Hearing Officer will conduct separate Student Conduct Appointments unless the administrator determines a joint meeting is acceptable.
4. The student may request the Hearing Officer to interview witnesses involved before the administrator makes a determination.
5. Student Conduct follow-up letters will be delivered to the student's University email and will be the sole responsibility of the student to follow-up with their Hearing Officer if he/she has not received the follow-up letter within two University business days of the appointment.

## **C. Conduct Board Hearing Policies and Procedures**

1. Conduct Board hearings can take place from September 1 to April 30. Due to limited faculty, staff and students on campus during the summer months, students may only have the option of an Administrative hearing when documentation for an incident is received by the Student Conduct Administrator between April 15 and September 15.
2. The Student Conduct Administrator will notify respondent(s) of the date, time and location of the hearing at least 48 hours prior to the Conduct Board hearing.
3. The respondent will have an opportunity to read the incident report in question prior to the hearing.
4. The Student Conduct Administrator will select a minimum of three (3) Conduct Board members, consisting of at least two faculty or staff members and one student for the Conduct Board hearing.
5. A respondent has the right to view the names of the persons serving on the Conduct Board prior to the hearing upon request. If a respondent has reason to believe that one or more members have a bias, the respondent, within 48 hours of the hearing, must present a challenge to the Student Conduct Administrator in writing. The Student Conduct Administrator will solely determine the merits of the respondent's challenge and, if necessary, replace the Conduct Board member.
6. It is the responsibility of the Conduct Board member to decline their appointment to a particular board if they feel they have personal bias in the case.
7. The respondent will have the opportunity to hear all information presented to the Conduct Board and to present a defense.
8. In cases involving more than one respondent, each student may have a separate hearing. The chair of the Conduct Board will make this determination using his/her sole discretion.
9. The Student Conduct Administrator will appoint a chair for each hearing. The chair will be a member of the Conduct Board. If at any time the chair of the Conduct Board is unable to be present at a hearing, the Student Conduct Administrator will appoint a substitute chair from the available Conduct Board members.
10. Respondents and student complainants may bring a member of the University faculty or staff for support. This University member must remain silent throughout the hearing. He/she will not be able to speak on the student's behalf.
11. All procedural questions are subject to the final decision of the chairperson of the Conduct Board. If necessary, the chairperson may consult the Conduct Board Administrator for procedural guidance.

12. The chair will invite all involved individuals to enter the hearing room and introduce all of the Conduct Board members as well as the individuals involved in the hearing.
13. The chair will present the written material of each case before those present. It is typical for the Director of Public Safety to give a canvas of the incident report if applicable to her department.
14. The chair may interrupt the presentation of any participant should their information stray from being relevant to the incident.
15. The chair may exclude any person(s) he/she believes is disruptive to the hearing. The Conduct Board may overrule the chair by a simple majority vote.
16. The initiator of the incident report or complainant will make his/her presentation. Witnesses, documentation, tangible information, and exhibits are permissible.
17. The respondent will make his/her presentation. Witnesses, documentation, tangible information, and exhibits are permissible.
18. The Conduct Board may question any complainant, respondent, witness, or other persons involved in the hearing. All participants are expected to uphold the University mission with honesty and integrity in their responses and statements.
19. The respondent and complainant will have the opportunity to make a closing statement.
20. After the presentation of all relevant information, everyone is dismissed.
21. The Conduct Board will meet in closed session to determine the findings and responsibility. Deliberation and voting on the decision will not be tape-recorded and will be by a simple majority vote by all members present, including the chair. If responsibility is found, all prior student conduct records will be shared with the Conduct Board members and appropriate sanctioning will be recommended in writing to the Student Conduct Administrator within a reasonable amount of time after the hearing.
22. The Student Conduct Administrator will contact the respondent within a reasonable amount of time to schedule a meeting with the respondent to review the findings and sanctions. It is the responsibility of the respondent to check his/her email to receive this student conduct correspondence and to attend the finding meeting. If the respondent is not present at the finding meeting, the outcome letter will be sent using University email promptly upon non-attendance. The respondent is responsible for the findings and sanctions given, regardless of attendance at the finding meeting.
23. In cases alleging sexual misconduct or other violation where the safety of the complainant is a concern, both the complainant and the respondent shall be informed of the outcome of the conduct proceeding (see Appendix M).
24. Students suspended or expelled from University housing will have 24-hours to make arrangements to remove their belongings and properly check out of University housing. A room and board refund will be issued only in accordance with the Residence Life refund policy. The Department of Public Safety will issue a no trespass order. Any violation of the no trespass order may result in an immediate arrest by local police.
25. Students suspended or expelled from Siena Heights University will be issued a no trespass order for all Siena Heights University campuses. Any violation of the no trespass order may result in an immediate arrest by local police. The Conduct Board Administrator will instruct the Director of Academic Advising to process an immediate withdrawal from all classes. When a student has been suspended or expelled from the University, tuition and room/board refunds (if applicable) are subject to the same rules the University follows for the Department of Education.

#### **D. Administrative Hearing Policies and Procedures**

An Administrative hearing follows a similar format to the Conduct Board Hearing Policies and Procedures (listed above) with the exception of the Student Conduct Administrator, or designee, hearing the case instead of a Conduct Board.

## E. Sanctions

The primary aim of student conduct action is to help facilitate the growth of students by helping them deal with issues of personal responsibility in a mature manner. The following sanctions are intended as guidelines, which may be modified based upon extenuating circumstances and may be imposed upon any student found to have violated the Student Code. Sanctions may be used independently or in combination depending on the particular circumstance of the violation. More than one of the sanctions may be imposed for any single violation. Chronic and/or multiple violations may increase the educational measures of sanctions applied.

Sanction determination shall be based on the severity of the current offense, previous offenses (if any), the current conduct status of the student found responsible, the threat to the health or safety of any person, the impact on the community, and/or any other reasonable factor. Sanctions shall be determined as a discrete and separate part of the hearing process and only after a finding of responsibility has been reached.

1. Any student who fails to complete any sanctions imposed upon her/him within the time limits imposed by the conduct system may not be eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts (official or unofficial) until he/she complies with the terms of the original sanctions and any additional sanctions imposed due to the failure to complete the original sanctions in a timely manner.
  - a. **Statement of Concern:** Although this particular sanction does not require a violation of the student code of conduct, this concern is meant to guide the student's holistic success.
  - b. **Written Warning:** An official written notification of the assigned student code violation(s) that gives notice this behavior must stop immediately and permanently. Written warnings also include notice that future violations, whether the same or different, will likely result in more serious sanctions.
  - c. **Discretionary Sanctions:** Service to the University or community, attendance at educational events (with possible fees), written assignments, or other activities deemed appropriate to the violation(s) incurred. The student is required to submit written proof of participation in and/or completion of the discretionary sanction to the Student Conduct Administrator.
  - d. **Restorative justice and conflict resolution:** A restorative justice conference may be sanctioned when a conduct officer senses a mature willingness of accepting responsibility and accepting that harm has potentially been done to others in a direct and indirect way. Situations where Restorative Justice has proven most helpful with past incidents have been from theft, damage, use/possession of university or another person's property, community disturbances and disruptions, and abusive conduct that threatens or endangers the physical or psychological health, safety, or welfare of others (Adapted from Conflict Resolution and Student Conduct Services, Colorado State University, 2011). Conflict Resolution meetings may also be sanctioned in cases where behavior has caused conflict to roommate living situations, teammates, and other student leaders.
  - e. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. **Restrictions/Loss of Privileges:** Denial of specified privileges for a designated period of time. Examples of privileges that can be denied include, but are not limited to: campus registration of an automobile; parking in a specific area or during specific



time periods; access to a building or portion of a building; access to a program; on-campus living; holding of an office in a Registered Student Organization; participation in or exclusion from co-curricular activities; deactivation from a group; representation of the University on athletic teams or in other leadership positions; entrance into University housing or other areas on campus; contact with specific person(s); access to a particular group(s); or any other privilege the conduct body deems appropriate to deny.

- g. **No Trespass Order:** Siena Heights University Public Safety has the authority to place a no trespass order may be placed against Siena Heights University students, guests, or others which will restrict the movement and/or presence of an individual(s) in and/or around University housing or other areas of campus. Any individual(s) violating this sanction are subject to arrest from the local police. In the event that such an order is placed against students or guests, the Student Conduct Administrator or Public Safety will notify individuals in writing as to the parameters of the order and the timeline of its implementation. If an individual is found to be in violation of a no trespass order, the local authorities will be immediately contacted and the individual will be arrested. In addition, the student may face additional on campus disciplinary action, including suspension.
- h. **Disciplinary Probation:** Restrictions placed on a student limiting his or her activities while still attending the University. Probation requires that a student's conduct be reviewed and continually evaluated for a designated period of time. If during this period the student is found to be in violation of any institutional policy or rule, additional, more severe educational sanctions shall be applied up to and including suspension.
- i. **Deferred Suspension:** Involuntary separation of the student from University housing and/or the University if conditions of continued enrollment are not met. A student can be given a series of tasks to complete (discretionary sanctions such as counseling, keeping a journal, attendance at certain events or classes) in a given time period. If the student is found responsible for Failure to Comply (completing sanctions) during any part of the deferred suspension, the student is automatically suspended and the case does not need to be reviewed by the Conduct Board again. Conditions of continued enrollment may also include adherence to all University policy. Should a student allegedly violate a University policy during any part of their deferred suspension, they will be processed through the conduct system to determine responsibility. It is at the discretion of the Student Conduct Administrator to process the alleged violation through a conduct appointment or a Conduct Board/Administrative Hearing. Should the student be found in violation of a University policy, the student is automatically suspended.
- j. **Suspension:** Involuntary separation of the student from University housing and/or the University for a definite period of time, after which the student is eligible to return. During this time, the student under suspension shall not have access to University housing or the University premises without written permission from the Student Conduct Administrator or Department of Public Safety. He/she shall forfeit all rights of their student status for the duration of their suspension. Conditions for readmission and/or continued enrollment after re-admittance may be specified. All conditions for readmission must be satisfied, completed, and certified to the Office of Student Conduct prior to re-admittance. Also, a written plan for adhering to conditions of continued enrollment after re-admittance from a suspension shall be provided to the Office of Student Conduct for review and approval.
- k. **Expulsion:** Permanent separation of the student from the University, when behavior indicates that the student is unfit to continue within the University

community. An expelled student shall be excluded from all academic and social functions, shall have no access to University premises and shall forfeit all rights of his/her student status immediately and permanently upon expulsion.

- l. **Revocation of Admission and/or Degree** – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining a degree, or for other serious violations committed by a student prior to graduation.
  - m. **Withholding Degree** – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. The sanctions as provided in this section, 1a. through 1e., may be imposed upon groups or organizations for any single violation. Additional sanctions that may be imposed on groups include loss of selected rights and privileges for a specified period of time; and deactivation – loss of all privileges, including University recognition, for a specified period.
  3. In each case in which the Conduct Board determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator or designee. The recommendation of the Conduct Board will be considered in determining and imposing sanctions, but not limited to sanctions recommended by the Conduct Board.

#### **F. Student Conduct Record/Files**

Individual student conduct files that contain cases that have suspension or expulsion as a final outcome shall be kept permanently on file in the Dean for Students Office. All other individual files shall be kept for seven years after any sanctions expire unless they are expunged. Expungement requests shall be at the sole discretion of the Dean for Students and shall require the entire record to be expunged or none of it to be expunged (i.e., no partial expungements shall be allowed.) Students may request to have their student conduct record expunged by the Dean for Students provided these conditions can be met:

- a. Application for expungement shall occur only upon completion of all degree requirements and attainment of a degree.
- b. Expungement may only occur for students who have not been suspended or expelled from the University.
- c. Expungement decisions shall be made based on obvious long-term improvement in behavior, or lack thereof, (e.g., no violations of the student code for two or more consecutive semesters prior to graduation,) and/or evidence, or lack thereof, of cooperation in previous student conduct matters (such as utilizing Restorative Justice or Conflict Resolution,) and/or any other reasonable factor.

#### **G. Interim Suspension**

In certain circumstances, the Dean for Students or designee may impose a University or University housing suspension prior to the hearing before the Conduct Board. Interim suspension may be imposed only:

- to ensure the safety and well-being of members of the University community or preservation of University property; and/or
- to ensure the student's own physical or emotional safety and well-being; and/or
- if the student poses a definite threat of disruption of, or interference with, the normal operations of the University.

During the interim suspension, students shall be denied access to University housing and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Student Conduct Administrator may determine to be appropriate.

Students placed on interim suspension are entitled to a subsequent hearing within a reasonable time.

A student shall remain under interim suspension until all appeals are exhausted, or after the appeal deadline passes or the Dean for Students determines otherwise.

## **H. Appeals**

1. All students have the opportunity to appeal the outcome of a Student Conduct Appointment, Administrative hearing, or Conduct Board hearing within five (5) business days of receiving their sanction letter. By 5:00pm on the fifth University business day, the appeal must be filed using the appeal form that is hyperlinked to the student conduct appointment or Conduct Hearing follow-up letter. Once submitted, if the deadline and rationale for appeal is deemed appropriate, the Dean for Students, in his sole discretion, will schedule an appeal meeting. Failure for a student to attend the meeting may result in the Dean for Students making a decision given the information available, including the appeal request itself. Questions about this process can be directed to Doris Hubbard, Administrative Assistant to the Dean for Students, at 517-264-7600. The sanction(s) imposed by the Student Conduct Administrator is in effect during the appeal process.
2. Legal counsel is not permitted to participate in the appeal meeting.
3. The following are the only accepted basis for appeal:
  - a. The student asserts a procedural error that impaired his/her right to a fair opportunity to be heard;
  - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred;
  - c. The student requests a review of the sanction because of extraordinary personal circumstances.
4. The student must present written rational why he/she believes that one or more of the above hold true.
5. The Dean for Students will review the student's appeal and the hearing notes, as well as meet with the student. The Dean for Students is not required to conduct a new hearing and no new evidence will be considered.
6. The Dean for Students may take any of the following actions in response to an appeal: review the case and uphold the sanction(s) from the previous level; review the case and modify the sanction(s); or review the case and require that it be heard again by the Conduct Board.
7. The Dean for Students will notify the student in writing of his/her decision within a reasonable amount of time and that decision is final. No other appeals are available.
8. Decisions made by the Student Conduct Administrator shall not be final until the appeal deadline has passed or when the appeal process is concluded.
9. A complainant will also have the right to appeal in cases of sexual misconduct or other behaviors, which resulted in the complainant's increased risk of safety. Procedures for a complainant's appeal shall be the same as the respondent.

\* Remember, Student Conduct Appointment and Conduct Hearing follow-up letters will be securely delivered to the student's University email address and will be the sole responsibility of the student to follow-up with the Conduct Administrator if he/she has not received the follow-up letter within two University business days following the appointment.

## **Article VI: Student Care Team**

### **A. Mission**

The Student Care Team is committed to keeping the campus community as safe as possible through supporting our students when they are experiencing difficulties.

### **B. Overview**

The best way to meet our mission commitments is by identifying and intervening in lives of individuals who are precipitously moving towards or actively in crisis. The Student Care Team will react to problems, but we also strive to prevent problems from occurring. The Student Care team is able to operate optimally when the University community shares information appropriately. Anyone can submit a student referral to the Care Team at the following link found on MySiena:

[https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout\\_id=5](https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout_id=5)

The Student Care Team does not replace faculty classroom management, student conduct processes, and/or Department of Public Safety responses to incidents. We also have processes in place for optimizing retention levels. The Student Care Team provides an additional opportunity to report individuals exhibiting distressed, threatening, or dangerous behaviors.

### **C. Structure**

The Dean for Students chairs the Student Care Team. The permanent team consists of the Student Conduct Administrator, the Director of Counseling, the Director of Academic Advising, the Assistant Director of Residence Life, and the Director of Public Safety. In the absence of the Dean for Students, a designee will be selected from the permanent team to serve as interim chair. Consulting members participate on an "as needed" basis depending on the individual situation and may include, but not limited to, the Director of Health Services, Director of Academic Advising, Director of the Office of Disability Services, Director of First Year Experience, Director of Student Support Services, Career Counselor, Faculty Advisor, and third party evaluators.

### **D. Instances Requiring Student Care Team**

Throughout this Article, the Dean for Students shall be defined as the Dean for Students or his designee.

At its discretion, the Student Care Team shall provide identification, prevention, assessment and referred assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of the Siena Heights University community. It is the right of the University to withdraw a student for behavioral reasons both temporarily and permanently. Instances that may require intervention include, but are not limited to:

1. Instances where a student engages, or threatens to engage in behavior which poses a danger of causing physical harm to self or others; or
2. Instances where a student's behavior is perceived as erratic, not appropriate, or is sufficiently disturbed or disturbing so as to interfere with the educational process and the orderly operation of the University;
3. Instances where a student engages in non-lethal self-injurious behavior;
4. Instances where a student is hospitalized or evaluated for hospitalization as the apparent result of alcohol use, drug use, severe depression or suicide attempt;
5. Noticeable and dramatic changes in day-to-day behavior (e.g., suddenly begins missing classes, grades significantly drop, declining personal care);

6. Life changing events such as a death of a loved one, break-up, divorce; ~~and~~
7. Writings, including online postings, that communicate dangerous intentions to self or others.

The procedures for the Student Care Team do not preclude a student's removal from the University, or any unit, class, or program, for conduct reasons in accordance with the Student Code of Conduct. The Dean for Students may consult with the appropriate Academic Dean, the Counseling Center, Health Services, and/or the Department of Public Safety to determine whether a student accused of violating the Student Code of Conduct should be diverted from the student conduct process and be considered for involuntary withdrawal in accordance with these procedures. Conversely, the Dean for Students may consult these departments to determine whether a student referred for consideration for an involuntary withdrawal might be more appropriately handled through the student conduct process.

A University employee or student who becomes aware of a situation stated in the above instances or has similar concerns should fill out a Student Care Team referral form unless it is an emergency. **If a student or University member is in IMMEDIATE danger of harm to self or others, call the Department of Public Safety at 517-264-7800 or 911.**

#### **E. Involuntary Referral for Evaluation**

The Dean for Students shall designate qualified professionals (Community Mental Health, physician, psychiatrist, psychologist, nurse or counselor) to provide an initial assessment of the student's condition. The evaluator may be the Director of Counseling or an appropriate external evaluator chosen by the Student Care Team. Depending on the behavior, the Dean of Students may authorize the Director of Public Safety or external evaluator to conduct a threat assessment and report the results of the assessment to the Student Care Team.

The evaluator is empowered by these regulations to share general information and the outcome of the evaluation with the Student Care Team through the Dean for Students with the student's written consent.

#### **F. Parental Notification**

Under Appendix B of the Code of Student Conduct, Siena Heights University may inform parents/guardians if Student Care Team is concerned about the personal safety or wellbeing of a student.

### **Article VII: Interpretation and Revision**

1. Any question for interpretation regarding the Student Code shall be referred to the Dean for Students for final determination.
2. The University may change the Student Code at any time with proper notice to students. A formal review of the Student Code shall be conducted every year by the Student Conduct Administrator under the direction of the Dean for Students and his designee.
3. In consultation with the Student Conduct Administrator and Student Government, policy proposals for revisions and additions are welcomed.
4. Any discrepancies between handbooks and any other University published material shall always defer to the Student Code of Conduct located at <http://www.sienaheights.edu/StudentLife/StudentConduct.aspx> .

# Office of Residence Life

## Residential Community Policies and Procedures

### Acceptance Agreement

Residents at Siena Heights University make a contractual agreement to live on campus throughout the academic year. Residents are expected to understand this agreement and uphold the Siena Heights University mission and values at all times. Every resident of the Siena Heights' community is entitled to the following rights and freedoms of an individual. To ensure these rights, everyone in the community abides by each of the corresponding responsibilities as well:

**The Right:** to read, study, and sleep free from undue interference in or around one's room.

**The Responsibility:** to control noise and other distractions that disrupts another's study or sleep.

**The Right:** to have recreation in and around University housing.

**The Responsibility:** to modify recreation so that it does not interfere with the rights of others or create the potential for damage to the facilities.

**The Right:** to personal privacy.

**The Responsibility:** to give others around you the privacy that is given to you in return.

**The Right:** to a physical environment that is clean, healthy, safe, and orderly.

**The Responsibility:** of the University to maintain such an environment and for students to assist in this effort.

**The Right:** to recourse, according to prescribed conduct procedures, against anyone who unduly infringes on one's rights or property.

**The Responsibility:** to conduct oneself in a manner that does not infringe on the rights of others; to initiate action should the circumstances warrant.

**The Right:** to participate in the process of shared governance through Student Programming and Residential Housing Coalition.

**The Responsibility:** to be active in respectfully voicing opinions and ideas appropriately.

## Housing Assignments

### A. Residency Requirement

For full-time students beginning at Siena Heights University, students must live on campus for three years or until the student reaches senior status or 21 years of age (by September 1st). The first year students under the age of 21 must reside in the residence halls. The second and third years, students may opt to live in Campus Village or continue to live in the residence halls. The University will exempt students from this residency requirement if one of the following are met:

1. The student lives at the permanent fulltime address of a parent, legal guardian, or University approved family member within 35.0 driving miles of the University as determined by: <http://maps.google.com>.
2. The student is 21 years of age or older by September 1<sup>st</sup> of the academic year requested.
3. The student is at senior level status (88 semester credits or more).
4. The student is married.
5. The student is caring for a dependent child.
6. The student is a United States Veteran.

A Housing Exemption Application must be submitted to the Office of Residence Life every year during open housing enrollment periods to qualify. Students who do not submit a housing exemption request form, do not meet the requirements for being exempt, or attempt to falsify information on the Housing Exemption Form will be charged full room and board for that academic year. Incoming transfer students and international students must meet the residency requirement listed above and may also apply for an exemption if desired.

#### *Campus Village Residency*

Campus Village is a primarily upperclassmen housing facility. Students may participate in the housing registration process for Campus Village after they have reached sophomore standing. Priority in the Campus Village housing registration process is given to existing residents and then students by class standing.

### **B. Room Assignments**

Upperclassmen are assigned to rooms during the housing selection process, by set procedures that are implemented towards the end of each winter semester. Those residents who have completed the necessary requirements to participate in the housing selection will be cleared to choose their housing assignment for the following year. Once upperclassmen returning residents have had an opportunity to apply for a room assignment, new student assignments are made according to the date the room deposit was received, the preferences stated on the housing request form, and the availability of space.

### **C. Room Changes**

Residents are encouraged to develop and exercise interpersonal skills to promote successful and enjoyable living experiences. Residence Life staff engages with students about their living situations during the first few weeks of school and continue if support is needed. For additional support, professionals from Residence Life as well as conflict resolution and restorative justice services are available to assist in resolving disputes between roommates or neighbors. Room changes are sometimes possible, usually after less drastic options such as mediation have been attempted to help facilitate more compatible living situations and to the extent that alternative room space is available.

A two-week room freeze will be in effect beginning the first day of classes each semester. Residents will not be permitted to change rooms during this period. After the room freeze has ended, residents will be able to switch rooms in accordance with the room change procedures indicated below.

Residents wishing to make a room change must first contact their Resident Assistant or Community Living Assistant to initiate the room change process. It is the sole responsibility of the residents requesting the room change to complete and follow through with all room change paperwork and procedures properly. Final approval for all room changes will be at the discretion of the Director of Residence Life or her designee. If a room change is approved, residents will need to coordinate their move to a new room within a 48-hour period of notification, or the room change will be void. The new occupant will need to follow all appropriate checkout and check-in procedures. Residents who exchange keys or move without permission will be subject to disciplinary action and/or required to move back to their assigned housing. Residence Life will not discriminate by conducting room changes on the basis of race, color, religion, national origin, age, disability, or sexual orientation.



**D. Summer Housing**

Limited housing, on a first come first served basis, is available for students during the summer. Interested students can request summer housing by completing a Summer Housing Application in the Office of Residence Life. Students will be notified of their summer room assignment in writing prior to the end of the winter semester. Residents must complete their room changes into their summer housing assignments within a 24-hour time period and must properly check out by the assigned due date to avoid improper checkout fees. The Office of Residence Life will establish room change timelines and communicate all necessary information to students via their Siena Heights email address. It is the students' responsibility to check their University email and follow the instructions provided.

**E. Room Deposit**

First time residents must pay a \$100.00 room deposit that is non-refundable after May 1 of each year. Residents permanently moving out of the University housing at the end of the semester and wish to receive their deposit must inform the Assistant Director of Residence Life in writing before the first day the next semester's classes. Refund cards are available in the Office of Residence Life. If damages are assessed to residents who are leaving the University, the charges may be taken from the deposit. The remainder will be returned to the student or billed to the student. Students who are removed from University housing, suspended, or expelled from the University automatically forfeit their room deposit.

**F. Housing Contract Terms**

All students living on campus must sign a one-year housing contract and conditions binding them to payment of room charges. Residents withdrawing from the University due to reasons other than behavioral suspension will be reimbursed according to the refund chart listed below. If a student can show special circumstances why he or she must leave University housing during the semester, their refund may be pro-rated. Otherwise, the refund breakdown is:

Prior to the first day of the semester	100% refund, \$100 deposit forfeited
During the 1st week of the semester	95% refund
During the 2nd week of the semester	90% refund
During the 3rd week of the semester	80% refund
During the 4th week of the semester	70% refund
During the 5th week of the semester or later	0% refund

\* Please note this differs from the tuition refund schedule during the first week of classes due to the direct cost for board which is billed on a daily rate to the University.

In addition, any student who continues as a student at the University but no longer resides in University housing will be charged a contract breakage fee of \$500. This fee will be deducted before any refund is given after move-in. For more information about the contract breakage fee, see your room and board contract.

Excluded from this policy are any charges incurred while under the University's Early Arrival Agreement.

#### **G. Early Arrival Agreement**

Any student checking-in to University housing prior to the official room and board contract beginning date will be subject to the early arrival agreement. Should a student separate from the University prior to the first day of classes, they will automatically forfeit their \$100 room deposit and be subject to a \$20 per day fee for room and board costs. Should a student leave University housing and continue to be enrolled at the University, they will automatically forfeit their \$100 deposit, be subject to a \$20 per day fee for room and board costs and be subject to the \$500 contract breakage fee.

One page written appeals can be submitted to the Director of Residence Life, or their assigned designee, and must be received within 5 business days of checking out of University housing. An appeal does not guarantee exemption from this policy. Appeals can be denied or refunds given on a partial or full basis.

#### **H. Suite Arrangements**

Residents who are housed in suite rooms, rooms that are connected by a shared bathroom, may opt to move all room furnishings into one room and use the adjoining room as a study or common area. Residents in suites and only suites are allowed to make these arrangements as long as the following criteria are met:

1. All residents in these rooms are in agreement with the new arrangement.
2. Residents notify the Assistant Director of Residence Life.
3. All residents agreeing to special arrangements in their suite will be held responsible for any damages that occur in the suite rooms.
4. No furniture is removed from outside of the two adjoining rooms.
5. The suite is returned to the original configuration at checkout.

#### **I. Theme Housing Floors & Wings**

On an annual basis, selected floors/wings may be designated to accommodate special interest or special need populations at the University. Speak with the Office of Residence Life for more information about these theme options.

#### **J. Consolidation of Vacancies & Room Reclassification**

The University reserves the right to reassign residents to other residence accommodations, in the event the University, in its sole discretion, determines the reassignment to be in the best interest of both the University and the student or, if necessary, to best utilize residential facilities efficiently.

Any student with occupancy vacancy in his/her room at the beginning or end of any semester will likely be reassigned to a new room or have additional student(s) assigned to those vacant spaces. If space is available, Residence Life will offer the student the opportunity to buy the entire room at additional cost before reassignment or roommate pairing. The Office of Residence Life reserves the right to place another resident in that room without notice to that resident. Space for the occupancy must be kept open and clean at all times until the new roommate(s) are assigned.

Any resident's attempt to block, discourage, or add undue pressure to a roommate specifically assigned to a given space may result in disciplinary action including that resident's removal from his/her current room assignment and/or charged for the open vacancy.

## **Residence Hall Procedures**

### **A. Check-In**

Prior to occupying any University housing, all residents and a Residence Life staff member must first complete a Room Condition and Inventory form to record the condition of the room itself and its furnishings. Residents are responsible for any damages that occur during the period of occupancy.

Should a student wish to check in before their scheduled time in the fall, the Office of Residence Life would charge the student \$25 per day until their scheduled day of arrival. Permission to move in early is granted solely by the Office of Residence Life and can only occur when the student's room assignment is available.

### **B. Check Outs**

Residents must formally check out of their rooms/apartments whenever they change rooms/apartments, permanently leave at the end of the semester, or graduate. Room changes cannot occur during the first two weeks of classes for each semester. The Director of Residence Life or the Assistant Director of Residence Life must approve all room changes prior to the student(s) moving. Unless otherwise noted, the resident will have 24 hours to complete the room change. Anytime a resident checks out of a room/apartment, he/she must schedule an appointment with a Resident Assistant or Community Living Assistant to have the room inspected and to complete the original Room Condition and Inventory form. The room and key must be returned to the University in the same condition it was received for a proper check out to occur. Failure to checkout properly may result in loss of personal property, financial restitution for damaged/unreturned university property, a \$50.00 improper checkout fee, a lock change fee, and/or forfeiture of the \$100.00 damage deposit. Checkout procedures for University breaks and summer vacation will be provided to the necessary residents. At the end of each semester, residents are required to check out within 24 hours of their last examination. Once a student officially checks out of University housing, all personal property left behind will be reallocated to the University or donated to a local organization.

### **C. Missing Student Notification Policy**

For students residing in residential student housing on the Adrian Campus of Siena Heights University, there is a confidential missing person notification program. To establish a confidential contact person, complete the "Confidential Missing Person Contact" form with the Department of Public Safety during check-in. For guidelines on missing students in University housing or to report a missing student, please contact the Department of Public Safety immediately at 517-264-7800 (available 24/7/365) or the Director of Public Safety at 517-264-7194.

### **D. Room/Apartment Lock Outs**

Residents are responsible to take their room/apartment keys with them at all times. If a resident is locked out of his/her room/apartment, the resident may either request a Resident Assistant/Community Living Assistant to open the room/apartment or the resident may check out a loaner key in the Office of Residence Life or Campus Village Residence Life office. If a resident forms a habit of room/apartment key-in assistance, a student conduct meeting may occur with a leadership team member in Residence Life and possible sanctions may apply.

### **E. Breaks**

#### *Residence Halls:*

The residence halls will remain open throughout the academic year with the exception of Christmas Holiday Break (Fall Semester) and Spring Break (Winter

Semester). During these two break periods, the only residents permitted to stay on campus are in-season athletes, student teachers, Public Safety and Residence Life staff scheduled to work. All other residents, at the discretion of the Office of Residence Life, must turn their room keys into the Office of Residence Life during these breaks or be charged a lock change fee.

*Campus Village Apartments:*

The Campus Village Apartments will remain open throughout the academic year as well as during Christmas Holiday Break (Fall Semester) and Spring Break (Winter Semester). Residents may be asked to notify the Office of Residence Life if they plan to occupy their apartment during break periods when the University is closed.

**F. Spare Keys**

At check-in, one key is provided per resident, per room. Lost keys must be reported promptly to the Office of Residence Life. A spare key is available for use by residents for a period of three (3) days if desired. If the original key is not found within the 3-day period, the lock will be replaced and new keys will be issued at the resident's expense. Failure to return room keys at any time when requested will result in the key and lock replacement at the resident's expense.

**G. Exterior Doors**

*Residence Halls:*

The Ledwidge Lobby entrance is the primary entrance to Ledwidge and Archangeles Halls and is open at all times. All other exterior doors to these residence halls are locked each evening to provide greater security for the residential students. The St. Catherine Hall Lobby entrance is the only entrance into the residence hall. The lobby door is locked at all times and residents of this building will each have a key to this door. Stairwell doors are exit only.

*Campus Village Apartments:*

All exterior doors to the Campus Village Apartments are locked each evening to provide greater security for the residential students. Residents must report the loss of an exterior door key immediately and may be responsible for the costs associated with replacing the locks and keys.

**H. Theft Protection & Personal Property Insurance**

The best security for residents is to keep their doors locked at all times! Before opening the door, residents should ask the caller(s) to identify themselves. Window blinds should be closed after dark, even when someone is in the room. Money and expensive jewelry should be kept in a safe place. Clothing should never be left in a laundry room unattended. All clothing should be marked distinctively some place other than on the labels. DPS can engrave most valuable electronics that can be brought to the Ledwidge Welcome Center. Anything that has a serial number should have the number recorded and kept in safekeeping. Windows should be closed and locked whenever residents are away from the room.

The University makes a reasonable attempt to prevent personal property loss or damage due to theft and mechanical failure, but cannot assume any responsibility if they occur. The University does not carry insurance on personal property, and in many cases, students away from home are not included in their parents' insurance policies.

As a show of commitment to our students, Siena Heights University has provided \$25,000 of Liability Insurance coverage from GradGuard to each residential student. Liability Insurance protects you financially if you were to cause unintentional

damage to your place of residence or unintentional bodily injury to others. This coverage is not subject to a deductible. Liability Insurance can help protect you from the cost of unintentional damages, such as unintentionally causing a fire in your place of residence, unintentionally setting off a sprinkler in your hall/apartment, unintentionally damaging other students' property, and unintentionally injuring another student. The policy cost of \$15 per semester is charged to students' accounts. A student may opt-out of this insurance policy only if they provide documentation of other liability insurance coverage of equal or greater coverage. Forms to submit an application to opt-out are available in the Office of Residence Life. The University recommends residents make sure that their belongings are included in their parents' policy or obtain their own personal property insurance and fire insurance. Additional insurance, including personal property insurance, is available through GradGuard.

#### **I. Health & Safety Inspections**

The University respects your right to privacy and your wish to maintain your own environment. However, the University also has the responsibility to provide an environment that is safe, clean, and healthy to current and future residents. Each semester, Residence Life staff will conduct housing inspections to ensure that rooms/apartments are meeting safe and sanitary conditions. Residents will be given a one-week notice prior to the inspection and are encouraged to be present. Inspections are conducted whether the residents are present or not. Residence Life staff will inspect the room/apartment for fire, health, and safety concerns, confiscate items that are prohibited in the residence halls or apartments, and leave a notice of required improvements that must take place within 48 hours. A follow-up inspection will take place to verify compliance. Failure to live up to the required standards may result in formal or informal discipline action.

#### **J. Appliances and Electronics**

##### *Residence Halls:*

Residents may use the following appliances in their rooms: clocks, radios, stereos, televisions, fans, hair dryers, curling irons, flat irons, razors, computers, popcorn poppers, coffeemakers (without a hotplate,) microwaves, and refrigerators. As a general guideline, most approved items have an approved UL label. Clocks, radios, stereos, televisions, fans, hair dryers, razors, and computers do not require the UL listing.

Specifically, heating units, large refrigerators, humidifiers, coffeemakers with exposed hot plates, toasters, toaster ovens, electric skillets/fryers, George Foreman grills, and hot plates are considered hazardous for use and are consequently not permitted in the residence halls. If unsure about a specific electrical item, contact the Office of Residence Life to determine if the appliance is permissible. Residence Life reserves the right to remove any electrical violation not meeting the established fire and safety codes.

Special rules apply for approved equipment, as follows:

- Refrigerators must be less than or equal to 4.2 cubic feet in size and run at less than 1.5amps. and microwaves must run at or less than 900 watts.
- Always be present when popcorn poppers and coffeemakers are in use and unplug immediately afterwards. Only store these items when they are cool enough to touch. Also, be attentive when using your microwave.
- Law prohibits storage of bicycles, chairs, desks, and other items in all exit ways, including window egress.

Residents should use power strips whenever possible and plug in appliances needing more than 600 watts directly into the wall to avoid power outages. As a last resort, the only acceptable means electrical extension permitted in residential rooms are industrial-strength extension cords. Siena Heights University strongly

suggests that residents use surge protectors. Installation or alteration of electrical equipment is prohibited. If violations of the above policies are discovered, the Residence Life staff has the right and responsibility to confiscate such items.

*Campus Village Apartments:*

All Campus Village Apartments are furnished with a refrigerator, stove, oven, dishwasher, and microwave. Appliances with exposed heating elements (e.g., George Foreman grills, hot plates, toasters, and toaster ovens) may only be used in the kitchen area of the apartment. Heating units, large refrigerators, humidifiers, dehumidifiers, toasters, toaster ovens, electric skillets/fryers, George Foreman grills, and hot plates are considered hazardous for use and are consequently not permitted in the apartments. If unsure about a specific electrical item, contact the Office of Residence Life to determine if the appliance is permissible. Residence Life reserves the right to remove any electrical violation not meeting the established fire and safety codes.

**K. Air Conditioners**

Any student who has a medical condition that requires air conditioning in his or her room as part of their prescribed treatment plan must submit a request for air conditioning along with the supporting medical documentation from a non-related physician to the SHU Health Center for review. Only students whose requests are approved by the Director of Health Services and Director of Residence Life will be permitted to have an air conditioner. The University will provide an air conditioner for a fee. Personal air conditioners are prohibited. Please consult the Office of Residence Life website for more information. See Appendix O for the full policy.

**L. Room Damage**

Every attempt is made by the Office of Residence Life to make University housing feel like a home away from home. As such, it is expected that residents treat their rooms and apartments with care and keep the contents free from damage, whether caused by themselves or others. Assigned occupants of each room/apartment are financially responsible for their rooms/apartments.

*Residence Halls:*

The cost of any room damage (such as nail holes, broken screens, tape-damaged walls) or extra custodial services will be charged to the account of the residents living in that room. When two or more residents occupy the same room and individual responsibility cannot be determined, the cost will be divided and assessed equally between the residents.

*Campus Village Apartments:*

Campus Village residents are responsible for all damages to their assigned bedroom and corresponding bathroom. The cost of damage to the apartment's community living spaces will be divided and assessed equally between the residents of the apartment.

**M. Residence Hall Search & Seizure**

Siena Heights University respects a resident's right to privacy. Nevertheless, safety and policy enforcement must take precedence. A University official has the right to enter any part of the University premises to assess the condition of the room or apartment, identify maintenance needs, and in the case of an emergency or suspected violation of University policy.

A University official, upon approval from the Dean for Students or his designee, may enter and search University premises without notice if there is reason to believe that federal, state, local, or University policies are being violated. All guests in a room/apartment at the time of an initiated entry and search may be relocated to another area for the duration of the search and supervised by a University official.

Residents may remain in the room/apartment at the request of the University official. Residents may also be asked to leave while a search is in progress. In cases where residents of a room/apartment are unavailable, the Dean for Students or his designee must approve an entry and search after that person has heard the related facts and believes an entry and search is necessary. The search will be conducted in the presence of another University official. Once initiated, the University has the right to seize any property that violates University policy. Depending upon the nature of the search, the University official may be as thorough or as general as necessary in order to conduct a reasonable search. In the event that more serious items (drugs, weapons, stolen property, etc.) are found, the University will notify local authorities. Law enforcement officials may enter, search, and seize evidence in accordance with the law. All residents of an assigned room/apartment are responsible for the contents of their room/apartment until the responsible individual(s) can be identified.

**N. Suspension from University housing**

Residential students who are suspended from University housing or the University must make arrangements to remove belongings and to vacate University housing within 24 hours of notice. The Director of Residence Life, Assistant Director of Residence Life, or Residence Life Coordinator will work with the student to insure that they vacate the halls/apartments within this timeframe or any other specified time as deemed appropriate by the Director of Residence Life or their designee. Failure of the student to abide to the suspension terms may result in further disciplinary action, improper checkout charges, and/or the Department of Public Safety escorting the student off campus. Residence Life is not responsible for personal possessions left in the room/apartment.

**Residence Hall Services and Meal Plans**

**A. Facilities & Services**

- **Bicycle Room** - The Bicycle Room is located on the ground floor of Ledwidge Hall near the main entrance. An access key can be checked out for up to 5 minutes from the Welcome Center Desk. Residents are encouraged to register their bicycle with the Department of Public Safety at the Welcome Center Desk.
- **Cable, Internet, and Phone Access** - Each room is equipped for basic digital cable and wireless internet service. Residents are responsible for providing their own televisions and cable cords. Residents may upgrade to premium cable options, high-speed internet, and in room phone lines through D&P Communications (734-279-1339).
- **Computer Lab** -The Residence Hall Computer Lab is located on the ground floor of Ledwidge Hall across from the Laundry Room. It is equipped with five Internet accessible desktop computers and a laser printer. In addition, two Internet accessible desktop computers are located in the Ledwidge Lobby for student use.
- **Game Room** - Located across from Ledwidge Ballroom, the lounge has been equipped with furniture and equipment including a big screen TV, pool tables, ping-pong table, air hockey table, and a foosball table. Residents are required to check out gaming equipment from the Welcome Center Desk by leaving their student ID.
- **Guest Rooms** – Limited guest rooms may be available for use by visitors, parents, siblings, friends, and other guests of the University at the rate of \$35 per night. To reserve a guest room, contact the Office of Residence Life at extension 517-264-7171.
- **ID's** - All students are provided with their first Siena Heights University ID Card at new student registration days, transfer student registration days, during welcome week, or by appointment free of charge. A replacement card can be purchased from the Office of Residence Life for \$5.

- **Laundry Facilities** - A centralized laundry room is located on the Ground Floor of Ledwidge Hall and on the first floor of St. Catherine Hall. 10 washers and 10 dryers are available for use in Ledwidge Hall and 2 washers and 2 dryers are available for use in St. Catherine Hall. These are commercial Maytag machines that are laundry card-operated. Students must purchase a laundry card from either the Office of Residence Life or one of the card dispensing kiosks located in the laundry rooms in order to use the laundry machines. Students are responsible to place funds on their laundry cards via the cash-to-card or card-to-card kiosks in the laundry rooms. Funds may be added to laundry cards via the kiosks at any time. The cost for each cycle (\$0.75 per wash and \$0.75 per dry cycle) will be debited from the laundry card as the card is used to start the machine. Replacement cards can be purchased from the card kiosks or at the Office of Residence Life. It is highly advised you stay with your laundry at all times while washing and drying it. Residence Life is not responsible for lost, stolen, or damaged items.
- **Ledwidge Ballroom** - The ballroom in Ledwidge Hall is used to host a wide variety of events to entertain and educate. Please call 517-264-7617 to reserve the ballroom. Parlor rooms adjacent to either side of the ballroom may be used for student use as well. Computers and study tables are available in these areas.
- **Ledwidge Lobby** – Outside of Residence Life and Public Safety offices, the Ledwidge first floor offers space for lounging and welcoming visitors to campus. State law requires shoes and shirts be worn in these areas at all times.
- **Mailboxes & Mailing Address** - Mailboxes for all students, commuter or residential, are assigned through the Office of Residence Life. The mail is usually delivered to these boxes by 3:00pm on weekdays. There is no mail delivery on weekends. Per University policy, only individually addressed mail, with rare exceptions, may be placed in these mailboxes.

*Residence halls:* Mailboxes are located in Ledwidge Lobby and St. Catherine Hall vestibule. Packages or envelopes that do not fit in mailboxes are delivered to the Mail Room, located on the ground floor of Ledwidge Hall near the Ballroom. Students are given a package notification slip if they have a package waiting for them. Packages may be claimed during Mail Room hours. Mailing addresses for residence hall residents are as follows:

**Your Name**

Student Mail

Siena Heights University  
1247 E. Siena Heights Drive  
Adrian, Michigan 49221

*Campus Village:* Mailboxes are located in the Campus Village lobby. Packages or envelopes that do not fit in mailboxes are delivered to the Campus Village Office. Students are given a package notification slip if they have a package waiting for them. Packages may be claimed during Office hours. Mailing addresses for Campus Village residents are as follows:

**Your Name**

Student Mail

Siena Heights University  
915 E. Siena Heights Drive  
Adrian, Michigan 49221

*All students:* Students, including commuters who graduate, withdraw from classes, or otherwise leave the institution, must fill out a change of address card upon leaving to ensure proper forwarding of mail. In accordance with U.S. mail guidelines, failure to submit a change of address card will result in mail returned to sender. Change of address cards can be picked up in the Office of Residence Life,



Campus Village Office, or Mail Room, and must be returned prior to leaving the institution.

- **Maintenance & Repair** - Residents may report all maintenance requests to their RA/CLA, the Office of Residence Life, or contact the Maintenance Department directly. The Maintenance staff reserves the right to enter rooms for purposes of maintenance and repair. Emergency maintenance requests should be directed to the Office of Residence Life from 8:00am-5:00pm on weekdays. In the evenings and weekends, residents should contact the RA/CLA on Duty or Public Safety.
- **Phones** – Due to the increasing cell phone use among students, in-room phone connections are only available at the resident’s choice. Please contact the Office of Residence Life or D&P Communications (734-279-1339) for more information.
- **Room Furnishings** - Rooms (including bedrooms within Campus Village apartments) are furnished with a bed, dresser, study desk and chair, closet area for clothing, cable ready outlet, and window coverings. It is suggested that residents provide their blankets, pillows, linens, towels, desk lamps, and other personal effects. All University housing furniture must remain in the student’s room/apartment at all times. Residents may bring personal furnishings such as chairs, bookcases, and futons. The Director of Residence Life may prohibit personal furnishings that are considered too large or potentially dangerous for the room/apartment. At the time of checkout, residents must remove all personal property and return the room/apartment to its original condition. Summer storage of personal belongings is not available. Failure to check out properly may result in loss of personal property and/or improper checkout fees.
- **Vacuums** - Vacuum cleaners may be checked out from the Office of Residence Life for up to 30 minutes in exchange for a student ID.
- **Vending Machines** - Pop machines are located in Ledwidge Hall on the ground floor outside of the Game Room and in St. Catherine Hall in the laundry room. Additional vending machines for snacks and laundry supplies can be found on the Ledwidge Hall ground floor.
- **Welcome Center** - The Welcome Center, located in Ledwidge Hall, is operated by the Department of Public Safety and is open 24 hours a day, 365 days per year. It offers: guest registration, electronics engraving, bicycle registration, parking permits, game room equipment check-out, and other Public Safety services. The Campus Village Welcome Center, located in the front lobby of Campus Village Apartments, is operated by the Department of Public Safety and is open daily 8:00pm – 8:00am.

## B. Computer Networking

Residential students have internet connectivity via a wireless network. This network covers the entire campus. Wireless networks by their very nature are subject to interference from certain devices. We have found that the following devices cause unacceptable interference and are therefore prohibited from being used in the Residence Halls: all appliances operating within the 2.4 GHz frequency range including wireless cameras, wireless keyboards and mice, routers and personal wireless access points. The Office of Residence Life reserves the right to remove any devices that fall within this category. If you have any questions about a specific device, please contact the Office of Residence Life.

## C. Dining On Campus

All students residing in University housing must purchase a meal plan from Chartwell’s, the University’s food service provider. Students with special dietary needs should consult the Chartwells General Manager food services to make arrangements that meet their needs. Meal plans can only be changed during the first week of each semester. The following is a brief description of the different board plans:

Option 19\* – This plan consists of 19 meals every week, which covers every weekly meal served at University Center Dining Hall. The Option 19 plan comes with \$200 in Flex Dollars per semester, which can be used in the SHU Shop or to purchase additional meals for guests. The Option 19 meal plan is required of all first-semester freshmen.

Option 14\* – This plan consists of 14 meals every week. A resident can choose to use these meals at any of the 19 meals offered in a given week. The Option 14 plan comes with \$200 in Flex Dollars per semester, which can be used in the SHU Shop or to purchase additional meals for guests.

Block 75\* – This plan consists of any 75 resident dining meals during an entire semester and \$200 in Flex Dollars per semester, which can be used in the SHU Shop or to purchase additional meals. Campus Village Apartment residents must purchase a Block 75 plan. Campus Village residents may choose to upgrade to a larger plan. Residence hall residents are not eligible to purchase the Block 75 plan.

*\*Any remaining balance in meals or "Flex Dollars" will not carry over from first to second semester.*

The dining hall offers a variety of options from soup to a salad bar, from a deli sandwich line to hot meal entrees. Anyone eating in the dining hall must swipe his/her ID card or pay to eat. Commuters are always welcome to dine. Residents may not use their own meals for guests. Residents may use up to five meals per week in the SHU Shop as a regular meal swipe or use Flex Dollars. Individual meal costs are subject to change and are posted at the cash register in the dining hall. "Flex Dollars" are additional with each meal plan that can be purchased from the Director of Food Services in the McLaughlin Student Center and applied to your University ID card. Flex Dollars can be used to purchase food and beverages from the SHU Shop or additional meals in the dining hall.

During breaks and holiday weekends, an updated schedule will be posted of meal times.

The following policies and procedures are enforced in University Center Dining Hall:

1. You must swipe your ID card on the card reader or pay with cash upon entry.
2. Once you swipe your ID card or pay for a meal, you may not exit and re-enter during the same meal period unless you let the cashier know before exiting.
3. Students should only take what they plan to eat.
4. Personal beverage containers may not be filled at the beverage stations within the Dining Hall.
5. Dining Hall food is to be consumed in the Dining Hall. However, on occasion, students have a short time between classes in which to finish a full meal. For this reason, students are allowed to take out a portable dessert item (not requiring utensil or disposable container): a piece of fruit, cookies or an ice cream cone. No beverages are allowed to be taken out of the dining hall. Plates and eating utensils must never be removed from the dining hall.
6. All used plates and related eating utensils are to be taken to the dish return area after each meal.
7. Shirt and shoes must be worn at all times. No rollerblades, skateboards or recreational scooters may be used in the dining room.

## Residence Hall Room Repair and Damage Charges

When damages occur to University property in individual rooms, replacement costs or damage charges will be assessed to the occupant(s) of that room. Repairs or replacements will be conducted by the University Maintenance staff or University-contracted professionals only and not by the student(s). Below is a chart of some of the replacement and repair costs. Please note that these are the current charges at the time of printing and that the University reserves the right to change these costs at any time and add additional damage charges will be added as needed. Understand that this is not an all-encompassing list. Additional charges can be assessed for damage not listed below.

\* For suite and private rooms only  
 \*\*Residence Life is not responsible for personal items left behind in University housing. These items may be donated or reallocated to University use.

Tape Residue or Hooks in Wall/Ceiling	\$20.00 or higher based on damage
Room Key Replacement	\$75.00
Mailbox Key Replacement	\$25.00
Broken Floor Tile	\$15.00 per square
Improper Room Clean-up Fee	\$25.00 if less than an hour of staff time (\$25/hr. thereafter) **See Checkout Form for a breakdown of fees
Broken Towel Bar	\$10.00 each
Broken Toilet Seat*	\$25.00
Shower Head Replacement*	\$15.00 if replacement is needed
Dirty, Damaged, or Missing Shower Curtain*	\$10.00
Missing/Damaged Furniture	Charge for repair or replacement dependent on actual cost **Ranges from \$220 to \$550 depending on item damaged
Nails in wall or unfilled nail holes	\$10.00 per hole/nail
Larger Wall Holes	Charge for repair dependent on actual cost
Broken/Cracked Window	\$150.00
Mattress Replacement	\$140.00
Improper Checkout Fee	\$50.00

### Apartment Repair and Damage Charges

When damages occur to University property in individual apartments, replacement costs or damage charges will be assessed to the occupant(s) of that apartment. Repairs or replacements will be conducted by the University Maintenance staff or University-contracted professionals only and not by the student(s). Below is a chart of some of the replacement and repair costs. Please note that these are the current charges at the time of printing and that the University reserves the right to change these costs at any time and add additional damage charges will be added as needed. Understand that this is not an all-encompassing list. Additional charges can be assessed for damage not listed below.

Room/Furniture	Cleaning Charges	Replacement Charges
Bathroom Sink	\$10.00	\$10.00
Shower/Tub	\$30.00	\$40 (scratch) \$300 (chip)
Toilet	\$15.00	\$125
Bathroom Cabinets	\$10.00	\$150.00
Bathroom Floor	\$15.00	\$200.00
Dresser & Drawers	\$15.00	\$280.00
Desk & Drawers	\$15.00	\$275.00 (desk) \$125.00 (chair)
Mattress	\$10.00	\$160.00
Kitchen Cabinets	\$50.00	\$120.00 each
Kitchen Floor	\$25.00	\$250.00
Refrigerator	\$25.00 - \$50.00	\$400.00
Stove	\$15.00 (top) \$25.00 (oven)	\$25.00 (pans) \$300.00 (oven)
Microwave	\$15.00	\$200.00
Dishwasher	\$15.00	\$150.00
Washer/Dryer	\$15.00	\$300.00 each
Dishwasher	\$15.00	\$350.00
End Table, Coffee Table, Barstool	\$15.00	\$50.00 (end table) \$125 (coffee table) \$50.00 (barstool)
Living Room Furniture	\$10 per spot	\$230.00 (Chair) \$350.00 (Sofa)
Carpet	Varies	\$25.00 (small repair/spot) Up to replacement cost
Walls	Minimum \$10.00 charge	Nails holes: \$2.00 Holes: \$10.00 per inch

\*Residence Life is not responsible for personal items left behind in University housing. These items may be donated or reallocated to University use.

# Office of Student Engagement

The mission of the Office of Student Engagement at Siena Heights University is to build a campus community in which all students and student organizations are encouraged and supported in the cultivation of social, cultural, intellectual, recreational, and leadership programming. Within the Office of Student Engagement, all students will find a place where their voices are heard and they are empowered to becoming more competent, purposeful, and ethical members of the Siena Heights community. A wide range of programs and events are sponsored through the Office of Student Engagement throughout the week and also throughout the weekend.

The Office of Student Engagement is also home to Siena Heights' student organizations. These organizations provide programming, collaboration, and an opportunity for students to be involved in their college experience outside of academic classrooms. Many organizations exist, but if you cannot find one that meets your needs, START A NEW ONE! The Office of Student Engagement works side-by-side with students to bring new organizations to campus and assist in the registration process!

## Responsibilities of Organizations

Siena Heights University supports a wide range of student organizations that make substantial contributions to the social and academic life on campus. All organizations are responsible for registering with the Office of Student Engagement. **Registration does not imply university endorsement of the purposes of organizations.** All student organizations are responsible for adhering to the policies in the *Saints Guide and Student Code of Conduct*, the *Student Organization Handbook* as well as local, state and federal laws. These responsibilities apply to all student organizations:

1. It is the responsibility of each student organization to submit required paperwork each semester. All paperwork requirements are listed in the *Student Organization Handbook*. Additionally, the Director of Student Engagement will provide each student organization with a copy of the *Student Organization Handbook* at the beginning of the academic year and paperwork deadlines.
2. Each student organization shall operate according to a constitution, by-laws, or policy guides.
3. It is the responsibility of each student organization to submit any changes in officers, advisors, or members, and revisions to the constitution, by-laws or policy guides to the Office of Student Engagement within one week of changes.
4. Student organizations will be granted active status when they register and meet all requirements.
5. All student organizations must maintain active status to enjoy the benefits of scheduling and presenting programs for the campus community, and the use of university facilities, property, services, funding or personnel.
6. Membership in student organizations will be limited to enrolled students of Siena Heights University in good academic standing. In accordance with Siena Heights University policies and procedures, no student organization may discriminate on the basis of age, race, gender, sexual orientation, religion, disability, marital status, or national origin. (*Please note: social Greek organization are permitted by federal law to discriminate on the basis of sex.*)
7. It is the responsibility of each student organization to select at least one advisor who is a full-time member of the Siena Heights University faculty or staff. The advisor is responsible for approving all financial operations and disbursements, and should attend each student organization function and meetings.
8. Any student organization found in violation of any policy listed in the *Student Organization Handbook* or the *Student Code of Conduct* will be placed on probation for one semester. If another violation occurs during the probation period, the club

or organization will be placed on suspension for one year. Any organization that ceases operation will be placed on inactive status for the remainder of the academic year.

### **Participation in Co-Curricular Activities**

Siena encourages all students to participate in a wide variety of co-curricular activities. However, in order to prevent such activities from interfering with a student's progress toward graduation, students who are not in good academic standing (2.0 cumulative G. P. A.) are ineligible for the following: (1) to participate in intercollegiate athletic competition, (2) to participate in musical or theatrical performances not carrying academic credit, (3) to serve as an officer or committee chair of any student organization.

### **Guidelines for Fundraising**

Organizations, Greek societies, and departments/offices are encouraged to sponsor fundraising events. All fundraising events must be cleared through the Office of Student Engagement. Peddling and soliciting of any kind, by students and other individuals, is not permitted on campus, including in the residence halls. Guidelines for fundraisers are listed below:

- Only recognized student organizations and SHU departments/offices may sponsor fundraisers on campus.
- The fundraising activity must have an educational, charitable, or cultural purpose consistent with the purpose of the University and its status as a tax exempt, non-profit institution.
- The sponsoring student organization or department/office must obtain permission from the advisor, supervising University administrator and the Office of Student Engagement.
- Requests to hold a fundraiser must be submitted at least two weeks in advance to the Office of Student Engagement. Fundraisers within the residence halls must also be approved by the Director of Residence Life.
- Fundraising for personal gain is strictly prohibited.

### **Special Note on Greek Organizations**

Sororities and fraternities are organizations comprised of ever-changing individuals who are bound together by common interests and purposes. Each sorority and fraternity encourages individual development by setting high ideals in scholarship, service to others, and social maturity. Membership offers young men and women the opportunity to get the most from their university experience in an atmosphere of brotherhood and sisterhood—the strongest form of friendship. Recruitment is a time for members of the sororities and fraternities and students to get acquainted. At the end of recruitment, a mutual selection process takes place each participant indicates his/her fraternity/sorority preferences and each sorority or fraternity selects the women or men whom it will invite to join. This begins the bond called “sisterhood” or “brotherhood.” All new members and members of Greek organization's executive boards sign an anti-hazing contract. Please see the Student Organization Handbook for more information on this policy.

### **Policies for Alcohol Use**

See Appendix C

### **Policies for Tailgating**

See Appendix D

## Posting Policy

Various types of posting areas and bulletin boards are provided in Siena Heights University buildings to provide information to students, faculty and staff. Posted or displayed materials do not necessarily reflect the opinion of Siena Heights University.

- All material posted by student organizations or outside sources must be approved and stamped by the Office of Student Engagement. Residence Life staff posting fliers in University housing for their programs are exempt from having material stamped.
- Materials may not be posted on windows, doors, floors, walls, or bulletin boards designated for specific department use or in academic classrooms.
- All posted or displayed materials must have the organization or individual sponsoring the event clearly indicated on the materials. Posters regarding sales, rental properties, job listings, et. al. must identify the name of the sponsoring person in addition to the phone number.
- All posted materials must be taken down 24 hours after the event.
- Any organizations wishing to put flyers on cars or erect, attach, post signs, banners, posters of exceptional size on any part of campus property are responsible for obtaining prior approval from the Office of Student Engagement.

Failure to abide by the above listed policies may result in the loss of privileges to post or distribute materials on campus.

## Hazing Compliance Policy

**Michigan State Law defines hazing as a** “means of intentional, knowing, or reckless act by a person action alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health of safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization or team.” (Section 750.441t, August 2004)

[http://www.legislature.mi.gov/\(S\(yaqrma45n5w1dz550l50fq1\)\)/mileg.aspx?page=getobject&objectname=mcl-750-411t](http://www.legislature.mi.gov/(S(yaqrma45n5w1dz550l50fq1))/mileg.aspx?page=getobject&objectname=mcl-750-411t)

**Siena Heights University defines hazing as** “any action or situation, *whether on or off University premises*, which:

- endangers the mental health, physical health, or safety of a person,
- embarrasses, frightens, or degrades a person,
- destroys or removes public or private property

for the purposes of initiation, admission into, affiliate with, or as a condition of continued membership in a student organization, group, or team *regardless of an individual's willingness to participate.*”

## **Appendices**

### **University Policies Statements and Procedures**

#### **Appendix A: Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law, which states that: (a) a written institutional policy must be established, and (b) a statement of adopted procedures covering the privacy rights of the students must be made available. The law provides that the institution will maintain the confidentiality of student education records, establish the rights of students to inspect and review their education records, and provide procedures for the correction of inaccurate or misleading data through informal and formal hearings.

In compliance with the Family Educational Rights and Privacy Act of 1974 as amended, Siena Heights University has formulated an institutional policy. Siena Heights University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose any information from, students' educational records without the written consent of the students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Siena Heights University community, only those members designated as "School Officials," individually or collectively, with legitimate educational interest in a student's educational records are allowed access to the records. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student on an official committee, such a disciplinary or grievance committee, or assisting another school official in performing his or her task.

At its discretion, Siena Heights University may provide Directory Information in accordance with the provisions of the Act to include:

Student's Name, address, telephone number, student e-mail address, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, photograph, dates of attendance, degrees and awards received, most recent educational institution attended, and other similar information as defined by the University which would not generally be considered harmful to the student, or an invasion of privacy if disclosed.

Students may withhold the above listed information by contacting the Office of the Registrar for more information concerning the release and/or withholding of "directory information".

Siena Heights University has established administrative procedures necessary to accomplish and insure compliance with the Act, specifically including procedures permitting students to inspect and review their educational records and the opportunity for discussion or a hearing if a student challenges any materials in such records. These procedures are outlined in Siena Heights University's Undergraduate catalog. The Registrar is designated as the officer with responsibility for insuring University compliance with this law.



**Appendix B: Parental/Guardian Notification (6/2013)**

As a University founded on the beliefs of the Adrian Dominican Sisters, we believe that family plays an essential role in the educational process. The University therefore will, at its discretion, inform parents or legal guardians of serious matters affecting the educational development of their dependent children at Siena Heights University.

Specifically, it is the policy of Siena Heights University to inform parents/guardians of students under the age of 21 when they have been found responsible for violating institutional policies related to alcohol and drugs that (1) required hospitalization or emergency treatment, (2) involve state or local authorities, and/or (3) show a pattern of abuse.

Additionally, Siena Heights University will inform parents/guardians if the University is concerned about the personal safety or wellbeing of a student.

Exceptions will be made under extreme circumstances if the Dean for Students or his designee determines that informing a parent would be dangerous to the well-being of the student.

### **Appendix C: Alcohol Policy**

As an educational institution, Siena Heights University is committed to the development of a healthy environment that stimulates intellectual and personal development in students in addition to assuring their physical well-being. During their collegiate years, students will have the opportunity to grow, develop, and experience while continuing to respect themselves and others.

The University promotes respect for individual rights and privileges, which from a historical perspective has included mature and responsible consumption of alcoholic beverages. However, individuals must realize that by exercising their rights, they assume responsibilities. This privilege enables the University to create a co-curricular atmosphere in which the responsible use of alcoholic beverages by those that are of legal age and choose to do so is accepted and respected. In the context of this use, each student is afforded the opportunity to clarify values related to alcohol consumption.

All members of the University must understand that the institution neither encourages the use nor condones the misuse of alcohol. However, the institution does respect the privilege of choice for those of legal age. As members of the University community, we must all encourage responsible drinking habits by individuals who choose to drink while we respect the rights of those who choose to abstain from alcohol use. In order for these activities to be reasonably governed, the alcohol policy is formed to correspond with the federal and state laws. In following this policy, we seek to create an atmosphere that promotes growth that could assist our students to become more competent, purposeful, and ethical.

#### **Federal Law:**

The "Drug-Free Schools and Communities Act Amendments of 1989" required the adoption of an alcohol and drug policy and program by October 1, 1990. Under this policy/program, the unlawful possession, use, or distribution of alcohol or illicit drugs by faculty, staff, or students on University property or as a part of any University activity on or off University or University-leased grounds may lead to sanctions within the University, the severity of which shall increase as the seriousness of the violations increase.

#### **State Law:**

Sec. 40. A person shall not sell or give any alcoholic beverage to any person who has not reached the age of 21 years. A person who has not reached the age of 21 years shall not possess any alcoholic beverage for the purpose of personal consumption. An alcoholic beverage is any beverage containing one-half of one percent or more alcohol by volume.

#### **Siena Heights University Policy:**

1. Students living on campus, guests, or invitees under 21 may not possess or consume alcoholic beverages in any residence hall room or area or in any Campus Village Apartment or area, including their own rooms.
2. Open containers of alcohol are permitted only in student residence hall rooms/apartments and University approved areas at designated times during special events. Responsible drinking is required at all times when in University housing, on campus or any University-leased space.
3. Alcohol consumption is not permitted on University grounds, including open recreation areas.
4. If a residence hall room or Campus Village Apartment is shared by residents over and under 21 years old, the alcohol must be consumed only by those 21 years or older. Alcohol may only be consumed by students who are of age while in the room/apartment assigned to at least one of-age student. If there are minors present where alcohol is being consumed, there may not be more open containers than the number of people who are of legal drinking age. All residents in a room/apartment where this policy is violated will be considered in violation of the alcohol policy.

5. Guests and visitors of legal age may consume or possess alcohol only in the residence hall room or Campus Village Apartment of a host (resident) 21 years or older. Guests of legal age who are drinking must at all times be with their legal age host.
6. "Common Sources of Alcohol" including kegs, trashcans, and/or other large containers holding alcohol are prohibited.
7. Residents and guests violating the policy will be asked to dispose of alcohol in the presence of Residence Life or Department of Public Safety staff.
8. Possession of empty alcohol containers, for decorative purposes or otherwise, are prohibited by residents and guests under the age of 21. Students of legal age are strongly encouraged to redeem containers as quickly as possible and not keep an excess amount of empties in their room.
9. Intoxication is never an acceptable excuse for misconduct or infringement upon the rights of others.
10. All documented incidents that involve Adrian City Police or University officials will also be subject to processing through the University conduct system.

## **Appendix D: Tailgating Policy**

The Tailgating Policy guides the successful, positive atmosphere represented at Siena Heights University on game days. The following regulations apply to tailgating:

- All tailgating participants must demonstrate responsible behavior at all times. Siena Heights fans are expected to demonstrate sportsmanship that reflects our University mission. Siena Heights students are expected to respect the dignity of all and failure to meet these policies may result in conduct action.
- Siena Heights University reserves the right to immediately close tailgating activities and/or remove individuals in its sole discretion.
- The following items and actions are prohibited:
  - Glass containers
  - Kegs or mass quantities of alcohol
  - Drinking game structures and/or paraphernalia
  - Alcohol in the stadium
  - Bonfires or fire pits
  - Charcoal grills
  - Tents or canopies larger than 10' x 10'
  - Stakes or horseshoes
  - Generators
  - Couches or upholstered furniture
  - Overnight parking
  - Fireworks
  - Weapons
- Designated tailgate locations and times may be restricted by University staff on an event by event basis.
- RV's, busses, and oversized trucks should seek prior approval for the Department of Public Safety to ensure space availability (517-264-7799).
- One parking space is permitted per vehicle.
- Siena Heights University is a smoke-free, tobacco-free (including eCigarettes) campus at all times, including our tailgating events. Please refer to Appendix K for more information on the smoking policy.
- Propane grills are permitted; propane tanks that are 15 gallons or less are acceptable.
- Tailgating participants are expected to keep an orderly site and clean up after tailgating to return it to the condition it was originally found.
- Carrying an open container of alcohol on public streets or campus walkways is prohibited regardless of age. When you leave the tailgating area, please leave your beverage behind. Michigan laws for alcohol possession, use, or distribution apply as well as our University policies.
- Violators may be removed from Siena Heights property and could face criminal prosecution.

Champions of Character Leaders may be put in place for certain events to help participants adhere to tailgating policies and promote spirit and sportsmanship. The Department of Public Safety will predominantly assist in policy enforcement.

**Appendix E: Drug Policy (5/2012)**

Siena Heights University does not condone the use of any illicit drug. Therefore, the possession, consumption, sharing, or sale of marijuana, narcotics, illegal synthetic drugs, non-prescribed prescription drugs or other illegal drugs is prohibited.

There are reasons other than legal implications that warrant the University's concern about drugs. The availability of drugs in any large group setting subjects members to potentially serious security risks. The potential for drug use will continue to attract non-members of the University community who are interested in drugs for reasons of personal profit.

Student involvement in such matters is of concern to the University, whether it occurs on or off the campus and irrespective of any action of civil authorities. Involvement may subject the student to disciplinary action.

If illegal drugs are suspected in a resident's room or apartment, authorization for a search will be requested by Public Safety from the Dean for Students or his designee and Public Safety staff may enter the room/apartment and conduct a search. If illegal drugs are identified in the search, the Adrian City Police will be summoned to test the substance, confiscate the substance if it is found to be illegal, and issue citations when appropriate.

Siena Heights reserves the right to confiscate illegal drugs or drug paraphernalia that are discovered in students' rooms/apartments, possessions, or public areas of the campus. If drugs or drug paraphernalia are found, the incident will be documented. All documented incidents of illegal drug use or possession will be processed internally through the Siena Heights University Student Conduct process.

## **Appendix F: Freedom of Expression**

The University assures its student body that the students' viewpoint, presented through proper channels, will be listened to and given full consideration on all matters affecting the lives and welfare of students. The University respects and upholds the rights of students to criticize, object, dissent, protest, and demonstrate.

Such a policy may well invite differences of opinion and conflicts of ideas, which, in extreme cases, could result in actions that prove to be disruptive to the University or the civic community. To guard against the possibility of such disruptive activity the University may restrict the time, the location and the manner of the activity. The University insists that student dissent, in whatever form it takes, must always show respect for:

- other people, University and public property, and private property;
- the rights and freedoms of others, both individuals and groups;
- the orderly functions of the University;
- the moral and religious concepts on which the University is based.

The University will exercise its full range of student conduct sanctions and/or Adirondack police resources against demonstrators who:

- perform willful acts of violence against persons or property;
- abrogate or abridge the rights and freedoms of others;
- disrupt the orderly functioning of the University;
- act to subvert or undermine the moral or religious bases of human freedom.

## **Appendix G: Academic Dishonesty Policy**

Please refer to the academic catalog for more information.

## Appendix H: Computer Ethics

In keeping with the mission statement of Siena Heights University, all users or computer resources, including students, faculty, staff, and guests, in their quest to become more purposeful and competent, are expected to use such resources with strong ethical considerations as well as within all legal restrictions. The following policy outlines basic ethical and legal use of all computer resources within the University's jurisdiction. Computer resources include the central computer, networks, microcomputers, software, data, and all associated documentation and equipment.

Siena Heights University specifically prohibits the following:

1. Any and all infringements of copyrights;
2. Unauthorized use, copying, alteration, destruction or disclosure of computer resources;
3. Unauthorized access or attempts to gain unauthorized access to any computer resource; and
4. Any use which inhibits or attempts to inhibit the normal and efficient operation of any computer resource.

The use of e-communication is a privilege, not a right and may be revoked with additional sanctions, by the University for noncompliance with the e-communications policy and guidelines. Visit the Siena Heights University homepage at [www.sienaheights.edu](http://www.sienaheights.edu) to view the e-communications policy in its entirety. Individuals found to be in violation of this policy will be subject to sanctions, which may include denial of access to University computer resources, restitution, suspension or expulsion from the institution, and/or termination of employment. Cases, which result from any violation of this policy, may be forwarded to the appropriate Dean, the Dean for Students or others for deliberation and action. In addition, criminal charges may also be applied in cases where violations of local, state, or federal law are found to exist.

Examples of computer theft or misuse include, but are not limited to:

- a. Any attempt to breach or the actual breach of network or computer security.
- b. Unauthorized entry into a file to use, read, delete, change the contents, or for any other reason.
- c. Unauthorized copying or distribution of copyrighted computer software or other materials.
- d. Unauthorized transfer of a file.
- e. Use, or attempted use, of another person's identification and/or password or assisting another to misuse any identification or password.
- f. Use of computing facilities to interfere with the work of another student, faculty member, University official, or any other member of the University community; to send or access obscene or abusive messages; to send or access unauthorized mass e-mailings or chain mail; to interfere with normal operation of any University computing system or network.
- g. Unauthorized monitoring or extracting of data that is in transport over the University's hardwired or wireless networks.
- h. Use of computing facilities to create and/or send or forward computer messages or programs designed to destroy or corrupt data.
- i. Use of computing facilities in such a way as to dishonor or malign the reputation of the University or to create any form of liability for the University.
- j. Misuse of computing facilities – Use of computing facilities to violate any campus policy or to violate any local, state, or federal law.

### **Appendix I: Guest Speaker Policy**

Speakers and artists are welcome at Siena Heights University. The University recognizes its role as an educational stimulus and welcomes the opportunity to raise questions within the forum of the University community. Although the issues raised may be controversial in nature, the University has continually expressed the validity and value of the inquiry process as well as the role it has in guaranteeing freedom of artistic expression and free speech.

The University acknowledges its responsibilities to insure, as much as possible, the respect for persons invited to campus for purposes of learning, leisure, and/or worship. Groups of persons not invited by the University, but who use the University for various specified purposes agreed upon by means of contract or lease of University space, should be assured a similar degree of respect.

The following guidelines insure proper respect is afforded guests of the University or sponsoring group(s) within the University:

- The University seeks to provide a forum open to all.
- The University neither has nor desires authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations on behalf of causes they support, as long as it is understood that these individuals do not represent the University, or the position of the University.



**Appendix J: AIDS Policy (5/2001)**

Should the need arise for dealing with employees or students with AIDS (Acquired Immune Deficiency Syndrome); the University has adopted this policy, which is based upon a model developed by the American College Health Association. AIDS is a serious illness, a public health problem and an immediate concern to the University community. AIDS is characterized by a defect in the natural immunity against disease. People who have AIDS are vulnerable to critical illnesses which would not be a threat to anyone whose immune system was functioning normally.

AIDS is caused by a virus commonly called HIV. Presently there is no known cure or effective vaccine. However, the consensus of authoritative medical opinion as reflected by the Center of Disease Control and Public Health Service is that AIDS is not a readily communicable disease. There are no known cases of AIDS transmission by food, water, insects or casual contact socially or in the workplace, and no spread of the virus has been found within family groups in which one or more persons have been diagnosed with AIDS. The current scientific understanding is that the AIDS virus is transmitted only through an exchange of blood that occurs when a needle of an infected person (in most cases a drug addict) is used by someone else, through a blood transfusion from an infected person, or by intimate contact involving the transfer of semen and other bodily fluids.

Considering this current medical opinion, there is no basis for routinely excluding or dismissing employees or students because they have AIDS, ARC (AIDS-related complex), or AIDS virus antibodies. The University will make a decision on any person known to have a virus on a case-by-case basis with the help of medical advice. Depending on the medical circumstances of each situation, the University may regularly monitor or require the monitoring of the person's medical condition, and may counsel the person on the nature of the disease and the importance of not engaging in behavior which could transmit the disease, if that is appropriate. No broad blood-screening test will be required.

The right to privacy of all individuals will be respected and protected, and the confidentiality of any records that may be required, will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of a roommate, classmate, or employee to share with them any information regarding a student or employee with an AIDS-related condition.

Anyone with questions about AIDS may contact the Dean for Students, and/or others of the professional staff in Student Life.

## **Appendix K: Smoking & Tobacco Policy (5/2011)**

**Applicability:** This policy applies to all areas on campus including buildings on the Adrian Campus of Siena Heights University, and University housing. This policy applies to all faculty, staff, students and guests on the Adrian Campus of Siena Heights University.

### **1. Policy**

Siena Heights University recognizes the negative risks associated with the use of tobacco and smoking products and will provide as close to a smoke-free, tobacco-free environment as practicable for its community. The rights of non-smokers to maintain a healthy teaching and learning environment will take precedent over the choice of some to use tobacco and smoking products on campus.

### **2. Guidelines**

- a. Smoking and use of tobacco products is prohibited in all interior and exterior areas of campus.
- b. Tobacco use including but not limited to smokeless tobacco, hookah, cigars, pipes, cigarettes, and electronic cigarettes are not permitted on University grounds.
- c. Sales of smoking and/or tobacco products are prohibited on Siena Heights University property.
- d. Smoking is prohibited in all University owned or operated vehicles.
- e. Advertising by tobacco companies is strictly prohibited.
- f. The costs associated with implementation of this policy will be approved for from the operating budget of the University.

### **3. Enforcement**

Siena Heights University appreciates the cooperation from all smokers and non-smokers to observe and follow this policy.

- a. First offense/interaction - If a Siena community member sees an individual violating the Smoking and Tobacco policy, please respectfully inform them that this is a smoke-free, tobacco-free campus. If the individual is not compliant, notify the Department of Public Safety. Students may be processed through the student conduct system.
- b. Repeated Violations/Non-Compliant Situations - Faculty, staff, and students repeatedly violating this policy should be brought to the attention of the Department of Public Safety. In these circumstances, faculty and staff will likely be referred to Human Resources and students to the Student Conduct system.
- c. Cessation program information will be available through the health and wellness team (available through the University Health Center).

### **4. Implementation and Communications**

- a. Signage appropriately located around the Adrian campus will assist with communication of this policy.
- b. Copies of this policy will be distributed to faculty, staff and students via the broadcast e-mail system.
- c. Siena Heights University believes in promoting the health and wellbeing of our students, faculty, and staff. In conjunction with this purpose, the University believes that it is necessary to adopt a smoke-free, tobacco-free environment policy that will be accomplished in phases and reviewed on an annual basis to determine the appropriate timing of this transition.

## **Appendix L: Fire Alarms & Equipment**

Alarm boxes, fire extinguishers, fire hoses, exit signs, smoke detectors, and heat sensors as well as other fire equipment are located throughout the campus. If they are used for purposes other than fires, they may not be available or functional when they are needed.

Each corridor entrance is protected by a special door, which in case of fire, will help prevent the fire from spreading. Propping these doors open destroys their effectiveness and jeopardizes the safety of all residents.

To help provide for the safety of residents, periodic fire drills are scheduled each semester; students are required to vacate the building. Fire drills and safety practices in the residence halls should be taken seriously because thoughtless behavior may develop into a dangerous situation for everyone.

**Fire Regulations:** Fire alarms are installed in all buildings on campus. When the alarm sounds, everyone is expected to evacuate the buildings in a quiet, orderly manner through the closest exit. Fire escape plans are posted at each exit.

Any student responsible for a false alarm may be subject to a \$200.00 false alarm fine and the possibility of additional disciplinary or legal action. Tampering with fire equipment or setting off fireworks is prohibited and constitutes a breach of policy and a violation of State law and may subject the students involved to disciplinary or legal action. Students who assist in the apprehension of anyone tampering with equipment or pulling a false alarm may be eligible for a reward. In case of fire, notify the campus Public Safety desk immediately. For more information on fire procedures, see the University Housing section.

## **Appendix M: Siena Heights University Policy on Harassment, Sexual Harassment**

### **Introduction**

Central to the mission of Siena Heights University is providing a healthy environment for all its members, which includes maintaining a climate conducive to learning, a positive work environment, and an environment free of harassment for its students, faculty, staff, and visitors. Students and employees have a responsibility to treat each other with appropriate respect and deference to personal dignity. Therefore, this policy applies to all administrators, faculty, staff, agents and students at all time and places in any connection with the University. This policy applies for and to those who conduct business here. We are committed to take all reasonable steps to prevent sexual harassment and to discipline those who do harass. This is a policy and procedure summary. The full text can be obtained from the Office of Human Resources or the Office of the Dean for Students.

Types of harassment include, but are not limited to, the following: 1) spoken, written, and symbolic harassment, 2) physical harassment, 3) sexual assault, and 4) sexual harassment. Harassment may be considered a Level II violation. Depending upon the nature of the harassment, the adjudication can be handled through mediation, the Dean for Students, the Siena Heights University Conduct Board, or the immediate supervisor. However, due to the sensitivity of sexual harassment and sexual assault, formal and informal procedures have also been established and may be chosen for resolution. If appropriate, other members of the University may be asked to assist with the resolution of the situation.

### **Definitions**

#### **Spoken, Written, and Symbolic Harassment**

Spoken, written, or symbolic harassment occurs when people insult, stigmatize, denigrate individuals or groups on the basis of race, religion, creed, national origin, ethnicity, gender, sexual orientation, age, disability, physical appearance, or relationship.

Examples include, but are not limited to, the following: racial slurs or derogatory names; graffiti and other symbols, which are commonly understood to convey hatred or contempt for persons; or the use of telephone, electronic mail, or paper mail (whether signed or anonymous).

#### **Physical Harassment**

Section 750. 147b of the Michigan Ethnic Intimidation Statute states that "A person is guilty of ethnic intimidation if that person maliciously, and with specific intent to intimidate or harass another person because of that person's race, color, religion, gender, or national origin, does any of the following: 1) causes physical contact with another person; 2) damages, destroys, or defaces any real or personal property of another person; or 3) threatens, by word, or act, to do an act described in subdivision 1) or 2) will occur. "

#### **Sexual Assault - Statement of Guidelines and Procedures**

Siena Heights University recognizes that sexual assault is a serious social problem and criminal offense that occurs among college students as well as within other segments of our society. The University makes a strong commitment to work toward preventing sexual assault within our community, to provide support and assistance to sexual assault victims, and to impose sanctions on those who have been found responsible for a sexual assault. Our goal is to foster and protect an environment of mutual respect and concern and a safe community in which learning and growth can occur.

For purposes of this statement, the term "sexual assault" includes rape, attempted rape, acquaintance rape, and other sexual misconduct, both forcible and non-forcible.

## Prevention Efforts

Rape by acquaintance is sexual assault. Neither the Michigan statutes nor Siena Heights University differentiate if the victim knows the perpetrator of a sexual assault or is a complete stranger. Siena Heights University will not tolerate sexual assault in any form, including acquaintance or date rape. Sexual assault involving any member of our community is an affront to the values of our university. Siena Heights University is committed to investigate and discipline assailants within the jurisdiction of the University. There are several ways for men and women to avoid circumstance that might lead to sexual assault:

- Know and understand your feelings and limits
- Communicate your limits clearly
- Accept the other person's decision
- Pay attention to what is happening around you
- Trust your intuition
- Avoid use of alcohol and drugs

The SHU Student Code expressly prohibits sexual assault, and the University has the right to discipline students who violate the University's rules and regulations. Anyone who is assaulted by a SHU student, or who knows that a sexual assault by a SHU student has taken place, whether on campus or elsewhere, may request that the University take disciplinary action against the accused. It is not necessary for the victim to file a police report in order to pursue sanctions through the University conduct system; however, it is strongly recommended. Since the Dean for Students has limited resources to investigate a violation such as sexual assault, it is generally to the victim's benefit to file a police report. The Director of Residence Life or the Director of Campus Public Safety can assist you with filing a police report. Pursuing sanctions through the University does not preclude the victim from also pursuing criminal prosecution or a civil lawsuit.

The University conduct process is initiated by a complaint being made to the Department of Public Safety or the Dean for Students (264-7601).

Sexual assault victims are assured the following rights within the University conduct process:

- a. The right to be present during the entire proceeding.
- b. The right to have a person from the University present throughout the process to provide support.
- c. The right to not have their sexual history discussed during the proceedings, except as it relates to the specific incident in question.
- d. The right to relate their account of the incident.
- e. The right to be informed of the results of the conduct proceeding.
- f. The right to have their name and any identifying information kept confidential, except as otherwise required by law, court order, or University policies or needs.
- g. The right to a speedy hearing and decision.
- h. The right to appeal a decision made by the University Conduct Board or the Student Conduct Administrator.

A student charged with committing sexual assault is assured of the same rights. A student found responsible for a sexual assault or other sexual misconduct by the Dean for Students will be given a sanction appropriate to the offense. Possible sanctions range from a warning to expulsion from the University.

If you have questions or if this has happened to you or a friend, please talk to someone you trust. There are several resource individuals on campus to help you deal with concerns. For information and/or to report an assault, contact a member of Student Life, such as your RA,

SRA, GA, a member of the Wellness Team (Campus Ministry, Nurse, or Counselor), or a member of Public Safety for guidance and support.

### Sexual Harassment Policy Summary\*

Siena Heights is a Catholic University committed to providing a climate conducive to learning for its students and a positive work environment for its employees. Students and employees have a responsibility to treat each other with respect and dignity. The University is committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass.

The policy prohibiting sexual harassment applies to all employees, including administrators, fulltime and adjunct faculty, staff, students and third party vendors. It applies at all times and places in any connection with the University. It covers the harassment of students by faculty or staff as well as by other students.

#### DEFINITION OF SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature when:

1. Submission to or rejection of the conduct is a term or condition for instruction, employment or participation in University activities; and/or
2. Submission or rejection of such conduct is used as a basis for academic evaluation or personnel decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's performance or creating an intimidating, hostile or offensive University environment.

**SEXUAL HARASSMENT IS ILLEGAL.** It is a form of sex discrimination and a violation of these federal and state laws:

- Title VII – Civil Rights Act (1964)
- Title IX-Elementary/Secondary Education Act (1972)
- Michigan Elliott-Larsen Civil Rights Act (1967)

\*This is a summary. The complete policy is found in the Employee Handbook.

#### EXAMPLES OF SEXUAL HARASSMENT

- Requests for dates with a student when that student is in your class or is your advisee
- Persistent requests for a date
- Unwelcome requests for sexual favors or acts
- Continued expressions of sexual interests after being informed that the interest is unwelcome
- Unconsented or unwelcome physical contact
- Nude or semi-nude posters, photos, cartoons, or graffiti that are demeaning or offensive
- Leering or staring
- Comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar or lewd
- Preferential treatment or promise/insinuation of preferential treatment for submitting to sexual conduct

**DON'T IGNORE THESE BEHAVIORS!** It could be interpreted as agreement with the improper conduct.

As a member of the University community, your behavior is an important model of our mission. If you see these behaviors, you have a **responsibility to act**. Speak with the person. Refer them to the *Saints Guide and Code of Conduct*. Notify one of the University

representatives listed below. Siena Heights University will not tolerate sexual harassment at any time on any of its campuses.

**Any act of retaliation against a student or an employee for using this policy and its procedures violates the sexual harassment policy and will result in appropriate and prompt disciplinary action.**

### **SANCTIONS**

- Individuals violating the Siena Heights University Sexual Harassment Policy are subject to sanctions.
- Student conduct sanctions may range from reprimand to dismissal from resident, co-curricular and/or academic participation at the University.
- Employee discipline may include, but is not limited to, any of the following: oral reprimand, written reprimand, suspension with or without pay and termination of employment.
- Siena may also insist, as a condition of continued attendance or employment, that the respondent participate in counseling, professional therapy or related educational or employment assistance.

### **COMPLAINT PROCESS**

This policy encourages students, staff and faculty to express freely, responsibly and in an orderly way, their opinion and feelings about any problem or complaint of sexual harassment.

Inform the person, either in writing or verbally, that their conduct is unwelcome and unwanted.

If uncomfortable with approaching the person directly, a student or an employee who believes that he/she has been the object of prohibited harassment, is encouraged to report this conduct to appropriate individuals at Siena Heights University. Appropriate individuals include administrators, division/department heads, faculty ombudsperson, supervisors, Director of Public Safety and the Director of Human Resources. He/she may be accompanied by a supportive student or employee from the Siena Heights community.

Individuals who are approached by a co-worker or student alleging sexual harassment, and who are not administrators or supervisors, are strongly urged to refer the concern to an appropriate administrator for investigation.

### **FRIVOLOUS CHARGES**

This policy shall not be used to bring frivolous charges against students or employees. Any person who files a complaint, whether informal or formal, which is found to be frivolous, malicious or made in bad faith, shall be subject to the same discipline as outlined in the Sanction section above.

## **Appendix N: On Campus Parties**

For purposes of a definition, “parties” will be defined as any gathering of individuals which creates a party-like atmosphere by, for example, consuming alcoholic beverages, creating noise, and, by their manner, being disruptive to others.

The general guiding principal in this regulation is that individuals and groups need to be considerate of others around them, and that a person’s right to study and to sleep will take precedence over another person’s desire to socialize. In particular, University student conduct action shall be taken when behavior adversely affects the University community’s pursuit of its educational objectives. This is not intended to prohibit the Student Programming and Residential Housing Coalition, Student Government, or any other University organizations which complement the University’s academic program or which are part of a balanced (i.e., weekday vs. weekend events) social environment for the University and its students.

## **Appendix O: Residential Air Conditioner Policy**

Window air conditioners, outside of this policy’s conditions, are not permitted in the University housing due to the excessive electrical load. Any student who has a medical condition that requires air conditioning in his or her room as part of their prescribed treatment must submit a request for air conditioning along with the supporting medical documentation from a non-related physician to the SHU Health Center for review. Only students whose requests are approved by the Director of Health Services and Director of Residence Life will be permitted to have an air conditioner.

- Medical documentation must verify the medical need is a necessity for health reasons and not ~~just~~ merely beneficial. Information should be included that supports the need for intervention. Physician notes on a prescription such as, “Please provide an air conditioner for my patient due to allergies” will not be accepted as documenting the need. Priority will be given to those students who have provided documented evidence of exacerbation of chronic respiratory diseases including asthma, chronic medical conditions, and those receiving allergy injections on a regular basis.
- Documentation needs to be submitted each academic year to maintain eligibility. All requests must be submitted before June 1<sup>st</sup> for the fall semester and December 1<sup>st</sup> for new student request for the winter/spring semester. There is no guarantee that an air conditioner will be provided for a request made after these submission dates. Students should allow up to two weeks for a decision to be made after all documentation has been submitted. The Office of Residence Life will notify the student of the status of his/her request.
- Depending on the number of requests received, students who are approved for air conditioned accommodations may need to be placed with another student who has the same need.
- The student is responsible for ensuring their electrical circuit is not overloaded. Use of an air conditioner may limit the amount of other electrical items a student will be able to use in his/her room. A room change may be necessary in order to accommodate a medical need.
- Due to liability reasons, all window air conditioners are owned, installed, removed, and serviced by the University. **The fee for air conditioned accommodations is \$325 for the Fall/Spring academic year, \$150 for new request for the**



**winter/spring semester, and \$250 for all summer requests (\$175 if unit is already installed).** The fall season is defined as August 15<sup>th</sup> – Oct. 15<sup>th</sup>, spring season as April 15<sup>th</sup> to May 14<sup>th</sup> and summer season as May 15<sup>th</sup> to Aug. 14<sup>th</sup>. Fees will be charged directly to the approved students account. No refunds or partial credits are given even though the unit may not be used for the entire contract period or at full capacity.

- Once a request is approved and payment is made, a unit will be installed within five business days of the students scheduled move in date or approval date during the academic year.
- All window air conditioners will be removed from windows during the non-cooling season which is identified as October 16<sup>th</sup> – April 14<sup>th</sup>. Notification will be given during the academic year prior to installation and removal of the units.
- Any theft or damage to the unit or facilities resulting from abuse, unauthorized removal, or tampering will result in the unit/facility being repaired or replaced at the student's expense.
- If a student requests a room change for any reason, the University is unable to guarantee an air conditioner for a new room. If a unit is not already installed in the new room and one can be provided, the student will be assessed an additional \$75 fee for preparation, installation, and future removal.
- During the cooling season, air conditioner set points shall not be set lower than 74°F when the room is occupied. During unoccupied periods, the expectation is the air conditioner set points will be adjusted to 78°F or higher. Students who are leaving for the weekend or extended periods are expected to shut off the unit.
  - Tip on using an air conditioner:
    - Set the fan speed on high, except on very humid days. When humidity is high, set the fan speed on low for more comfort. The low speed on humid days will cool your room better and will remove more moisture from the air because of slower air movement through the cooling equipment.
    - Consider using an interior fan in conjunction with your window air conditioner to spread the cooled air more effectively through the room.
- **Unauthorized Air Conditioner Installations:** The installation and use of a non-approved or non-University owned air conditioner is prohibited. Unauthorized air conditioner installations will be removed by University staff, stored, and a \$75 fine will be levied to the student who is not in compliance. Any damage resulting from an unauthorized installation of a unit will be repaired at the student's expense.

A request form can be found online at [reslife.sienaheights.edu/forms.html](https://reslife.sienaheights.edu/forms.html)

### **Appendix P: Liability**

The University assumes no liability or responsibility for the personal property of students. This includes damage or loss due to fire, theft, flooding, vandalism, etc. The University recommends that you do not leave valuables in any campus building during vacation periods.

As a show of commitment to our students, Siena Heights University has provided \$25,000 of Liability Insurance coverage from GradGuard to each residential student. Liability Insurance protects you financially if you were to cause unintentional damage to your place of residence or unintentional bodily injury to others. This coverage is not subject to a deductible. Liability Insurance can help protect you from the cost of unintentional damages, such as unintentionally causing a fire in your place of residence, unintentionally setting off a sprinkler in your hall/apartment, unintentionally damaging other students' property, and unintentionally injuring another student. The policy cost of \$15 per semester is charged to students' accounts. A student may opt-out of this insurance policy only if they provide documentation of other liability insurance coverage of equal or greater coverage. Forms to submit an application to opt-out are available in the Office of Residence Life. The University recommends residents make sure that their belongings are included in their parents' policy or obtain their own personal property insurance and fire insurance. Additional insurance, including personal property insurance, is available through GradGuard.

### **Appendix Q: Parking (4/2012)**

Parking on the Siena Heights University Adrian campus is a privilege, not a right, and is available to persons driving and parking on campus solely under the rules and regulation of the University Parking Policies.

Students, faculty, and staff members are expected to be familiar with and abide by University parking and traffic regulations. It is also the responsibility of the campus member to inform their guests and visitors of the rules and regulations.

Students, faculty, and staff members who park vehicles on the Adrian campus must properly display the appropriate approved parking permit.

Violators of the parking rules and regulations are subject to warnings, penalties and appropriate student conduct and/or administrative action. Violations may be subject to fines, tows, and related charges, wheel locks, and/or loss of parking privileges.

Siena Heights University assumes no responsibility for the care and/or protection of any vehicle, or its contents at any time it is operated or parked on campus. The University does not have any liability for damage or theft that may occur while parked on University property.

The Director of Public Safety reserves the right to waive certain parking rules and regulations for specific events or emergencies on campus.

Parking is on a first come basis, the University does not guarantee parking availability.

Parking permit applications are available on line at [www.sienaheights.edu/parking](http://www.sienaheights.edu/parking), or at the Welcome Center located in the lobby of Ledwidge Hall.

Permit types are defined by the color of the parking permit, which designates which lot to park in.

It is a City of Adrian Ordinance that there is no parking permitted on city streets between the hours of 3:00am to 6:00am daily. This is a citation/tow offense enforced solely by the city and not the University.

**Appendix R: Inclement Weather Policy (4/2012)**

University policy is to conduct all classes in accordance with the published schedule of classes, except in the rare case of severe weather. If classes are officially canceled, notification will be via SHU Alerts, WABJ - 1490 AM Radio, WLEN - 103.9 FM Radio, WTOL – Channel 11 CBS Toledo, and WTVG – Channel 13 ABC Toledo. Additionally, notifications will be posted on the University website, through campus email, and a message will be posted on the voicemail at 517-264-7900.

***Adrian Campus:***

If possible, a decision will be made by 6:30am for daytime classes and by 2:30pm for the evening classes. If there is bad weather, yet classes haven't been canceled, students are urged to exercise their best judgment on the existing conditions.

***Off-Campus Centers:***

Community College based centers will cancel classes and/or close when the community college does so.

**Appendix S: Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

The Health Insurance Portability and Accountability Act of 1996, or HIPAA, includes a privacy rule that creates national standards to protect individuals' personal health information. Siena's Student Health Clinic, Counseling Center, and Sexual Assault Support Services comply with these standards. Protecting students' health information is not only a legal requirement, but also an important ethical obligation. No one will have access to health records without the written consent of the student, including their parents/guardians, if the student is of legal age (18 years or older). Information from a student's health record will not be disclosed except in cases of extreme urgency of "need to know" as determined by the University. Students have the right to access their personal health information and have the right to correct or remove any inaccurate, irrelevant or out-of-date information.

**Appendix T: Students with Disabilities**

Please see page 318 of the 14-16 academic catalog for more information.

#### **Appendix U: Notification by Dean for Extended Leave**

Students or their families are *expected* to notify the University to report a student's absence of greater than one day. While this does not excuse students, it does increase the chance that a reasonable plan could be made and the information is communicated consistently. Please contact the Dean for Students at 517-264-7601, the Administrative Assistant to the Dean for Students at 517-264-7600, or the student's advisor, faculty member, or staff contact.

The Dean for Students or designee will enter the absence concern into the Early Alert function for distribution to the appropriate offices/individuals. If notified first, faculty and staff will enter the absence concern into the Early Alert function for distribution to appropriate offices/individuals. Please note this policy does not apply for Athletic competition or other University travel. In those cases, the student is expected to communicate directly with appropriate faculty and staff in advance of travel to make appropriate arrangements.

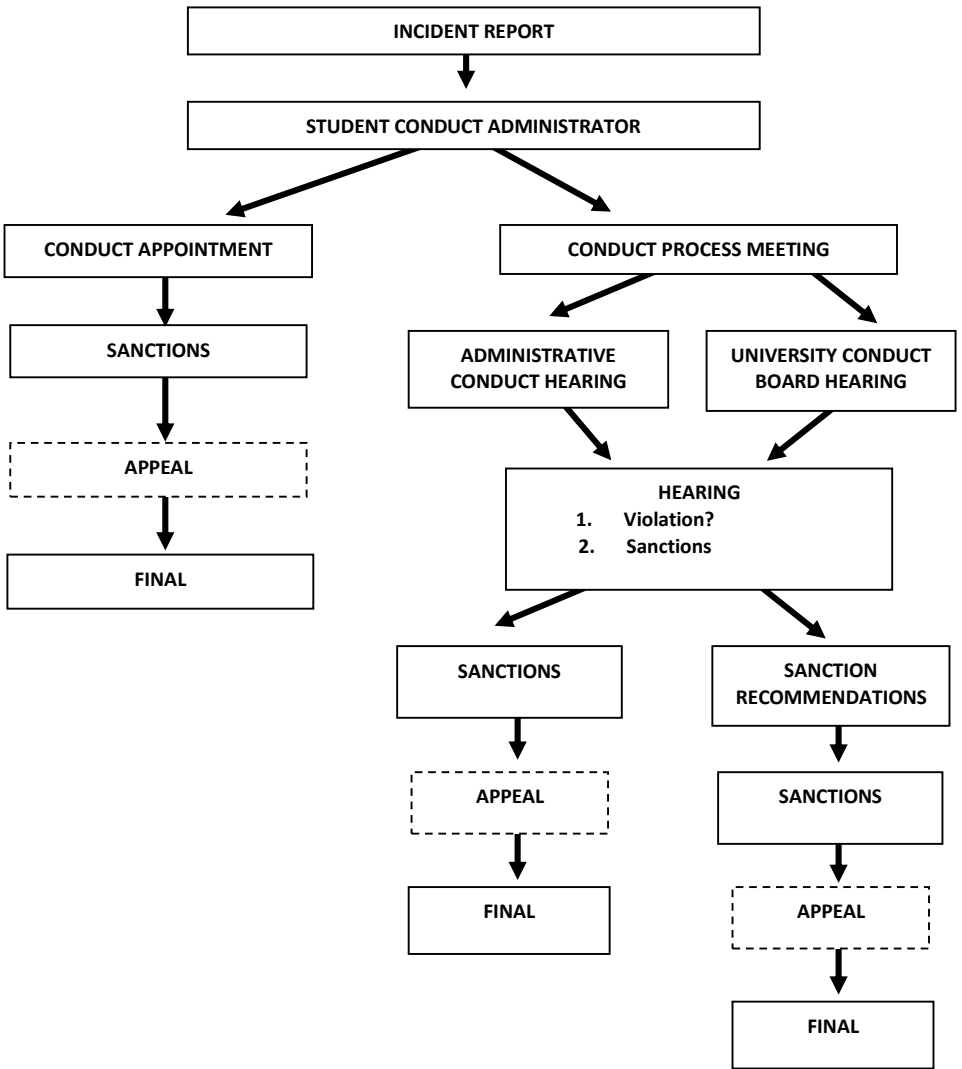
#### **Appendix V: Interim Policy Regarding the Use and Possession of Hover Boards and Similar Devices (01/07/16)**

Recent information has revealed that the batteries in the devices are dangerous and prone to explosion, creating a safety and fire risk. Until a time that the safety standards of these devices are improved, Siena Heights University Public Safety has prohibited them from being on the Adrian campus, including storage in any University housing. Effective immediately, the use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices, is prohibited on campus until safety standards for them can be developed and implemented, and the prohibition lifted.

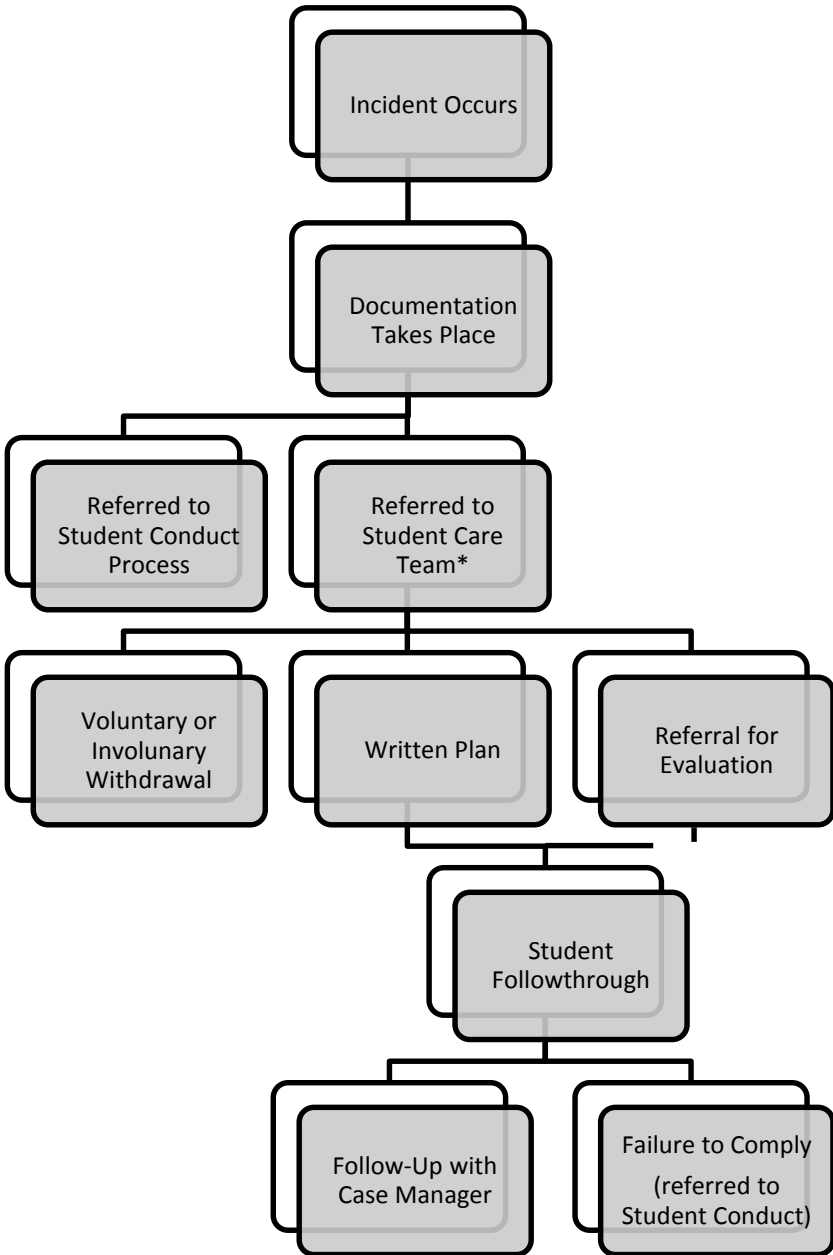
If you have one of these devices, please remove it from campus. If you received or purchased one of these devices during the break, please know that you will not be able to have it on campus and if it is found, it will be confiscated. Violation of this policy will result in referral to student conduct and removal of the device.

## FIGURES

**Figure I: Student Conduct Process Flowchart**



**Figure II: Student Care Team Flowchart**



\*To make a referral to the student care team, see the quick link on MySiena or go to: [https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout\\_id=5](https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout_id=5)