

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 Vice President for Student Affairs). **Alcohol is prohibited in Adams Field Sports Complex.**
- 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.
- 1.35 - Possession and/or display of alcohol containers such as liquor bottles, beer cans, beer bottles, kegs, beer balls, beer bong, 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 drinking of alcoholic beverages does not take place on the premises, and 2) ensuring that off-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 where both student occupants are not 21 years of age.

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, 18.0.

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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

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.

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, gender, religion, disability, national origin, age, military status, gender identity or sexual or affectional orientation, and any other characteristic protected by law. (See Special Campus Policies, page 45).

3.42 – Sexual Harassment/Sexual Assault

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.) (See Special Campus Policies, pgs. 48-51, The Ferrum College Policy Against Sexual Harassment and The Ferrum College Policy Against Sexual Assault.)

3.50 - Hazing

Hazing by individuals and/or organizations is strictly prohibited at Ferrum College. (See Special Campus Policies, page 62.)

3.60 - Intimidation

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

3.70 - 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.

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.

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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 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 Demonstrations and Peaceful Assembly, page 63); disrespectfulness or belligerence toward any College staff member, instructional or non-instructional faculty member, any administrative officer, College Police Officer, any student in a supervisory capacity, a fellow student, or guest. Indecent or obscene language or behavior will result in disciplinary action.

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.

SECTION 8.0 – FAILURE TO COMPLY

Violations of College policies or sanctions imposed by the Ferrum College judicial system, academic related sanctions, or Honor Board, are considered violations of Community Standards or Honor Board. Students who fail to comply with the directions of College officials, or those appointed or elected to act on behalf of the College, are subject to judicial sanctions. 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. 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.

SECTION 10.0 – UNAUTHORIZED DUPLICATION OF KEYS

Duplicating 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*.

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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 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 ANGEL, campus mail, by phone, e2Campus, 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, or telephone 365-HELP) for assistance with their Ferrum College email account.

11.33 - Campus Voice Mail

All students are strongly encouraged to use the campus voice mail system on a regular basis. All residence hall rooms are equipped with phone outlets and access to voice mail. All commuter/day students are strongly encouraged to set up a voice mailbox by contacting the Telephone Services Office, John Wesley Hall, 3rd floor, extension 4224. A campus voice mailbox would be very convenient for someone living off campus in case of an emergency or inclement weather.

11.34 - ANGEL Course Management

All students are assigned an account on the Ferrum College ANGEL Learning Management System. Most faculty use ANGEL to distribute course materials to their students, to give on-line quizzes, to allow submission of reports, and to display grades. Many student organizations use ANGEL to distribute meeting schedules and materials to their members. Students are responsible for checking their ANGEL accounts and reviewing course information on a regular (i.e., daily) basis. Students should contact the Information Services Help Desk in the lower level of the Stanley Library (visit in person, email Help@ferrum.edu, or telephone 365-HELP) for assistance with their ANGEL account.

11.35 - e2Campus

Students are strongly encouraged to sign up for e2Campus. Text messages are communicated directly to students' cell phones, pagers, PDAs, or email during an emergency (provided that they are in an area that receives a signal).

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 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.

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12.02 - Unauthorized entry to, or use of, College facilities, property, or equipment is prohibited. Entering a student's room, whether locked 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.

13.01 - Window Screens, Window Entry/Exit

For the safety of the students, the 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.

SECTION 14.0 – VANDALISM

(See also Section 17.06)

Students are prohibited from destroying, graffitiing, 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 the College recognizes as potentially 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 an hunting implement be stored in a student room or vehicle.

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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, a Student Judicial and Mediation Board, 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 Residence Life and Housing Department is supervised by a full-time Director of Residence Life and Housing. The Director is charged with facilitation of the Ferrum College Residential Learning Community. Each residence hall 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, boxing, wrestling, jumping rope, Frisbee, water fights, tennis, soap slides, skateboarding) are allowed inside any residence hall.

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 Public Areas

Keeping the hallways and other public areas of the residence hall 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.

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.

17.04 - Use of Dart Boards

Metal tipped darts are not to be used in residence hall rooms due to damages that result in 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.

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. 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, hanging items from, or attaching

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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 stand at least 100 feet away from the building. 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 will be assessed a disciplinary sanction and/or fine.

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 700 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.

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 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. 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.

18.06 - Room Capacity Regulations

Room capacity in Bassett Hall, Riddick Hall, Chapman Hall, Susanna Wesley Hall, Clark Hall, and Roberts Hall is eight people per room. Room capacity in Arthur Hall, Moore Hall, Hillcrest Apartments, and the Ferrum Village Apartments is twelve people per room. 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.

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 each building during building meetings to determine if it is necessary that the residence hall 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.

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.

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Therefore, the following community standards have been established:

- Every residence hall will have quiet hours and these hours will be posted throughout the hall.
- 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: probation, fines, removal of offending noise-creating personal items, relocation, or suspension.
- At no time should student-generated noise 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.

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.

SECTION 22.0 – PAINTING POLICY

22.01 - Public Areas

Students are permitted to paint the public areas (e.g., hallways, lobbies) in their own residence hall with the written approval of the Director of Residence Life and Housing. Students may be required to re-paint an area at the conclusion of the academic year. All paint and supplies must be purchased by the students wishing to paint. Student painters will be responsible for any damages related to the painting process.

22.02 - Student Rooms

Students are permitted to paint their own residence hall rooms with the written approval of the Director of Residence Life and Housing or designee. All paint and supplies must be purchased by the students wishing to paint. Residents will be responsible for returning the residence hall room to original condition upon check-out and will be responsible for any billing or damages that may occur from the painting process.

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.

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hallways, stairwells, or other public areas of residence halls are subject to confiscation, a fine, and if unclaimed, may be donated to charity.

SECTION 24.0 – RESIDENCE HALL KEYS

Residence hall entrance keys and room keys are distributed to residents when they check into their residence halls. Report all key problems to your residence hall staff. For each key that must be replaced, students must pay a \$25 fee for replacement of the lock and key. Unauthorized duplication of College keys is strictly prohibited. All keys must be returned to the residence hall 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.

- 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 Residence Life and Housing Office and an authorized staff member will be located to open the room.
- 24.02 - A loss of a student room key poses a severe security risk. Students must report a lost key immediately.

SECTION 25.0 – RESIDENCE HALL STORAGE

25.01 - Storage Space

Students are not allowed to store property anywhere on campus.

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

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 Residence Life and Housing 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 2009-10

Fall Semester:

September 14-17

Spring Semester:

January 25-28

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

The Office of Residence Life and Housing 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) Residence Life and Housing 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.

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- b) The student will receive a notice and explanation of the consolidation policy and 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,
 - 3) Opting 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 Residence Life and Housing 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 Residence Life and Housing.
- 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 Residence Life and Housing 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. Residence Life and Housing will notify the student of any assignments and give a minimum of a 24-hour notice.

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.

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”, page 63.

SECTION 29.0 – SOLICITATION POLICY IN RESIDENCE HALLS

Please refer to the section entitled, “Policies for Clubs and Organizations”, page 14.

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 residential students. The residential program is designed to promote students’ academic, social, emotional, and cultural well-being. Therefore, students are generally required to live in residence halls during their period of attendance at Ferrum College.

There are, however, exceptions to the residency requirement. Students may request permission to live off campus by filing a Residential Requirement Waiver Application with the Office of Residence Life and Housing. Students will be billed for room and board as residential students if an approved application is not on file in the Office of Residence Life and Housing.

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A committee chaired by the Director of Residence Life and Housing will review all applications to waive the residency requirement. Waivers will be granted according to the following schedule:

Waivers will be granted if students are:

- a) Living with parents or legal guardians (as verified by the parent or legal guardian),
- b) Married,
- c) Twenty-four years of age or older (during the semester of application),
- d) Enrolled in 11 or less credit hours, or
- e) Needs that cannot be met by any of the housing options on campus.

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

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 via option E, in Section 30.0, be granted off-campus approval. Students may also request Special Housing from the Office of Residence Life and Housing (please contact Residence Life and Housing 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).

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 Residence Life and Housing. 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 Residence Life and Housing.

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 Residence Life and Housing 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 HOURS

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 Agreement 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. Overnight guests of the opposite sex are prohibited in all on-campus housing. Each student has the responsibility to be courteous to his/her roommate when inviting 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. Upon entering a residence hall, guests must be escorted by their host/hostess to and from individual student rooms. 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 in any residence hall will be in violation of the visitation policy. As a result, the guest will be escorted from the residence hall. 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 which are located in the lobby areas of the residence halls.

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32.02 - Visitors

All off-campus guests of students in the residence halls must check in with the Resident Advisor that is on duty in the area they are visiting. All visitors to the campus are required to observe the standards 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.

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 with the student staff on their floor. Guests of the same sex will be permitted to stay for a maximum of three consecutive nights in a given hall, not to exceed ten days a semester. 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 Residence Life and Housing or designee.

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 Residence Life and Housing. Therefore, 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.

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.