

# JUDICIAL EDUCATION – Community Standards

Ferrum College's Community Standards set forth the behavior that is expected of all members of Ferrum's community. Failure to adhere to the policies set forth in the following Community Standards section can lead to discipline, up to and including suspension or expulsion.

## SECTION 1.0 – ALCOHOL POLICY

### 1.10 – Philosophy

Ferrum College is an educational institution which is related to the Virginia Conference of the United Methodist Church. The College supports the position of the church that the choice to abstain from the use of alcohol is a wise one. Therefore, the College supports, encourages, and respects the decision of individuals who choose not to consume alcohol.

Ferrum College also recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportions in our society. The primary goal of Ferrum College is to provide an atmosphere where students can achieve academic excellence. Illegal use or misuse of alcohol does not foster academic excellence and, therefore, is not condoned or permitted. The College takes the strongest possible stance against such abuse.

Consequently, the College expects all members of the community to be aware of the potential for abuse and to approach the consumption of alcohol in a responsible manner. Students must adhere to community standards and local, state, and federal laws regarding the use of alcohol.

**Ferrum College views the consumption of alcohol by students of legal age as a privilege, not a right.** The Community Standards set the parameters of that privilege.

### 1.30 – College Alcohol Policies

Ferrum College has established the following specific alcohol policies:

- 1.31 - Students under the age of 21 are prohibited from possessing or consuming beer, wine, liquor, or other alcoholic beverages. The Ferrum College definition of possession of alcohol includes the presence of such materials on or in the student's person, among the property owned by the student, or among such College property that is being used by the student.
- 1.32 - Inappropriate behavior as a result of alcohol consumption is a violation of Community Standards. Alcohol abuse which results in intoxication, destruction of property, abuse of or personal injury to an individual(s), litter, and misconduct of any kind, is a violation of the Ferrum College Alcohol Policy. Such behavior is intolerable. Being under the influence of alcohol is not a valid reason for inappropriate behavior and, in fact, increases responsibility for one's behavior.
- 1.33 - Public use or display of alcohol on the Ferrum College campus is prohibited. This includes, but is not limited to, all campus buildings, hallways, lobby areas, classrooms, parking lots, recreational areas, public areas, and all motor vehicles on campus (except when otherwise designated by the Dean of Student Life and Title IX Coordinator or the Dean of Student Affairs and Campus Wellness). **Alcohol is prohibited in Adams Field Sports Complex or at any sports venue at Ferrum College.**
- 1.34 - The possession or use of a keg of beer and/or large quantities (more than 300 ounces or 25 beers) of alcohol is prohibited. College officials, upon discovery of a large quantity of alcohol, will require students who have violated this policy to dispose of the alcohol and container(s) in a manner determined by College officials. Kegs, returnable bottles, beer taps, etc., will be confiscated and returned to the distributor by Ferrum College. All proceeds derived from deposits will be donated to residence hall activities and improvements.

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- 1.35 - Possession and/or display of alcohol containers such as liquor bottles, beer cans, beer bottles, kegs, beer balls, beer bong, beer cases, alcohol posters, and the like are prohibited in all areas of the College.
- 1.36 - Serving or providing alcohol to anyone under the age of 21 is strictly prohibited.
- 1.37 - Students who sponsor an event where alcoholic beverages are being consumed, including the assigned students of residence hall rooms in which alcoholic beverages are being consumed, are responsible for: 1) ensuring that underage students and/or guests are not in attendance, and 2) ensuring that underage drinking of alcoholic beverages does not take place on the premises, and 3) ensuring that of-age drinking of alcoholic beverages on the premises does not lead to intoxication.
- 1.38 - If a student is 21, he/she may not drink alcohol in a residence hall room or apartment where both student occupants are not 21 years of age. Of-age students living with an under-age student in a residence hall room or apartment may not drink alcohol in that residence hall room or apartment until such time when all assigned occupants are of legal age to consume alcohol.

### SECTION 2.0 – ARSON

Tampering with fire alarm systems or intentionally lighting any fire on College property is strictly prohibited. (See Fire Safety Policies in the Residence Hall Policies Section, 1B.0)

### SECTION 3.0 – ASSAULT, BATTERY, COERCION, HARASSMENT, HAZING, INTIMIDATION, STALKING, VERBAL ABUSE

The assault, battery, coercion, harassment, intimidation, stalking, or verbal abuse of another member of the College community or any person is a serious violation of the law and other persons' rights. Examples include, but are not limited to, harassment based on gender, racial/ethnic background, religious belief, gender identity, or sexual or affectional orientation, and any disability. Physical fights will not be tolerated and will result in educational sanctions which could include suspension from Ferrum College.

Assault, battery, coercion, harassment, intimidation, stalking, or verbal abuse, are prohibited. Acts which cause actual offensive contact or place a reasonable person in fear of offensive contact are also prohibited. A person commits offensive contact when he or she:

- a. intentionally, knowingly, or recklessly causes bodily harm to another;
- b. exhibits behavior which threatens another through intimidation, coercion, or verbal threats;
- c. is verbally abusive, causing another person fear or embarrassment or
- d. intentionally irritates, torments, or annoys another persistently.

Note: Certain violations of this section may be adjudicated through the Sexual Misconduct Policy which supersedes the Campus Judicial Process. For sexual misconduct violations, please refer to the section beginning on page 72.

#### 3.10 - Assault (Verbal and/or Physical)

Assault is defined as a threat of violent physical or verbal attack or a threat or attempt to inflict offensive physical contact or bodily harm on a person (as if by lifting a fist in a threatening manner) that puts a person in immediate danger of, or in apprehension of, such harm or contact.

#### 3.20 - Battery

Battery is defined as the undesired touching of another; an offensive touching or use of force on a person without the person's consent. Any act of fighting, where physical contact with another is made, will be considered a violation of this policy.

#### 3.30 - Coercion

Coercion is defined by looking at the root word *coerce*, meaning to restrain or dominate by force, to compel to an act or choice, and/or to achieve by force or threat.

#### 3.40 - Harassment

Harassment is defined as intentionally irritating, tormenting, or annoying another persistently.

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## 3.41 - **Discrimination**

Ferrum College will not tolerate any physical or verbal conduct which constitutes discrimination or harassment of any member of the community – student, employee, or guest, based on race, religion, color, national origin, age, veteran status, disability, gender, gender identity, or sexual orientation, and any other characteristic protected by law (see Special Campus Policies, page 73).

## 3.42 - **Sexual Misconduct**

Ferrum College will not tolerate any physical or verbal conduct which constitutes the sexual harassment of any member of the community – student, employee, or guest. Ferrum College will not tolerate sexual assault in any form (including acquaintance rape), dating violence, and domestic violence. (See the Sexual Misconduct Policy, page 72).

## 3.50 - **Hazing Policy**

Ferrum College prides itself on being an institution of higher education devoted to excellence in teaching, learning, and service. Our motto, “Not Self, But Others” truly embodies the spirit of the College.

Hazing by individuals and/or organizations is illegal in the state of Virginia and strictly prohibited at Ferrum College. Both individuals and organizations must be responsible for ensuring that all activities exclude any form of hazing. While chapter or club members may not be present at an activity associated with their group, they are not excused from the responsibility of ensuring the activity does not include hazing. It is most important that all members realize they are responsible for activities sponsored by their group and may be held accountable for hazing violations if they occur.

In keeping with its commitment to a positive academic environment, Ferrum College is unconditionally opposed to any situation created intentionally or unintentionally to produce mental, physical, psychological, or emotional discomfort, embarrassment, harassment, or ridicule. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The College interprets hazing in a manner consistent with other colleges and universities. In essence, hazing may include any willful act or practice by a member or prospective member directed against another member or prospective member, which, with or without intent:

1. is likely, with reasonable possibility, to cause bodily harm or danger, offensive physical punishment or disturbing pain as defined by a reasonable person. This includes, but is not limited to, paddling, beating, drug/alcohol abuse, eating/drinking foreign or unusual substances, and eating or drinking large quantities of any substance.
2. is likely to compromise the dignity of a member or prospective member. This includes any activity or game that makes the individual an object of amusement, ridicule, or intimidation, or causes them to be degraded or humiliated.
3. is likely to cause embarrassment or shame to a member or prospective member in public. This includes wearing anything designed to be degrading or to cause discomfort, or denying access to any means of maintaining bodily cleanliness.
4. is likely to cause a member or prospective member to be an object of malicious amusement or ridicule. This includes kidnapping, transportation, and/or stranding anyone.
5. is likely to cause psychological harm or substantial emotional strain.

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6. will unreasonably or unusually, impair a member or prospective member's academic efforts. This includes depriving individuals of the opportunity for sufficient sleep (6 hours per day minimum), or any activity that interferes with or causes a loss of reasonable study time.
7. compels a member or pledge to participate in any activity which is illegal, which is known by the compelling person or group to be contrary to a member's or prospective member's moral or religious beliefs, or which is contrary to any policies, rules, or regulations of Ferrum College.

### 3.60 - Intimidation

Intimidation is defined as making a person timid or fearful and/or to compel or deter by real or perceived threats.

### 3.61 - Bullying

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons and he or she has difficulty defending himself or herself. This definition includes three important components: 1) Bullying is any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim, 2) involves a real or perceived power imbalance between the aggressor or aggressors and victim and, 3) is repeated over time or causes severe emotional trauma.

Ferrum College considers the following types of bullying:

- Verbal bullying including derogatory comments and bad names
- Bullying through humiliation, social exclusion or isolation
- Physical bullying such as hitting, kicking, shoving, and spitting
- Bullying through lies and false rumors
- Having money or other things taken or damaged
- Being threatened or being forced to do things
- Racial bullying
- Sexual bullying
- Cyber bullying including, but not limited to, cell phone, Facebook, Twitter, Instagram, or cell phone

### 3.70 - Stalking

Stalking is defined as repeated conduct which places a person, or his or her family, in reasonable fear of death, sexual assault, or bodily injury. Stalking may also be looked at as to pursue obsessively and to the point of harassment. Stalking is strictly forbidden by Ferrum College and will not be tolerated. Students found in violation of stalking will face educational sanctions which could include suspension or expulsion from Ferrum College. Stalking includes, but is not limited to, in person, electronic, or by other means.

### 3.80 - Verbal Abuse

Verbal abuse is a form of abusive behavior involving the use of language. It is a form of profanity that can occur with or without the use of expletives. Oral communication is the most common form of verbal abuse, however, it includes, but is not limited to, abusive words in written form.

### 3.90 - Threat(s)

Threat is defined as a communicated intent to inflict punishment, harm, injury, or loss to another person(s), group(s), or institution(s). Threats are taken very seriously and may lead to immediate removal, suspension, and/or expulsion from Ferrum College.

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## SECTION 4.0 – CHEATING, LYING, PLAGIARISM

Ferrum College has high expectations for all students in the areas of academic success as well as self-development. For this reason, honesty is expected from students related to all aspects of their lives, both inside the classroom and out. Cheating, lying, and plagiarism will not be tolerated at Ferrum College and is a violation of the Ferrum College Community Standards.

### 4.10 - Cheating

Cheating for any purpose or reason is a violation of Ferrum College standards and, as such, cannot be condoned in a community which is dedicated to learning and self-development. Depending on the nature of the offense, violations will be heard by either the Honor Board or Judicial System (e.g., academic or non-academic).

### 4.20 - Lying

Lying for any reason or purpose is a violation of Ferrum College standards and will not be tolerated in this community which is dedicated to learning and self-development. Depending on the nature of the offense, violations will be heard by either the Honor Board or Judicial System (e.g., academic or non-academic).

### 4.30 - Plagiarism

Plagiarism for any reason or purpose is a violation of Ferrum College standards and will not be tolerated in this community which is dedicated to learning and self-development. Depending on the nature of the offense, violations will be heard by either the Honor Board or Judicial System (e.g., academic or non-academic).

## SECTION 5.0 – COMPLICITY IN STANDARDS VIOLATIONS

Any student who is aware that a violation of any standard, law, or ordinance is about to occur, is taking place or has taken place, and who fails to make some reasonable effort to stop the offense; or notify a College staff member; or remove self from situation at once, will be considered a participant in the offense. Penalties may be the same for these persons as for the person who actually commits the offense.

## SECTION 6.0 – DISORDERLY CONDUCT

Ferrum College students are expected to act and dress in an orderly and responsible manner. Therefore, students may not be involved in such actions as verbal harassment, physical restriction, coercion, or intimidation of any person; participation in, or encouragement of, any effort to disrupt any class, or other College function (see Crowd Management & Control, Demonstrations and Peaceful Assembly, page 133); disrespectfulness or belligerence toward any College employee, including but not limited to, staff members, instructional or non-instructional faculty members, any administrative officers, police officers, any student in a supervisory capacity, a fellow student, or guest. Indecent, inappropriate, or obscene language, behavior or dress may result in disciplinary action, up to and including suspension or expulsion.

### 6.10 - Indecent, Inappropriate, or Obscene Language

Indecent, inappropriate, or obscene language in public areas, whether inside or outside, will not be tolerated and may result in disciplinary action. Students are asked to monitor their language at all times and avoid swearing, cursing, or using sexually explicit terms except when such terms would pertain to an academic discussion. Words and/or phrases that are considered “fighting words” are not permitted. All students, staff, and faculty are asked to assist in enforcing this policy and may report disregard or violations to the Director of Residential Life & Student Judicial Officer.

### 6.20 - Indecent, Inappropriate, or Obscene Behavior

Indecent, inappropriate, or obscene behavior in public areas, whether inside or outside, will not be tolerated and may result in disciplinary action. Students are asked to monitor their behavior at all times and to act appropriately. Examples include, but are not limited to, aggressive hand gesturing, urinating in public, flashing, streaking, screaming, cutting, pranking, or other behaviors as determined by the College. All students, staff, and faculty are asked to assist in enforcing this policy and may report disregard or violations to the Director of Residential Life & Student Judicial Officer.

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## 6.30 - Indecent, Inappropriate, or Obscene Attire

Indecent, inappropriate, or obscene dress in public areas, whether inside or outside, will not be tolerated and may result in disciplinary action. Students are asked to dress in appropriate attire at all times. If students have questions regarding attire for different functions or desire further clarification on what is considered neat, modest, casual, business, semi-formal, or formal attire, please consult staff in Student Leadership and Engagement, the Career Services Office, or the Office of Student Life.

Students who choose not to abide by this policy may be denied admission into class and various functions and services of the College. All students, staff, and faculty are asked to assist in enforcing this policy and may report its disregard or its violations to the Director of Residential Life & Student Judicial Officer.

On the campus and at College-sponsored events and activities, students at Ferrum College will be expected to dress neatly, modestly, and appropriately. Additional dress regulations may be imposed upon students participating in curricular and extracurricular activities and/or specific areas as determined by College faculty, staff, and student groups.

Examples of inappropriate attire and/or appearance include, but are not limited to:

1. Sunglasses, or “shades” worn in class, in meetings, or at formal programs, unless medical documentation is provided to support use.
2. Jeans at major programs such as Opening Convocation, Commencement, or other programs where professional, business casual, semi-formal or formal attire would be expected.
3. Hats worn in certain areas on campus such as Vaughn Chapel, the dining hall, classrooms where the professor has asked that hats not be worn, or other locations where hats are not allowed.
4. Bare feet. Shoes appropriate for the situation should be worn at all times.
5. Not wearing top and bottom clothing. Top and bottom clothing should be worn at all times.
6. Pajamas. Pajamas should not be worn in public or in common areas.
7. Sagging pants or shorts. The wearing of one’s pants or shorts low enough to reveal undergarments or a secondary layer of clothing is not appropriate.
8. Shorts that reveal buttocks.
9. Clothing that is revealing or sexually suggestive.
10. Clothing with derogatory, offensive and/or lewd messages in words or pictures.
11. Any other type of attire and/or appearance that causes a disturbance of College functions.

## SECTION 7.0 – DRUGS

The possession, use, or sale of illegal drugs, drug paraphernalia, stimulants, hallucinogens, depressants, or any other illegal substance is a very serious violation of community standards that may result in immediate suspension or expulsion. The Ferrum College definition of possession of dangerous drugs includes the presence of such materials on or in the student’s person, among the property owned by the student, or among such College property that is being used by the student.

### Intervention:

Ferrum College has several options available for students and staff members who need to address alcohol and other drug abuse issues. The College has an agreement with Carilion Clinic to provide counseling for students and staff members. Students are also given information regarding other resources in the area: Piedmont Community Services, Tri-Area Health Center, and Alcoholics Anonymous.

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## **Resources for Assistance:**

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources on campus and in the community for assistance. Questions should be directed to the Human Resources Department at the Pine House or to the office of the Dean of Student Affairs & Campus Wellness located in Bassett Hall. Some other resources include:

- Alcoholics Anonymous – <http://www.aa.org>
- Al-Anon – <http://www.va-al-anon.org>
- Narcotics Anonymous – (540) 344-3400, Roanoke, Virginia
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- Piedmont Community Services – (540) 483-0582, Rocky Mount, Virginia

## **SECTION 8.0 – FAILURE TO COMPLY**

Students who fail to comply with the directions of agents and employees of the College are subject to judicial sanctions.

8.10 - Students who are notified of judicial or academic related appointments and who fail to attend the meeting/hearing may be subject to disciplinary action. Students who cannot attend a scheduled meeting should contact the office of the individual requesting the meeting as soon as possible in order to schedule a mutually convenient time.

8.20 - Failure to complete assigned judicial sanctions also constitutes a failure to comply.

## **SECTION 9.0 – FAILURE TO CARRY I.D. CARDS**

While on campus or attending Ferrum-sponsored events, Ferrum College students are required to carry identification cards issued by the College at all times and must identify themselves to College officials upon request. Students failing to carry their student I.D. may receive judicial sanctions.

## **SECTION 10.0 – UNAUTHORIZED DUPLICATION OF KEYS**

Duplicating Ferrum College keys is prohibited. Proper authorization is required for possession of any college key other than a student's assigned room and residence hall key (see Section 24 of Residence Hall Policies).

## **SECTION 11.0 – PERSONAL RESPONSIBILITY**

### **11.10 - Personal Responsibility On or Off Campus**

Each student is responsible for his/her actions on or off campus, whether or not Ferrum College is in session. If a student is involved in a violation of local, state, or federal law (or any other action which is inconsistent with that expected of a student at Ferrum College based on the *Student Handbook*), Ferrum College reserves the right to take disciplinary action regardless of any action that may or may not be taken in a court of law. Typically, with a violation that occurs off campus, the College is notified and the student will be charged with both personal responsibility and the charge as found in the *Student Handbook*. Students arrested for violent acts and/or any other criminal law violation(s) on or off campus, whether or not Ferrum College is in session, may be immediately removed from campus and/or not be allowed to return to Ferrum College.

### **11.11 – Personal Responsibility of a Student's Guest(s)**

All visitors to the campus are required to observe the Community Standards and Residence Hall Policies of the College as well as all local, state, and federal laws. Hosts/Hostesses of visitors are responsible for the actions of their guests on the Ferrum College campus or at College-sponsored events off campus. If a visitor is causing a disturbance or problem, he/she may be escorted off the

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campus or from the event by a College Police Officer or designated College official. After violation of a local, state, or federal law or College policy, non-students may be banned from Ferrum College and/or trespassed.

### 11.20 - **Use of Campus Lakes**

Students are prohibited from going on and/or into the lakes or causing others to do so. (This policy excludes any College-sponsored activities that would require the use of any campus lakes.) Students are to remain off the lakes in the winter. Even though the lakes may appear frozen, often the thickness and ability to hold a person's weight may be deceiving. The College is not responsible for personal injury or property damage. Throwing items into the lakes is strictly prohibited. Students are not to harm or kill animals that may be in or near the lakes.

### 11.21 - **Use of Gazebos**

The gazebos are for the use of everyone and should be treated respectfully. Vandalism, trash, and/or destruction of property is strictly prohibited.

### 11.30 - **Personal Responsibility for Campus Communication**

Communication on campus is critical. During times of crisis or emergency, it is imperative to be able to contact students quickly. Also in an academic community, communication provides for announcements of important events, academic assignments, and so much more. In general, students are notified through Brightspace, campus mail, by phone, through the Rave Alert System, or through electronic mail. In order to optimize campus communication, students are responsible for information sent through the following:

#### 11.31 - **Campus Mail**

All students are assigned a campus mailbox in the College Post Office area in Franklin Hall. Students are responsible for the information sent through campus mail. Students are responsible for the return of their campus mailbox key to the College Post Office when they will no longer be a Ferrum College student (i.e., withdraw, transfer).

#### 11.32 - **Electronic Mail**

All students are assigned a Ferrum College electronic mail account. Students are responsible for checking their Ferrum College email on a regular basis and are responsible for information contained therein. Electronic mail is the preferred method by which many students, staff, and faculty convey important information. Students should contact the Information Services Help Desk in the lower level of the Stanley Library (visit in person, email [Help@ferrum.edu](mailto:Help@ferrum.edu), or telephone 365-HELP) for assistance with their Ferrum College email account.

#### 11.33 - **Learning Management System**

All students are assigned an account on the Ferrum College Learning Management System: Brightspace. Most faculty use Brightspace to distribute course materials to their students, to make announcements, give online assessments, allow submission of reports, facilitate discussions and to display grades. Students are responsible for keeping their login credentials confidential, checking their Brightspace accounts and reviewing course information on a regular (daily) basis. Students should contact the Information Services Help Desk in the lower level of the Stanley Library (visit in person, email [helpdesk@ferrum.edu](mailto:helpdesk@ferrum.edu), or call 365-HELP) for assistance with their Brightspace account.

#### 11.34 - **Rave Alert System**

Students, for whom the College has a cell phone number, are automatically entered into the system. Text messages are communicated directly to students' cell phones and email during an emergency.

## SECTION 12.0 – THEFT, UNAUTHORIZED ENTRY

12.01 - Unauthorized appropriation or possession of the property of another is strictly prohibited. The act of stealing, specifically the taking and removing of personal property or identity with the intent to

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deprive the rightful owner, is considered a serious violation and may result in suspension. This includes theft of such things as credit cards, debit cards, bank cards, telephone access codes or computer passwords.

- 12.02 - Unauthorized entry to, or use of, College facilities, property, or equipment is prohibited. Entering a student's room, whether lock or unlocked, without the student's permission is prohibited.

### SECTION 13.0 – USE OF EXTERIOR SURFACES

The use of exterior surfaces such as roofs, fire escapes, balconies, and ledges is prohibited. Students are prohibited from hanging out of any windows, throwing objects out of windows, or from rappelling or climbing on any College building. College roads, sidewalks, exterior stairs, and trails must be used in an appropriate manner. Students using outdoor trails are encouraged to wear bright, reflective clothing and/or blaze orange vests. Skateboarding/Skating on College property is prohibited.

#### 13.01 - Window Screens, Window Entry/Exit

For the safety of the students, all window screens must remain down at all times and students are prohibited from using the window as an exit or entrance unless there is a documented emergency situation such as a fire. Repeated screen violations may result in monetary fines for students in residence halls or apartments.

#### 13.02 - Skateboards/Skates/Hoverboards

For the safety and protection of all persons on the Ferrum College campus, skateboards/skates/hoverboards (including skateboards, longboards, motorized skateboards, roller skates, roller blades, scooters, coasters or similar devices, hereafter referred to as skateboards/skates/hoverboards), shall not be used for recreation or as a means of transportation on the property of Ferrum College. If members of the Ferrum College campus community and/or visitors bring skateboards/skates to the campus, for use elsewhere, these must be stored in campus residences or in motor vehicles. Hoverboards are not permitted on Ferrum College property. As with all campus policies, faculty and staff, including administrative personnel, are encouraged to report violations to Campus Police at 365-4255.

### SECTION 14.0 – VANDALISM (See also Section 17.06)

Students are prohibited from destroying, graffiting, vandalizing, or otherwise defacing public or private property. Actions of this nature will result in charges for damages, fines, disciplinary action, and/or referral to law enforcement authorities.

### SECTION 15.0 – UNAUTHORIZED USE OR POSSESSION OF WEAPONS

Possession or use of firearms (including pellet guns, air guns, and paintball guns – regardless of propellant used) or explosives (firecrackers, fireworks, noisemakers, smoke devices, or any explosive or incendiary device) are prohibited on College property. **POSSESSION OF HANDGUNS IS STRICTLY PROHIBITED AND MAY RESULT IN IMMEDIATE SUSPENSION OR EXPULSION.** This standard also includes such weapons as knives (3" blades or longer), ammunition, swords, Martial Arts weapons, metal knuckles, blackjacks, and other items which could potentially be dangerous weapons. This standard includes possession of such items in a vehicle located on campus.

#### 15.01 - Hunting Provision

Prior permission regarding storage privileges of hunting implements such as ammunition, rifles, shotguns, and/or archery-related equipment may be obtained from the College Police Department. College Police will store the hunting implements at the Campus Police Station. At no time should any hunting implement be stored in a student room or vehicle.

# JUDICIAL EDUCATION – Residence Hall Policies

The following Residence Hall Policies have been designed to maximize a student's academic success in a living-learning environment. While some of the policies are set by the College (e.g., fire safety policies), others will be set by the residents of each building (e.g., quiet hours) through a Community Living Agreement. Students will have the opportunity to participate in a variety of ways such as Hall Councils and through completing Community Living Agreements. Through active participation in developing residence hall community standards, students will develop realistic, responsible community behaviors and attitudes. The goal of the program is to develop a comfortable living atmosphere in which students can expect reasonable attitudes and behaviors from each other in all areas of residence life. Every student is responsible for these policies, and by signing the Housing Agreement, he/she has formally agreed to abide by them. Failure to abide by these policies will result in disciplinary action, revocation of housing privileges, and/or suspension or expulsion from the College. Ferrum College reserves the right to change these guidelines, upon written notice, at any time.

The Ferrum College Office of Student Life is supervised by the Dean of Student Life and Title IX Coordinator with the assistance of the Director of Residential Life & Student Judicial Officer. The Dean of Student Life and Title IX Coordinator, Dean of Student Affairs and Campus Wellness, and Director of Residential Life & Student Judicial Officer are charged with facilitation of the Ferrum College Residential Learning Community. Each individual residence hall and apartment area is supervised by a Residence Hall Educator (RHE). An RHE is a full-time professional Ferrum College employee. The Ferrum College Residential Learning Community is dedicated to facilitating learning experiences in and out of the classroom

## SECTION 16.0 – ATHLETIC ACTIVITIES OR HORSEPLAY

No athletic activities (i.e., football, ball bouncing, boxing, wrestling, jumping rope, Frisbee, water fights, tennis, soap slides, soccer, skateboarding, etc.) are allowed inside any residence hall, residence hall room, or apartment.

## SECTION 17.0 – DAMAGES

### 17.01 - Accidental Damage to Student's Room or Apartment

Any accidental damage that occurs in a student's room, to the furniture in the room, or in a hallway, must be reported to the Residence Hall Educator of that area immediately. Students who are responsible for the damage will be billed for proper repairs. Students are responsible for maintaining the cleanliness and physical appearance of the room or apartment assigned to them by Ferrum College. Any damage that occurs in the room or apartment, unless reported otherwise, is the responsibility of the student(s) assigned to that room or apartment. Damage billing may occur at any time, but primarily will be addressed after the student(s) has/have checked out of the residence hall room or apartment.

### 17.02 - Damage to Residence Hall/Apartment Public Areas

Keeping the hallways and other public areas of the residence halls and apartments in good condition is the responsibility of everyone. Any damage in these public areas by unidentified persons will be appraised by maintenance and the residents of that hall may be assessed the charges. Damage to areas such as elevators, exit signs, kitchens, and/or vending areas can be very costly and assessed charges can add up quickly. Students are encouraged to report vandalism as soon as it occurs and to report any potential suspects to an appropriate College official (RHE, maintenance staff member, and/or College Police).

### 17.03 - Damage to Student Rooms or Apartments

Any damage to a student room or apartment will be charged to the resident(s) of that room or apartment. Damage to common areas in apartments will be charged to all residents of the apartment, unless the student(s) responsible for the damage comes forward and documents their damage and agrees to pay for the damage repairs in writing.

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### 17.04 - Use of Dart Boards

Metal tipped darts are not to be used in residence hall rooms due to damage that results from their use. Students will be billed for any damage incurred and dartboards will be confiscated.

### 17.05 - Use of Exercise Weights

Exercise weights in excess of 5 lbs. are not to be stored or used in residence hall rooms due to damages that may result from their use. Students found with weights in excess of 5 lbs. must remove weights immediately in order to avoid a charge of Failure to Comply.

### 17.06 - Vandalism (See also Section 14.0)

Destruction of public or private property will result in charges for damages, fines, disciplinary action, and/or referral to law enforcement authorities. Tampering with video surveillance equipment, including cameras, in any fashion will be considered a serious violation and may result in immediate suspension or expulsion. Video cameras are considered life safety equipment.

### 17.07 - Unnecessary Mess

Sweeping personal debris into public areas, littering the hallways, or otherwise creating a mess in the public hallways and grounds on the Ferrum College campus is prohibited. Haircutting is not allowed in hallways, nor should any hair be left in public areas. Any unnecessary mess in public areas by unidentified persons will be appraised by housekeeping and the residents of that hall may be assessed the charges.

Unnecessary mess in student rooms at checkout will lead to additional charges. Students are expected to keep their rooms neat in appearance.

## SECTION 18.0 – FIRE SAFETY POLICIES (See also Section 2.0, Arson)

### 18.01 - Fire Equipment

Tampering with fire equipment and false reporting of a fire through the use of a pull station, smoke detector, or other means is a federal offense and is not permitted. Tampering with, obstructing, painting, or damaging sprinkler heads is prohibited. This includes, but is not limited to, hanging items from, or attaching anything to, sprinkler heads. Students who are found guilty of tampering with fire equipment and other life safety equipment could face suspension or expulsion from the College, a fine, and could also face referral to law enforcement authorities. Public area life safety equipment vandalism is community-billed until the violator is identified. Any faulty fire equipment (such as smoke detectors) must be reported to the Residence Hall Educator of that area immediately.

### 18.02 - Evacuation

Students and their visitors are required to evacuate the building when the fire alarm sounds and must gather at their assigned evacuation point. Students may not enter the building until proper authorization has been given and students can only enter through designated entrances. Individuals failing to vacate the building during a fire alarm or reentering the building prior to receiving proper authorization will be assessed a disciplinary sanction and/or fine. Students may also receive a charge of Section 8, Failure to Comply.

### 18.03 - Electrical Appliances

The following small appliances are allowed in residence hall rooms: electric blankets, popcorn poppers (with self-contained heating units), curling irons, hair dryers, refrigerators up to 5 cubic feet, and microwave ovens up to 700 watts. The following appliances are **not allowed** in residence hall rooms: full-size refrigerators, microwave ovens exceeding 1000 watts, Halogen lamps, Bunsen Burners, hot plates, air conditioners, fog machines, space heaters, and George Foreman-type grills.

Air conditioners are allowed in the apartment units but they must not exceed 12,000 BTU/120 volt. Only one air conditioner per apartment is allowed.

## JUDICIAL EDUCATION – Residence Hall Policies

### 18.04 - **Open Flames**

Due to safety considerations, flame producing items including, but not limited to, candles, incense, oil burning lamps, and lanterns, are not permitted in any form in residential areas. Such items found in residential areas will be confiscated. **Smoking in residential areas, residence hall rooms or public areas, or apartments is not permitted at any time.**

### 18.05 - **Room Decorations**

Residence hall rooms must not be decorated in a manner that is destructive, a fire hazard, or in violation of good judgment. They should be neat, orderly, and clean. Students are not to nail, tack, or glue items to the walls or woodwork; masking tape may be used for this purpose. Objects should not be placed or hung from the ceiling, walls, windows, or floors that will prevent or hinder access to and from the room or which are deemed a fire hazard. Items hanging from the ceiling or strung from wall to wall are considered a fire hazard. Decorations may not be placed on exterior surfaces of buildings. Window coverings such as foil, sheets, towels, flags, cardboard or other items are not permitted. Students are not permitted to write on the walls.

### 18.06 - **Room Capacity Regulations**

Room capacity in Bassett Hall, Riddick Hall, Chapman Hall, Susanna Wesley Hall, Clark Hall, Dyer Hall and Roberts Hall is eight people per room. Room capacity in Arthur Hall, Moore Hall, Hillcrest Apartments, 602 Apartments, and the Ferrum Village Apartments is twelve people per apartment. If the number of people in a room is such that movement in the room is inhibited, this designates a violation of fire safety. Residents of the room will be responsible for guests adhering to this policy.

### 18.07 - **Wooden Constructions**

Lofts – Free standing wooden structures may be constructed according to set guidelines and placed in student rooms after approval has been granted by the Residence Hall Educator. Any student who wants to construct such a structure or place one in his/her room should contact the Residence Hall Educator and receive written permission for wooden structure construction. A fire extinguisher, purchased by the student, must accompany all wooden structures.

### 18.08 - **Smoking**

Smoking anything, including but not limited to, cigarettes, cigars, pipes, electric cigarettes, or other smoking implements is not permitted within 100 feet of residential areas. Smoking anything inside of a residence hall or apartment is prohibited. For a detailed map that designates 100 feet boundaries from any building on campus, please consult the Dean of Student Life and Title IX Coordinator.

## **SECTION 19.0 – HALL MEETINGS**

Residence hall meetings are held as needed to discuss the needs and ideas of resident students, as well as to provide necessary information to students. Students are expected to attend these meetings and are responsible for the information covered when they cannot be in attendance.

## **SECTION 20.0 – LOBBY CLOSINGS**

It will be at the discretion of the Residence Hall Educator of each building or area to determine if it is necessary that the residence hall or apartment building lobby have specified closing hours. The lobby policy for each hall will be posted in the residence hall lobby.

## **SECTION 21.0 – NOISE REGULATIONS**

It is the responsibility of all members of the College community to work together in assuring that an academic atmosphere is maintained throughout the campus.

# JUDICIAL EDUCATION – Residence Hall Policies

## 21.01 - **Quiet Hours**

Within the residence hall, time periods have been designated as “Quiet Hours” and “Courtesy Hours” to promote an environment conducive to living and learning. Ferrum College is committed to providing students with housing in which they may grow and develop both personally and academically. The development of an atmosphere conducive to study is the mutual responsibility of all the residents. Therefore, the following community standards have been established:

- Every residence hall will have quiet hours and these hours will be posted throughout the hall.
- A violation of Quiet Hours occurs when noise emanating from a student room can be heard more than two feet from the door of the room in the hallway, and/or is traveling beyond the confines of the room during designated Quiet Hours periods.
- The residents of each residence hall will vote to establish quiet hours (North and East Bassett will be considered separate halls.) This will be accomplished through the Community Living Agreement and will require a two-thirds majority vote by residents. The minimum time required for quiet hours in each residence hall is from 10 p.m. to 9 a.m. weekdays, beginning Sunday at noon through Friday at noon, and 12 a.m. to 10 a.m. on weekends, Friday at noon through Sunday at noon.
- Prior to the adoption of quiet hours for a new academic year, quiet hours are 10 p.m. to 9 a.m., weekdays, and 12 a.m. to 10 a.m., weekends. Quiet hours will begin on the first evening the residence halls are open.
- Quiet hours are in effect 24 hours a day beginning the evening before Reading Day, until the end of final examinations.
- Students who violate the Quiet Hours or Courtesy Quiet Hours Policies will receive judicial sanctions including, but not limited to, warning, probation, fines, removal of offending noise-creating personal items, relocation, or suspension.
- At no time should noise from inside a residence hall room or apartment be heard outside the residence hall or apartment via the windows of a building.

## 21.02 - **Courtesy Quiet Hours**

Whenever quiet hours are not in effect, a policy of courtesy quiet hours will be enforced in each residence hall. The purpose of courtesy quiet hours is to make each student responsible for the environment in the residence halls. Consideration for one another is the key to maintaining a conducive learning environment. A violation of Courtesy Quiet Hours occurs when noise emanating from a student room can be heard more than two doors from the door of the room in the hallway, and/or is traveling beyond the confines of the room during designated Courtesy Quiet Hours periods. Students asked to lower the volume of music, a conversation, or other reason of noise should do so immediately.

## 21.03 - **Use of Stereos, Radios, Musical Instruments**

Radios and stereos may be used by students as long as the use of the equipment does not disturb other members of the College community. Sound equipment or musical instruments may not be used in residence hall rooms. See your Residence Hall Educator for a place to use instruments with sound amplification equipment. Confiscation or banning of stereos and sound equipment may result if noise levels remain too high. The placement of speakers in room windows and hallways is prohibited. It is recommended that headphones be used to avoid disruption of classes or other activities.

## 21.04 - **Outdoor Noise**

Students should refrain from screaming/yelling when outside the residence halls or apartments. Noise from outside, when created outside the parameter of a campus-sponsored event, should not be heard indoors. Car stereos and bass, when driving or parking on Ferrum College property, should not be heard inside the residential or academic facilities at any time.

# JUDICIAL EDUCATION – Residence Hall Policies

## SECTION 22.0 – PAINTING POLICY

### 22.01 - Public Areas

Students are not permitted to paint the public areas of the residence halls or apartments. Exceptions to this may be granted by the Director of Residential Life & Student Judicial Officer and Director of Housing to student groups wishing to paint a mural in a public area in a residence hall or apartment.

### 22.02 - Student Rooms

Students are not permitted to paint any surface in a residence hall or apartment room or common area inside an apartment. Students are prohibited from writing on walls, doors, and/or furniture surfaces inside the residence hall or apartment.

## SECTION 23.0 – PET POLICY

No student will be allowed to possess any type of pet with the exception of fish (see Section 23.01.) Pets are expressly prohibited at all times in Franklin Hall, Stanley Library, Tri-Area Community Health Center at Ferrum, and all campus residence halls, including apartments.

### 23.01 - Fish Policy

Students may have fish as pets according to the following guidelines. Snake tanks are not permitted on campus. Tanks may not exceed 10 gallons and there cannot be more than 2 tanks per room. All tanks must be taken out of the residence halls during all semester breaks and tanks must be cleaned. When cleaning tanks, all decorative materials must be disposed of properly. No form of aggressive fish (i.e., Oscars, Siamese Fighting, Jack Dempsey, and Piranhas) will be allowed.

## SECTION 24.0 – RESIDENCE HALL KEYS/KEY CARDS

Access to Residence Hall entrances and Residence Hall rooms is provided by use of either a “physical” key or a key card. Residence Hall entrance keys/key cards and residence hall room keys/key cards are distributed to residents when they check into their residence halls. Key/key card problems should be reported to your residence hall staff. For each “physical” key that must be replaced, students must pay a \$ 100.00 fee for replacement of the core locks and keys. Unauthorized duplication of college keys is strictly prohibited. All keys/key cards must be returned to residence life staff when checking out of a room/residence hall. Failure to fulfill this responsibility will result in the student’s account being billed the appropriate amount for replacement/reprogramming. For each key card that must be replaced, students must pay a \$ 25.00 fee for replacement and reprogramming of locks. For Residence Hall “physical” exterior entrance keys that must be replaced, students must pay a \$ 25.00 fee for key replacement.

24.01 - When a student is locked out of his/her room, they need to contact one of the Resident Advisors in the building in which they reside in order to gain access to their room. If a Resident Advisor is not available, then the student will need to contact the Office of Student Life and an authorized staff member will be located to open the room.

24.02 - A loss of a student room key/key card poses a severe security risk. Students must report a lost key/key card immediately. Missing or lost keys have to be replaced and the core locks and keys changed. Missing or lost key cards have to be replaced and the locks and key cards reprogrammed. Minimum costs for missing and/or lost keys will be \$ 100.00 charged to the student’s account. Minimum costs for missing and/or lost key cards will be \$ 25.00 charged to the student’s account.

24.03 - Students may not lend their assigned keys/key cards for any reason.

## SECTION 25.0 – RESIDENCE HALL STORAGE

### 25.01 - Storage Space

Students are not allowed to store property anywhere on campus.

## **JUDICIAL EDUCATION – Residence Hall Policies**

### **25.02 - Abandoned Property**

Any personal property which is abandoned by individuals upon termination of residence at the College, is left in unauthorized storage areas, is lost, or is stored in violation of the conditions stated above, will be collected by staff and stored in areas selected for this purpose. Such storage will not exceed 30 days. Any items not claimed by the end of the 30 days will be sold, destroyed, discarded, maintained for use by the College, or donated to an appropriate charitable organization depending upon the items and their value.

### **25.03 - Motor Vehicles**

Any motor vehicle abandoned on campus will be disposed of as provided by Franklin County Ordinance Section 11-9 authorized under Title 46.1 – 3.2 of the Code of Virginia.

### **25.04 - Bicycles**

Bicycles may be stored in the student's rooms during periods of residency as long as they are placed so that they do not block or hinder movement within the room or block exits. Both roommates must agree to having the bicycle stored there. Bicycles may not be stored in hallways, stairwells, or other public areas of residence halls. Bicycles left unattended in hallways, stairwells, or other public areas of residence halls are subject to confiscation, a fine, and if unclaimed, may be donated to charity. Students are encouraged to use the bike racks located around campus for bicycle parking (please use a bicycle lock when using the racks).

## **SECTION 26.0 – ROOM CHANGE POLICY**

Ferrum College maintains a philosophy that students should learn how to live with one another in a residential environment. This may be difficult at times due to individual differences among roommates. Residence hall staff have been trained to deal effectively with roommate conflicts. Room change may result once there has been an attempt by both roommates to resolve the conflict. These room changes will occur only with the approval of the appropriate Residence Hall Educator.

### **26.01 - Room Change Periods**

The Office of Student Life has designated two room change periods during the academic year for students to get approved room changes without additional cost. A student wishing to change rooms will need to speak with their Residence Hall Educator and have a plan of where and with whom they would like to live. The move will need to be completed during the designated time period. Any room change made other than those within these dates will cost \$ 20 to process.

**Room Change Periods 2017-18**

**Fall Semester: September 18-22**

**Spring Semester: January 29-February 2**

### **26.02 - Room Change Procedure**

Any student desiring a room change that is not during the designated room change period must speak with their Residence Hall Educator. The student must be able to demonstrate that they attempted to solve their issues via mediation, roommate contract, etc. A student may not move into a new room or building until he/she has gained approval from the Residence Hall Educator and made necessary arrangements to check into their new room and out of their old room. Students must return all keys by a specified date or they will be charged with the replacement of the old lock and new keys.

### **26.03 - Room Consolidation**

During the fall semester, students in designated double rooms without a roommate are encouraged to move in with one another to create space for incoming spring semester students. Students are strongly encouraged to self-consolidate in the fall to avoid getting placed with a new unknown student and to avoid the official Spring Consolidation Process.

## JUDICIAL EDUCATION – Residence Hall Policies

Ferrum College-owned apartments (Arthur Hall, Moore Hall, Hillcrest, 602, Village East and West), Clark Hall and Dyer Hall must be fully occupied as defined by the Office of Student Life. Students living in these buildings who find themselves with an open space/room must fill the space/room by a time designated by the Office of Student Life or the space/room may be filled by Ferrum College. Students are strongly encouraged to find their own roommates; however, Office of Student Life staff may be contacted for assistance.

The Office of Student Life implements an approved consolidation policy at the beginning of the spring semester with the participation of residents in designated double rooms who find themselves without roommates. The purpose for roommate consolidation is to improve the management of the residence halls and to decrease residence hall costs. The roommate consolidation procedure is as follows:

- a) The Office of Student Life will compile a list of students living in a designated double room without a roommate at the end of the first week of the spring semester.
- b) The student will receive a notice and explanation of the consolidation policy and an opportunity to view a list of other students who are also being consolidated. The student will be given the following options:
  - 1) Consolidate with another resident,
  - 2) Keep the room single for the remainder of the semester by paying a \$600 single-room fee (students living in apartments, Clark Hall, or Dyer Hall do not have this option and must consolidate or find a roommate in the designated time frame determined by the Office of Student Life),
  - 3) Opt to stay in current location and accept any roommate that is assigned and not pay the \$600 room fee (see letter g).
- c) The student will have seven calendar days to inform Office of Student Life staff of his/her plan to consolidate with another resident, keep the room single for the remainder of the semester by paying a \$600 single-room fee, or choosing to stay and accept any roommate. Students who wish to pay the \$600 fee, have gotten a roommate, or choose to accept an assigned roommate, must sign a contract in the Office of Student Life.
- d) On the seventh calendar day, students who have not indicated their intent will be assigned a roommate who is also undergoing consolidation.
- e) On the eighth calendar day, students who have not completed the room change will be charged the \$600 fee.
- f) Students who opt to keep their room as a single and pay the \$600 fee will not have rights to that room the following year as a single. The room remains a designated double for housing assignment purposes. They may sign up for the same room the following year with a roommate.
- g) Students who opt **not to move out and not to pay the \$600 fee** must accept any roommate that the Office of Student Life assigns to that room. The student will not have a right to refuse another student. The room must remain a double space and one side of the room will need to be available for someone to move in. If a student refuses a roommate (saying no, making the potential roommate feel unwanted, being aggressive to the potential roommate, coercing the potential roommate, etc.) then the student will be immediately assessed the \$600 fee and may be judicially charged. The Office of Student Life will notify the student of any assignments and give a minimum of a 24-hour notice.

# JUDICIAL EDUCATION – Residence Hall Policies

## 26.04 - Unauthorized Room Change

Unauthorized room changes are defined as those room changes which occur 1) without proper authorization from the Residence Hall Educator, or 2) during the established room change periods if proper procedures are not followed by the student. Students who make an unauthorized room change will be assessed a \$ 100 fine and may have to return to their original room. The student will also be responsible for any damages found in the room where the unauthorized room change occurred. The student will only be allowed to move to his/her desired room with proper authorization and after consultation with his/her Residence Hall Educator.

## SECTION 27.0 – ROOM FURNITURE

Hall or room furniture is not to be removed or disassembled without authorization from the Residence Hall Educator. Furniture assigned to a specific room must remain there. Mattresses may not be removed from the beds except for cleaning purposes. Unauthorized use of College furniture (e.g., lobby furniture) or disassembling of such furniture is not permitted and if found in students rooms/apartments could be considered theft.

## SECTION 28.0 – ROOM INSPECTIONS AND ROOM SEARCHES

For a full explanation of these procedures, please refer to the section entitled “Student’s Rights and Privileges” on page 132.

## SECTION 29.0 – SOLICITATION POLICY IN RESIDENCE HALLS

Please refer to the section entitled, “Policies for Clubs and Organizations” on page 22.

## SECTION 30.0 – STUDENT RESIDENTIAL LIVING POLICY

Ferrum College is a residential institution of higher education and has developed programs to address the needs of traditional residential students. The residential program is designed to promote students’ academic, social, emotional, and cultural wellbeing. Therefore, traditionally-aged students are generally required to live in residence halls or apartments during their period of attendance at Ferrum College.

Traditionally-aged students may request permission to live off campus by filing a *Residential Requirement Waiver Application* with the Office of Student Life. Students will be billed for room and board as residential students if an approved application is not on file in the Office of Student Life. A committee chaired by the Director of Residential Life & Student Judicial Officer and Director of Housing will review all applications to waive the residency requirement. Generally students complete the application, submit a letter addressing why Ferrum College cannot meet their housing needs, and submit additional materials as needed (i.e., parent support letter, letter from medical professionals, financial statements, etc.). Applications are reviewed on a case-by-case basis.

There are automatic exemptions to the residency requirement. Students who meet the following criteria to receive off-campus approval will be coded as “commuter students” and will need to submit an address to the Office of Student Life during commuter check-in:

- a) Living with parents or legal guardians (as verified by the parent or legal guardian) at the parent or legal guardian’s permanent home address within a fifty (50) mile radius from Ferrum College,
- b) Married,
- c) Twenty-four years of age or older, or
- d) Enrolled in 11 or less credit hours.

**Waiver applications must be received in the Office of Student Life 30 days prior to the first day of classes in the semester you are applying to live off campus.**

## **JUDICIAL EDUCATION – Residence Hall Policies**

### **30.01 - Children in Residential Living Areas**

Children are not allowed in residential living areas. Students whose parents or legal guardians come to visit may bring younger siblings, however, the siblings must be escorted at all times by parents/legal guardians. Students are not allowed to babysit or watch any children in the residential living areas at Ferrum College. This includes, but is not limited to, students' own children or other children for pay or no pay.

### **30.02 - Students with Dependent Children**

Students with dependent children (defined as living with the student, having custody and responsible for support) may, after being approved following the Residential Requirement Waiver Process, be granted off-campus approval. Students may also request Special Housing from the Office of Student Life. (Please contact the Office of Student Life for more information about the special housing units available for married students or students with dependents. Special Housing is currently only offered at the Ferrum Village East apartment one-story complex.) Special Housing is very limited.

## **SECTION 31.0 – VACATION POLICY**

During Fall and Easter Breaks, residential students wishing to stay in their assigned residence hall rooms must make their request no less than three days before the break starts, in writing to and receive written approval from, the Director of Residential Life and Student Judicial Officer. The College Dining Hall will be closed during these breaks. Any person entering into halls without written permission will be considered trespassing and may be subject to discipline, up to and including suspension or expulsion. Students are not permitted to have guests on campus when staying for breaks.

During Thanksgiving, Winter Semester, and Spring Breaks, the residence halls will be closed. Residence halls are considered closed and will not be staffed. Persons entering into halls without permission will be considered trespassing. Students living in Hillcrest, Ferrum Village East, and Ferrum Village West are permitted to remain in their apartments during these breaks; however, they must receive written permission from the Director of Residential Life and Student Judicial Officer.

### **31.01 - Departure at the End of the Academic Year**

Students completing final examinations must depart from the College within 24 hours from the time they finish their last exam unless they are involved in graduation activities or summer employment. Special permission to remain on campus may be granted by the Director of Residential Life and Student Judicial Officer at the request of the student.

All College standards apply as long as the student remains on campus. Students violating College standards will be asked to leave campus immediately and may face judicial sanctions.

## **SECTION 32.0 – VISITATION/GUESTS**

Ferrum College resident hall and apartment residents may be allowed to have invited guests. Students are required to register their guest(s) before receiving permission to be a host. All non-Ferrum College student invited guests staying on campus and/or in campus housing after midnight on any day must be registered by their host at the Visitor Center by 10:00 PM of that day. Guests must have a visitor-parking hanger prominently displayed on the rear view mirror of their vehicle while parked on campus and must park in student parking.

Ferrum College residence halls and apartments have self-governing visitation guidelines. Self-governing visitation is defined as an agreement between roommates, suitemates, and floor mates as to the specific hours of visitation in rooms or suites. At the beginning of the fall semester, roommates and suitemates will be asked to sign a Roommate/Suitemate Agree Form which will specify visitation hours for each room or suite. The Roommate/Suitemate Agreement Form will be kept on file in the Residence Hall Office.

## JUDICIAL EDUCATION – Residence Hall Policies

Overnight guests of the opposite sex are prohibited in all on-campus housing. Cohabitation is strictly prohibited in any residence hall or apartment. Each student has the responsibility to be courteous to his/her roommate when inviting a guest or guests to visit. It is the responsibility of the individual student to become familiar with these hours and policies.

### 32.01 - Escort Policy

Residence hall students are responsible for their guests. Guests who are not Ferrum College students must be escorted at all times. In order to insure the right to a reasonable degree of privacy for each student, students inviting guests to their rooms should consult with their roommate concerning any possible conflicts. Any unescorted guest on campus will be in violation of the visitation policy. As a result, the guest will be escorted from Ferrum College.

Access to restroom facilities in all residence halls is limited to persons of the same sex residing on the floor served by the facilities. Guests of the opposite sex are required to use authorized restroom facilities that are located in the lobby areas of the residence halls.

### 32.02 - Visitors

All off-campus visitors of students in the residence halls or apartments must check in with the Resident Advisor that is on duty in the staff office of the area they are visiting. All visitors to the campus are required to observe the standards and policies of the College. Hosts/hostesses of visitors are responsible for the actions of their guests and are expected to inform them of College regulations. If a visitor is causing a disturbance or problem, he/she may be escorted off the campus by a College Police Officer and may be banned from Ferrum College. A visitor is not an overnight guest (see below).

### 32.03 - Overnight Guests

Overnight guests of the same sex as the host student may be housed in the residence hall room provided that they register at the Visitor Center. Unregistered guests will be asked to leave Ferrum College. Guests of the same sex will be permitted to stay for a maximum of three (3) days and two (2) nights, unless the host has received written permission (email acceptable) from the Assistant Director of Housing. Students are limited to a maximum of two (2) guests at any given time. Guests may be required to leave a hall at the discretion of the residence hall staff. Overnight guests must be 17 years or older in order to stay in a residential area unless approval is given by the Director of Residential Life and Student Judicial Officer or designee. All guests to the campus are required to observe the standards and policies of the College. Hosts/hostesses of overnight guests are responsible for the actions of their guests and are expected to inform them of College regulations. If a guest is causing a disturbance or problem, he/she may be escorted off the campus by a College Police Officer and may be banned from Ferrum College.

## SECTION 33.0 – LAUNDRY

Ferrum College residence hall and apartment residents have the privilege to, and access of, free laundry facilities. Students are responsible for their own laundry detergent, dryer sheets, etc. These facilities are not monitored by Campus Police or the Office of Student Life. Ferrum College is not liable for lost or stolen items. Students are strongly encouraged to stay with their laundry at all times. Abusing the laundry facilities may result in judicial actions.

### 33.01 - Items Left in the Laundry Facilities

Any item left in the laundry room for more than a week will be confiscated and removed by staff and donated to a clothing shelter.

### 33.02 - Misuse of Washers and Dryers

Students are not to abuse the laundry facility machines in such a way that only one item is placed in the machine per load or overloading the machines with too many items. Placing any type of footwear in the machines is strictly forbidden.

## JUDICIAL EDUCATION – Residence Hall Policies

### **33.03 - Routine Maintenance**

*Students are required to take care of the machines after every use. Students are to check and make sure that no debris is left in the washing machines and dryer filters must be cleaned off after every use. Failure to do the latter may cause the dryer to overheat and break.*