

Georgia College University Housing Policy Handbook

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University Housing Mission Statement

University Housing develops inclusive and dynamic communities where students form relationships that help them grow as engaged citizens.

Your Living Responsibility

One of the goals of University Housing is to focus students' attention on the need to accept responsibility for the governance of their own community. It is imperative that you be concerned with the safety and treatment of all university property, including property found in your room/apartment and the public areas of your floor and residence hall. You have a responsibility in the group living environment to encourage your fellow students to share in accepting responsibility for ensuring that university property is not damaged or stolen. When you have knowledge of a person or persons responsible for specific damages to your community, it is your responsibility to notify your Community Advisor or Community Director.

Housing Contract Information

Contract Conditions

All students are held to the terms and conditions of the housing contract that they agree to when submitting a housing application. Students are encouraged to read the entire housing contract and keep a copy for their records. Housing contracts are available at the link below.

<http://www.gcsu.edu/housing/policies.htm>

General Room/Apartment Information

Basic Care

Students are responsible for the care and upkeep of their room/apartment and suite bathroom. Large nails, screws, bolts, wall anchors, and double sided tape are never allowed on the walls. See the section entitled "Decorations" for more information. It is your responsibility to keep the walls free from damage. Small marks can be removed with a clean, damp sponge. Do not soak the sheet rock with water.

All floor tile needs to be mopped on a routine basis. Never use wax on tile. To clean, use a clean mop, warm water, and a mild detergent or ammonia. Never use a bleach product or a tile cleaner with a bleaching agent. Be very careful not to splash water onto the carpeted areas.

In the apartments the carpet is treated with a stain guard protector. Most spills can be removed if taken care of immediately. When spills occur, blot with a paper towel or cloth immediately. Do not rub the spot into the carpet. Warm water, a damp sponge, and mild soap will remove the majority of spots. If the spot will not release, contact The Village Office for assistance. Treating spots as they occur will save you money later.

The shower units are fiberglass and therefore scratch and stain easily. Care should be taken in cleaning the shower. Do not use abrasive cleaners or sponges. Showers must be cleaned on a regular basis to prevent stains.

Any major damages should be reported immediately to your Community Advisor.

Room/Apartment Changes

Room/apartment changes may take place as space is available and after occupancy has stabilized, usually two weeks after the start of the semester. You are encouraged to discuss room/apartment changes with your roommate. The student seeking the room/apartment change should complete an online Room Change Request to initiate the room change process. Instructions for submitting the request can be found at the link below.

<http://www.gcsu.edu/housing/docs/RoomChangeInstructions.pdf>

You will receive notification if the change is approved. Do not move until you are notified that the change is approved. If you move without prior approval from your Community Director, you may be assessed a charge, required to return to your original location and/or face disciplinary action.

Room/Apartment Conditions

The condition of each room/suite/apartment is checked at the beginning and end of the year. To avoid being charged for damages for which you are not responsible, you should carefully check the Room Condition Report provided by your Community Advisor to make certain all existing damages are noted on the sheet (see Check-in/Check-out Procedures online). Any damages which take place in your room/apartment will be assessed to you and your roommate.

Students must maintain their rooms/apartments in a clean and orderly manner. Failure to do so may result in disciplinary action.

Room Consolidation

Students who find themselves in a room without a roommate may be required to rent the room as a private room, move in with another student who also lacks a roommate, or have another student move in with them. Charges for a private room begin accruing the day after the student finds him/herself without a roommate. The consolidation process may continue throughout the semester.

Room/Apartment Entry

University Housing respects the student's rights for privacy within the group living-learning environment and will strive to protect and guarantee this privacy.

Rooms/apartments may be entered under the following conditions:

- To provide room/apartment maintenance inspections, repair service, pest control or safety inspection
- When there is reasonable cause to believe that university regulations or laws are being violated
- For an emergency situation that requires that the room/apartment be entered
- When a student vacates a room/apartment for a break period, authorized personnel may enter a room/apartment to provide maintenance inspections, repair service or safety inspections.

Illegal materials or other items in plain view will be removed if they are noticed in the course of a maintenance repair, inspection, or in response to a violation of university or departmental policy. The student will receive written notification of this action if confiscation of property is required when the student is absent.

A student's room/apartment will not be entered without knocking. A sufficient time lapse will be allowed to provide the students ample opportunity to open the door. If no response is received, the room/apartment may be entered under the four conditions listed above. Before entering a room/apartment with the use of a key, staff members will identify themselves.

Authorized university staff members who may enter a student's room/apartment are administrative housing staff members, Community Directors, Community Advisors, inspection, maintenance, custodial, and/or safety personnel.

Room/Apartment Furniture

Each student room is provided with one desk, bookcase, chair, dresser, mattress, bed, and lockable closet per student (with the exception of Bell Hall). All furniture provided by the institution must remain in the student room in which it has been placed. There is insufficient storage space in the buildings to allow us to offer storage of furniture or other items. Under no circumstances can the furniture be removed from the room.

Each apartment is provided a sofa, chair, coffee table, end table, book case and kitchen table with four chairs (one and two bedroom apartments have a kitchen table with two chairs). The bedrooms are provided a full size bed, desk, chair, dresser and bookcase. The kitchen is equipped with all major appliance including a refrigerator, stove, microwave and garbage disposal.

Room/Apartment Modifications

You are encouraged to decorate your room/apartment. However, as you decorate, please remember the following guidelines; and to avoid charges check with your Community Advisor and/or Community Director if you are unsure of the correctness of your decorations.

- State Fire Code Regulations must be adhered to at all times
- Use only small nails or tacks to hang pictures and other wall hangings (no glue, large nails, screws, bolts, wall anchors, duct tape, or double-sided tape)
- Decals cannot be affixed to any university property
- Wallpaper or adhesive-backed shelf paper may not be affixed to furnishings or walls
- Use only expansion-type rods to hang curtains
- Only draperies may be hung in windows, and only white draperies are allowed to be visible from outside the room/apartment
- Carpet tape is not to be used
- Furniture may not be removed from your room/apartment or public areas. You may be subject to a replacement cost and disciplinary action if you remove furniture

To protect its property and the student, the university has established the following guidelines for personalization to student rooms/apartments.

Painting

Students may not paint their rooms/apartments.

Decorations

Decorations are encouraged as long as they do not create health or fire hazards or damage the walls, furniture, paint, or other parts of the room/apartment. Students can bring additional furniture, but remember all additional furniture and decorations must be made of flame-retardant material and are subject to the approval of roommate.

Wall Hangings

Large nails, screws, bolts, wall anchors, and double-sided tape on the walls, furniture or fixtures are prohibited. TVs may not be mounted to the wall. Use of small tacks is permitted.

Room/Apartment Repairs/Work Orders

When some aspect of your room/apartment needs to be repaired, contact your Community Advisor or submit a work order online. Maintenance personnel usually address room/apartment repairs between 9 a.m. and 4:30 p.m. If the repair is the result of damage, the cost will be billed to you and/or your roommate(s).

General Information

Abandoned Property

Items deemed to be abandoned property by housing staff will be inventoried and stored for a period of 30 days, during which time the housing staff will make attempts to contact the owner. If the property is not claimed and collected by the owner, University Housing will dispose of the items or donate them to charity.

Appliances & Electrical Fixtures (Central Campus)

Because of health, safety and sanitation considerations, only certain appliances are authorized for use in the residence halls: small electrical appliances that have a completely enclosed heating element and are U.L. approved (i.e. rice steamers etc.) and small refrigerators that meet the residence hall specifications.

One microwave is allowed in the student rooms of all residence halls and must meet the following requirements:

- A. The unit and power cord must be U.L. approved.
- B. Maximum size, 800 watts.

Refrigerators are allowed in your room if they meet the following requirements:

- A. The unit and power cord must be U.L. approved.
- B. Maximum size, approximately 4.3 cubic feet.
- C. Maximum of 2 running amps.

Remember, your refrigerator must be unplugged and defrosted during semester break periods.

Prohibited items include, but are not limited to:

- Coffee makers with hot plate bottoms
- Electric skillets

- Toasters
- Space heaters
- Electric blankets
- Electric grills
- Items with exposed heating elements
- Hot plates
- Halogen lamps
- Lava lamps
- Holiday string lights
- Multiple extension cords plugged into each other
- Toaster ovens

Appliances & Electrical Fixtures (The Village)

Basic appliances are provided for each apartment unit. The apartment comes standard with a refrigerator/freezer with ice maker, microwave oven, cook-top with conventional oven, dishwasher, garbage disposal, air-conditioning/heating unit, and (for buildings 1-3) washer and dryer in the apartment or (for buildings 4-6) access to common washers and dryer. Small electrical appliances that have a completely enclosed heating element and are U.L. approved (i.e., coffee-makers and popcorn poppers) are permitted in the kitchen area of apartment units.

Prohibited items include, but are not limited to:

- Air-conditioning units
- Ceiling fans not already installed
- Hot plates
- Space heaters
- Appliances with open flames
- Appliances with open heating coils
- Electric blankets
- Any appliance that poses an electrical-overload hazard

It is the responsibility of the student to keep all provided appliances clean and in good condition.

Balconies & Roofs

For safety reasons, students are not permitted on the balconies and/or roofs of any residence hall.

Behavioral Expectations

Due to the likelihood of property damage and the potential for personal injury, ball playing, squirt guns, water fights (water balloons, water guns, and/or hoses), and “horseplay” are not permitted in the residence halls.

Bicycles, Scooters, Skateboards, Roller Skates/Blades, etc.

Students are encouraged to store these items within their room/apartment, exterior bike rack, or area designated by the Community Director. If kept in the student room/apartment, any damage caused by storage of these items will be assessed to the student. To ensure safety within the halls and to avoid damage to the carpet or hallway, these items are to be walked, not ridden, within the residence halls. Fire regulations prohibit storing these items in hallways, stairwells, porch

railings or public areas. Items not listed here that are misused within the building may be confiscated at the discretion of housing staff. Students are encouraged to register their bicycles with Public Safety. Contact your Community Advisor or Community Director for more information. Each summer Public Safety will remove all unclaimed bicycles from the bike racks outside housing facilities after the residence halls close.

Cable Television

Expanded basic, HD, ESPN and HBO service is included in individual rooms and living rooms in the apartments. You are responsible for connecting the incoming cable to your electronic devices.

Candles/Open Flames/Incense/Noxious Odors

- Because of the danger presented by open flames, candles (with or without wicks) and such items are not permitted in student rooms/apartments and, if present, will be confiscated. Continued use of candles may lead to disciplinary action.
- The burning of incense is not permitted. The odor may be disagreeable to other students and the live coal is a fire hazard.
- Any offensive odor that extends outside a room/apartment is prohibited.

Check-In/Check-Out Procedures

All students must check in and check out of their room/apartment at the beginning and end of each semester. Upon move in, you will have your Bobcat Card programmed and be issued a room key, closet key, mailbox key if living at The Village, a Room Condition Report and be asked to complete appropriate documentation prior to moving into your room/apartment. There will be a Housing Program Fee that will be added to your account that will enable you to participate in hall programs and activities and use available hall items which may include recreation equipment, games, vacuum, etc.

Check out takes place each time you change rooms/apartments or when you move out of the hall. To check out, you must schedule an appointment with your Community Advisor or Community Director, return your keys and complete an inspection of your room/apartment with a housing staff member. Damages incurred between check in and check out may be assessed during check-out. Failure to follow established check-out procedures may result in an improper check-out charge.

Common Area Computers

The common area computers are for the use of the students in the hall and have been set up to meet the general needs of the students. To ensure continued access to the computers, students are to refrain from activities, including, but not limited to the following:

- Do not save anything onto the computer hard drive. Students should save their work on removable storage media.
- Do not change the configuration of the computers. They have been set up for general computer activities: word processing, spreadsheets, email, etc.
- Do not try to fix computer problems. If you are experiencing difficulty with a computer, contact the residence hall staff immediately; they will contact SERV (445-7378) to begin the repair process.

Failure to follow these and other GC acceptable use policies will result in possible disciplinary action and/or removal of all common area computers within a residence hall.

The computer lab at The Village offers free printing to Village students only. Printing is monitored on a monthly basis to check usage and abuse. Abuse of free printing includes: tampering with the printer, printing a large amount of jobs during a one month span, and/or allowing non-Village students to utilize free printing.

Computer and Network Usage

Access to networks and computer systems owned or managed by Georgia College imposes certain responsibilities and obligations and is granted subject to university policies and local, state and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty, reflect community standards and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individual rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. Appropriate use of computing and networking resources includes instruction; independent study; authorized research; independent research; communications; and official work of the offices, units, recognized student and campus organizations, and agencies of the university. Authorized users may use computing facilities and resources, including transmission over the network, for scholarly purposes, for official university business, and for personal purposes so long as such use (1) does not violate any law or university policy, (2) does not involve significant use of resources, direct costs, or substantial interference with the performance of data communications networks, or (3) does not result in commercial gain or private profit. All students must abide by the GC Acceptable Use Policy. Failure of an individual to adhere to the Acceptable Use Policy may result in disciplinary actions and/or legal charges.

Cooking

For health, sanitation, and safety reasons, the preparation of most foods is prohibited in student rooms. All preparation of food must take place in the kitchen located in your building and/or on your floor. Storage or use of outdoor grills is not permitted in the residence halls.

You may cook in apartment kitchens. The care and cleaning of the kitchen is your responsibility. Do not pour cooking grease down your kitchen sink. It is up to the students to maintain the appearance and cleanliness of the kitchen and all appliances in it.

Darts and Dartboards

Because of the potential for personal injury and property damage, darts and dartboards of any type are not permitted in the rooms/apartments, hallways and/or community areas of the residence halls.

Emergency Exit Doors

Using an emergency exit in a non-emergency situation may result in a \$100 fine and disciplinary action.

Emergency Notification Device/Button

In each hall, an emergency notification device/button has been installed on the wall by each bed. It is clearly identifiable with a red and white sticker over the faceplate. This device is for emergency use only. For safety reasons the device is not to be obstructed at any time.

- Once activated/pushed, an alarm will sound and a Public Safety officer will be automatically dispatched to the room
- The device has been designed so that it cannot be unintentionally activated
- Anyone activating the device in a non-emergency situation may be assessed a \$100 fine and face disciplinary action

Explosives, Fireworks and Flammables

Possession of fireworks, explosives, gunpowder, ammunition or any flammables or material which may jeopardize the safety of others is strictly prohibited.

Fire and Safety Equipment

The fire extinguishers, smoke detectors, fire alarm sounders, pull stations, emergency exit signs, sprinkler system, and emergency notification buttons are critical safety equipment and are provided for the protection of the students. Tampering with fire and safety equipment can result in criminal prosecution, disciplinary action, contract termination, and/or the assessment of fines. Where fire sprinklers exist, all sprinkler heads must remain free of obstructions to allow them to operate properly. Nothing may be attached or placed against any part of the sprinkler system. Evacuation information is posted on the back of your door. Georgia College is required to hold a fire drill each semester in all facilities and all occupants of the buildings are required to participate. Failure to evacuate when any alarm is sounded will result in disciplinary action.

Gambling

Students are required to follow local and state laws as they pertain to gambling. The playing of cards or any other game of skill or chance for money or other items is not permitted within the residence halls.

Grills

Persons may only grill on permanently placed grills outside residential areas within the following parameters:

- Storage of materials for grilling (charcoal, lighter fluid, etc.) is not permitted in student rooms/apartments
- Grilling is not permitted inside rooms/apartments, within 10 feet of any building or in hallways or stairwells
- Extreme caution must be used to prevent the danger of fire with live coals and sparks
- All debris and trash utilized for grilling must be completely clean and clear after each use

Insurance

The university does not carry insurance to cover loss or damage to students' personal effects. Individuals desiring such protection must make arrangements for the necessary coverage through their parents' homeowner's insurance or renter's insurance. To ensure the safety of your belongings, remember to always lock your room/apartment door when you leave.

Keys/ Bobcat ID Cards

- **Parkhurst and Foundation Halls**

Bobcat cards are programmed for entry to each student room/apartment door and main building entrance and designated community areas and a closet key is issued upon checking into the hall. The swipe card opens the exterior entrance doors to the building and designated community areas. The exterior building doors are locked 24 hours a day. Students are responsible for carrying their Bobcat card and room key at all times. For security reasons, students are not to loan or duplicate their key or Bobcat card. All cards will be canceled at the end of each semester and reprogrammed at check in for the following semester.

Report all lost keys and swipe cards to your Community Director. You will be issued a temporary key/swipe card. For safety and security reasons, your lock will be changed and/or your swipe card invalidated and a new one issued if you do not return the temporary key/card within three class days. There is a \$25 charge for replacing a Bobcat card and a \$50 charge for replacing the lock and issuing new keys.

- **Adams, Bell, Napier, Sanford and Wells Halls**

Bobcat cards are programmed to provide access to the main entrances and certain community spaces in the student's assigned residence hall and a room/closet key is issued upon check in. Students are responsible for carrying their Bobcat card and room/closet key at all times. The exterior building doors are locked 24 hours a day. For security reasons, students are not to loan or duplicate their key or Bobcat card. All keys will be collected at the end of each semester and reissued at check in for the following semester.

Report all lost keys and swipe cards to your Community Director. You will be issued a temporary key or swipe card. For safety and security reasons, your locks will be changed and/or your swipe card invalidated and a new one issued if you do not return the temporary key/card within three class days. There is a \$25 charge for replacing a Bobcat card and a \$130 charge for replacing the locks and issuing new keys. The charge for replacing locks and issuing new keys in Bell is \$50.

- **The Village**

Bobcat cards are programmed to provide access to assigned apartments and a room and mailbox key is issued upon check in. Students are responsible for carrying their Bobcat card and room key at all times. The exterior building doors of Building 5 and Building 6 are locked 24 hours a day. For security reasons, students are not to loan or duplicate their key or Bobcat card. All keys will be collected at the end of each semester and reissued at check in for the following semester.

Report all lost keys and swipe cards to your Community Director. You will be issued a temporary key or swipe card. For safety and security reasons, your locks will be changed and/or your swipe card invalidated and a new one issued if you do not return the temporary key/card within three class days. There is a \$25 charge for replacing a Bobcat card, a \$50 charge for replacing the room locks and issuing new keys and a \$25 charge for replacing a mailbox key.

If you should lock yourself out of your room/apartment, the following persons should be contacted in the order listed to obtain assistance:

1. Your roommate/suitemate
2. Community Advisor on Duty
3. Your Community Advisor
4. Your Community Director

Please remember that the building staff is comprised of students and their schedules do not permit them to be available at all times.

Requests for doors to be opened are restricted to the door of the room/apartment belonging to the student who is making the request. Doors to other peoples' rooms/apartments will not be opened for any reason.

Kitchens

Each residence hall provides a full kitchen for students to use at any time. Each kitchen is equipped with a stove, oven, microwave, and refrigerator. It is the responsibility of the student to clean up after using the kitchen.

Each apartment in The Village provides a full kitchen equipped with a stove, refrigerator, dishwasher and microwave.

Laundry Facilities and Equipment

Each residence hall is equipped with laundry facilities for use by the students. Our laundry machines are high efficiency washing machines and require HE detergents. You are responsible for your own laundry items and for following the proper procedure for washing and drying. For safety reasons, always check and clean the lint filter on the dryer prior to each use. Use of the laundry facilities is restricted to students only.

Hall	Location
Adams	1 st Floor 133
Bell	Every floor
Foundation	1 st Floor 129
Napier	1 st Floor 131
Parkhurst	1 st Floor 136
Sanford	Ground level through kitchen
Wells	1 st Floor 138
The Village 1-3	Inside each apartment
The Village 4-6	On each floor near the elevator

Lounges/Community Area Furnishings

Public area furniture is provided for the use of all students and may not be taken to student rooms/apartments. A charge may be assessed for common area furniture that is damaged or

found in a student room/apartment. Damage to common area furniture will be charged to the responsible individual(s).

Mail Delivery

Mail is delivered to The Village via USPS. Each apartment is assigned a mailbox located at the Clubhouse, and keys are issued to each student of that apartment at check in. Mail is delivered Monday- Saturday. All packages will be delivered to The Village Office and may be picked up Monday through Friday from 8 a.m. to 6 p.m.

Students should use the following address for mail delivery:

Student Name
120 West Campus Drive, Apt. #
Milledgeville, GA 31061

University Housing is not responsible for lost mail or packages.

Students of Central Campus can sign up for a mailbox in the Maxwell Student Union. Students will need to sign up for a mailbox at the mailroom during Freshman Orientation or when they arrive for the fall. Any mailbox keys for Central campus need to be returned to the mailroom.

Maintenance

The university employs a maintenance and custodial staff to keep the public areas of the building in good physical condition. The maintenance and custodial staff provide safety equipment inspections, general maintenance (painting, plumbing, electrical, carpentry, heat, and air conditioning), and custodial services. Custodians clean hallways and the exterior of the building on a regular basis. You are responsible for cleaning your own room/apartment and suite bathrooms. Requests for maintenance should be given to a Community Advisor or the Community Director. Request for maintenance can also be made online.

The custodial or maintenance staff will then make the necessary repairs.

Non-compliance

Failure to comply with reasonable directions and requests of a university staff member, or failure to heed an official summons of any university official acting in the performance of his or her duties could result in a disciplinary referral. Failure to appear for disciplinary appointments is viewed as non-compliance and may result in similar action as noted above.

Occupying Empty Spaces

Students may not use or occupy a vacant space in their room/apartment. Empty spaces should always be ready for an incoming student to occupy. Using an empty space could result in being charged for said space, as well as additional fees for cleaning and/or repairing damages.

Parking

Students are required to register their vehicles and display a GC parking permit on their vehicles when on university property. You are responsible for following all university parking regulations. A copy of parking regulations may be obtained at the Parking or Transportation Services Office. Additional information may also be found at the following website:

<http://www.gcsu.edu/studentlife/parking.htm>

Free shuttle service to and from campus is provided to all students. Shuttles leave from The Village and go to Central Campus. Students are encouraged to ride the shuttle, as parking at Central Campus is limited.

Quiet Hours/Courtesy Hours

Quiet hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn and study. The enforcement of quiet hours is the responsibility of each student.

Quiet hours are in effect daily from 10 p.m. to 10 a.m. This is the time when most students will sleep and study. However, courtesy hours are in effect at all times. You should expect to be able to study anytime. Please observe requests from your neighbor or roommate if they ask you not to disrupt their study time, regardless of the time of day.

Acoustic, non-amplified instruments may be played in student rooms/apartments from 10 a.m. until 10 p.m. Courtesy hours still apply. Any instrument that must be attached to an amplifier, non-acoustic instruments, and any instrument determined to be disturbing by the hall staff will only be allowed in the multi-purpose room.

One purpose of the residence hall is to provide comfortable living accommodations for all students. Any action that interferes with a student's right to study is a violation of this standard and may be subject to disciplinary action. Stereos, video games, televisions and voices should be kept at a level that confines the noise within that room.

During final exam periods at the end of each semester, quiet hours are in effect 24 hours a day..

Students are responsible for the actions of their guests. If a guest is being overly disruptive they may be asked to leave the premises.

Safety and Security

As a student, you play a major role in the safety of yourself and your fellow students. You can reduce your risk of being a victim of a crime by doing the following:

- If you see suspicious persons or if you feel threatened at any time, contact Public Safety immediately
- Always lock your door and take your key and Bobcat card, even if you are only going out for a few minutes
- Never prop open a door
- Never loan your keys/Bobcat card to someone else for any reason
- Never let someone you do not know into the hall or your room
- Report lost keys or Bobcat cards and/or damaged locks immediately
- Report any security concerns to a staff member

Each bedroom is equipped with an Emergency Notification Button. When activated, a signal is sent directly to the Public Safety and an officer is dispatched to your hall.

Emergency call boxes have been added around the halls and in some parking areas. To operate the emergency phone, simply press the red emergency button. It should connect you directly to Public Safety.

Students who choose to endanger other students by propping open exterior doors, loaning their key or Bobcat card to a non-student, granting access to non-students or tampering with and/or damaging exterior doors, locks, emergency buttons or security phones will have their contract reviewed, face disciplinary action and/or be subject to criminal charges.

Screens and Windows

For safety reasons, screens are not to be opened or removed from windows. Ledges are not to be used for storage, nor are students allowed to walk or sit on ledges. Students will be subject to contract review and will be held liable for damages to property or personal injury resulting from items being thrown from windows or falling from ledges. Removal of the screen may result in a re-installation charge to repair/replace damaged screens. Additional disciplinary action may also be taken.

Severe Weather

In case of severe weather such as thunderstorms or tornadoes, you should immediately move to the interior of your building on lower floors. If evacuation is necessary, instructions will be issued through a university staff member. In all severe weather situations, be sure to stay in contact with and follow the instructions of housing staff members and Public Safety.

If you live in Buildings 1, 2 or 3 at The Village, you must move to the bathroom in your apartment and close the door. If evacuation is necessary, instructions will be issued through a university staff member. In all severe weather situations, be sure to stay in contact with and follow the instructions of Village staff members.

Signs, Pictures and Posters

Georgia law prohibits the removal of traffic and/or street signs. Therefore, traffic or street signs regardless of how it has been obtained are not permitted in the residence halls. Pictures and other materials that may be considered objectionable should not be displayed in areas that may be visible from the hallway and/ or building. Alcoholic beverage signs or containers are not allowed as window displays. You may not hang anything in your windows other than blinds or white curtains. Flags, signs, pictures, and advertisements are not permitted. Writing on windows is defacement of university property and, therefore, is also not permitted.

Smoking

All residence halls - and GC buildings - are tobacco free. Use of tobacco products is prohibited throughout the residence halls, student rooms/apartments and indoor/outdoor public areas.

Social Media Community Standards

University Housing uses several social media outlets (Facebook, YouTube, Pinterest, etc.). The department welcomes student participation through comments and posts as long as the content adheres to the media's posted community standards, the Georgia College Student Code of Conduct and University Housing Handbooks.

While the moderators of these sites will not necessarily remove "negative" comments, University Housing reserves the right delete posts that include offensive language, "trolling," "flaming," adult content, inflammatory political or religious content, unrelated posts (nonsensical and extremely off-topic), spam, illegal content (relating to drug, illegal activities with intent to commit, copyright infringement or the spreading of malicious software), real-life personal information about self or others, and posts attempting to impersonate an individual or organization. Posts seeking sublets, roommates, and properties for rent are inappropriate on the University Housing sites and will be removed.

As a user of University Housing sponsored social media, you are expected to adhere to these standards. Exhibiting the behaviors listed above is not acceptable and subject to either temporary or permanent removal from the social media community and disciplinary action as necessary.

Solicitation, Selling and Advertising

For reasons of student privacy, safety and security, door-to-door solicitation of any type is prohibited. Report any solicitors to the staff of Public Safety immediately.

Student organizations that wish to promote events within the residence halls may provide the University Housing office with a maximum of 60 posters or fliers at least 10 days in advance of the event. University Housing staff will distribute and post all materials. All materials must be approved (stamped) by the Campus Life office and adhere to the university policies.

University Housing will not distribute any external materials to all students or to every door. Materials posted that do not adhere to this policy will be immediately removed and destroyed.

Designated posting areas are available in each hall. Postings are not allowed in stairwells, entrances, exits, exterior walls, corridors, main entrance doors or fire doors.

Syringes and Needles

Students who must use hypodermic needles and syringes for medical reasons must dispose of these items properly. Contact a staff member for more information.

Trash Disposal

Students are to dispose of their personal trash in the manner prescribed in each hall. All trash should be bagged before disposal. Personal trash is not to be placed in public area receptacles inside of or at the entryways of the buildings. It is not the custodial staff's responsibility to remove personal trash. Any object that cannot fit in a large trash bag must be taken to the city dump. Students who put their personal trash in these receptacles may be charged or face disciplinary action.

Video Surveillance

In a response to common area damages and vandalism issues, University Housing may use camera and video surveillance in the public areas of the residence halls and apartment buildings to identify parties responsible.

Water Beds

Water beds are prohibited in student rooms/apartments.

Housing Policies

Abuse, Harassment, and Physical Assault

The university provides an educational environment where adults must learn to settle their concerns in a non-physical manner. Any student involved in abuse or harassment, including physical assault, verbal abuse or threats against another person will have their contract reviewed for termination.

Alcohol

Housing's alcohol policy is designed to ensure student safety and help maintain individual rights to privacy, sleep, and study within the residence halls. Residence hall staff and occupants are required to comply with state and local statutes concerning the possession, sale, and consumption of alcoholic beverages. Students who fail to comply with Housing's alcohol policy will be subject to disciplinary action by the department and/or the university.

Alcohol in Student Rooms/Apartments

- **In a student room/apartment where all students are 21 or older**, alcohol is permitted unless any guest under the age of 21 is present. When a person under the age of 21 is present, alcohol may not be consumed or visible.
- **In a student room/apartment where any student is 21 or older and the roommate, suitemate, or other apartment occupant is under the age of 21**, alcohol can be possessed by the older student in the room/apartment, but the older student and/or their guests may not have any open alcoholic containers, nor consume alcohol when any person under the age of 21 (including the roommate) is present.
- **In a student room/apartment where all students are under the age of 21**, no alcohol is permitted in the room/apartment under any circumstance.

Students Under the age of 21

Students under the age of 21 may never possess, consume, or be in the presence of alcohol while in the residence halls, regardless of the time, place, or occasion. Empty alcoholic beverage containers, even for decorative purposes, are prohibited in the rooms/apartments of students under the age of 21. Empty containers of alcohol may be considered evidence of prior consumption.

An empty container is defined as anything that originally contained alcohol in the past (ex. liquor bottle, beer can, etc.) If the item did not originally contain alcohol (i.e. collectible shot glass), it is permissible.

Being in the presence of alcohol includes but is not limited to

- Possessing or being around empty containers
- Being around alcohol (closed or partially consumed) but with strong evidence indicating not possessing or consuming the alcohol (i.e. listed in incident report, multiple witness statements)

Students 21 or Older

Students who are 21 or older may possess or consume alcohol in their rooms/apartments, with the following restrictions:

- Students who are 21 or over may never consume alcohol in the presence of a person under the age of 21, regardless of the time, place or occasion. Students may not provide alcohol to, or allow alcohol to be consumed by, individuals under the age of 21. Failure to adhere to this policy can result in the revocation of the student's alcohol privileges.
- Student room/apartment doors must remain closed while alcohol is visible or is being consumed in the room/apartment.
- Students may not possess or consume alcoholic beverages in hallways, lounges, courtyards, parking lots, balconies, stairways, or any other public areas within the residence halls. All alcohol that is transported through public areas must be unopened and packaged inconspicuously (e.g., carried in a bag or sack).
- Students who are 21 or over and choose to consume alcohol must not exhibit loud, disruptive or indecent behavior, vandalize property, interfere with the cleanliness of the residence halls, or participate in drinking habits which are hazardous to the health or education of an individual or those around them.
- Students are responsible for the actions of their guests at all times.
- Students may not possess excessive amounts of alcohol. What is considered excessive is at the discretion of the residence hall staff. Kegs, trash cans, or other large vessels containing alcoholic beverages are prohibited in the residence halls.
- Alcoholic beverages may not be sold or distributed in the residence halls.

Compromising Security

Students who choose to endanger other students by propping open exterior doors, giving their key and/or Bobcat Card to a nonstudent, granting access to nonstudents or tampering and/or damaging exterior doors, locks or security phones will have their contract reviewed, face disciplinary action and/or be subject to criminal charges.

Drugs

To promote a safe, healthy, and academically oriented community while upholding the law, housing staff work directly with Public Safety if there is the suspicion of any drug-related activities. Any violation of drug policy is not only a violation of University Housing policy, but also a violation of the Student Code of Conduct and state/federal law. Violations of the drug policy may result in suspension and/or expulsion.

- ***Possession and/or Use of Illegal Drugs***
The possession and or use of illegal drugs is prohibited in the residence halls.
- ***Manufacture, Sale and Distribution***
The manufacture, sale, and distribution of illegal drugs is prohibited in the

residence halls.

- ***Drug Paraphernalia***

Drug paraphernalia includes but is not limited to all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the laws of the State of Georgia.

- ***Suspicion of Drug Use***

Because a preponderance of evidence is the standard of proof required in all University Code of Conduct violations, and in housing violations, individuals suspected of drug use may be found responsible for suspicion of drug use if university officials have reason to believe students have engaged in drug use.

Prescription and Over the Counter Drugs:

The misuse of prescription drugs poses significant health risks to individuals. All medication prescribed or purchased over the counter is designed for a specific purpose, and any misuse, illegal use, or sale of this type of medication is strictly prohibited.

- ***Distribution***

The distribution of prescription drugs is defined as the sharing or sale of drugs that are specifically prescribed to one individual by a physician. Distribution of prescription drugs is a violation of the Student Code of Conduct as well as state/federal law.

- ***Sale***

Exchanging prescription drugs for goods, services or money is strictly prohibited in the residence halls. The sale of prescription drugs is also a violation of the University Code of Conduct and state/federal law.

- ***Personal Misuse***

Personal misuse is defined as the use of any prescription or OTC drug in any manner other than prescribed or the package directions indicate. This includes intentionally or unintentionally causing harm to self or others.

Pets

While registered service animals for students with disabilities are allowed with written prior approval of the Executive Director of University Housing and the Director of Disability Services, pets are not allowed. Fish in a 10-gallon (or smaller) aquarium are the only animals that are permitted in the residence halls and apartments. If you decide to bring a fish tank, it is your responsibility to make arrangements for your fish during semester breaks when all electrical items (including aquarium pumps) must be unplugged. Unauthorized animals will result in a minimum charge of \$225.

Theft

Any student found in the possession of another person's property will have their contract reviewed for termination and may face prosecution through the courts and the GC Honor Code.

Vandalism

Willful destruction or defacing of university, private or public property is prohibited. Students found responsible for damage to property may receive judicial sanctions, as well as charges for replacement or repair of damaged property.

Visitation/Host Policy

Visitors or guests are defined as persons who are not contractual occupants of the specific room/apartment, suite, or residence hall in question.

Monday through Thursday, students are permitted, with the consent of the roommate/suitemates, to have guests in their rooms/apartments between the hours of 10 a.m. and midnight. From 10:00 a.m. Friday until Sunday at midnight, with the consent of the roommate/suitemates, students are permitted to have guests in their rooms/apartments anytime.

Guests may stay overnight during the Friday-Sunday visitation hours, with the consent of the roommate/suitemates. Students can only host guests for two nights during a 14 day period.

Consideration for room/suitemates and other floor students dictates that guests do not infringe on the rights of contracted students. Therefore, all guests, regardless of gender, must be approved by all students of the room/apartment and suite. Guests must abide by all policies of the residence halls, and hosts are responsible for the conduct of their guests.

The in-room visitation policy exists to protect the rights of the contracted student to privacy and the opportunity to sleep and study freely. Space for group studying and socializing is available in the floor community room, study room and/or in the hall common spaces.

All guests must have a student of the hall as a host and be escorted by the host at all times. Any person without a host will be escorted from the building. Students are responsible for the behavior of anyone they escort or allow to enter into the residence hall.

The following guidelines are to be followed:

1. Guest is met at front door by host.
2. Guest must be escorted by a host at all times.
3. Guest must use appropriate bathroom facilities.

Students who violate visitation/host policies may face the loss of their visitation privilege. Guests who violate visitation/host policies may lose their privilege of entering the residence halls.

If an individual is found occupying space in an apartment, they will be held responsible for rent during the length of their stay and removed from the premises immediately. All roommates in the apartment where the individual is staying illegally will have to split the rent if the individual occupying the space cannot be held responsible.

Weapons

Weapons such as firearms, knives, bows and arrows, as well as any ammunition, are prohibited in the residence halls. Be aware that according to Georgia law (16-11-121.1) it is a violation to possess a weapon while on campus, except for Public Safety Officers.

Housing Conduct Procedures

University Housing at Georgia College is committed to your success, and the success of all members of our community. It is essential that all members of the community treat others with respect and uphold the standards of conduct set forth throughout this handbook.

University housing policies are designed to promote an academically purposeful, safe, and comfortable environment within all residence halls. It is your responsibility to comply with all Housing standards of conduct and policies printed in the Housing Handbook in addition to the GC Honor Code and University Code of Conduct. If you have questions regarding any of the standards of conduct, it is your responsibility to discuss them with housing staff in your building (i.e. your Community Advisor or Community Director).

Mission of the Conduct System

It is an essential duty of all housing conduct officers to provide an unbiased and fair environment for the investigation and follow-up of all residence hall student Housing Handbook and University Code of Conduct violation proceedings. All persons will be treated equally by applying a substantial evidence rule to uphold the Housing Handbook and GC Code of Conduct. These guiding documents are essential to the formation of a safe and secure environment for all students living on campus. The housing student conduct process is designed to be an educational experience for each student going through the system. Housing hearing officers, who are also qualified to hear certain GC Code of Conduct violations for residence hall students, have an understanding of student development and utilize this knowledge when assigning sanctions. All hearing officers apply sanctions to assist in the personal development of the individual student, knowing that even the most punitive sanction has an educational aspect. All conduct officers focus on upholding the primary mission of the university as an institution of higher education.

Residence Hall Space

The residence halls are defined as all physical space within a residence hall, including public areas and student rooms/apartments, and reasonable exterior spaces designed for, or typically used by residence hall students. Students within the residence hall space are expected to abide by housing policies and standards of conduct. If a policy violation occurs within a residence hall space, students will be subject to disciplinary action as outlined in this handbook.

Individual Responsibility and Implied Consent

In the event of a policy violation occurring in a room/apartment, lounge, or other distinct physical space, all students in the space can be held responsible for the behavior or objects within that space. Students residing in, or choosing to place themselves in, the residence hall environment become part of a community and their actions have an impact on the surrounding community. Therefore, students may be held accountable for behavior or objects even if they are not participating in the situation.

Every residence hall student has responsibilities to the residence hall community. Your responsibilities include:

- Considering the needs and rights of all students, in balance with your own needs; your personal rights end where the rights of another student begin, and no student should infringe on the rights of another student
- Open communication with all community members and housing staff
- Getting involved in your community through residence hall government, planning of community activities, showing respect and care for facilities, and exhibiting care for the overall community
- Promoting an environment where all individuals and community members feel safe and secure
- Demonstrating dignity and respect for all individuals
- Disregarding any of the above responsibilities, or failing to act when other individuals violate community responsibilities or policies is providing your implied consent for those activities

GC Student Conduct Code Policies

All students enrolled at Georgia College are held to the standards of conduct set forth in the GC Code of Conduct and the GC Honor Code. Residence hall students in violation of the GC Code of Conduct or Honor Code, regardless of the location of violation, will be subject to disciplinary action through University Housing or through the office of Student Affairs. A complete copy of the Georgia College Code of Conduct and Honor Code are available at <http://www.gcsu.edu/studentlife/handbook/code.htm>

Violation of Law and University Discipline

Students may be held independently accountable to both civic authorities and to the university for acts which constitute violations of law and/or violations of university policies, regulations, or procedures. It is important to note that the standard of proof is different in a student conduct case than it is in a court of law. Students can be found responsible for violating policy if there is a preponderance of evidence that suggests their behavior was in violation. Disciplinary action will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed, reduced, or are in process.

The Housing Conduct Process

The conduct system is a framework for the discipline process to ensure that residence hall communities are built around personal growth, positive community development, and respect. As a student progresses through the disciplinary process, or repeatedly chooses to violate policies, potential sanctions may become more severe. In addition, the conduct hearing may be heard at progressively higher levels of housing or the office of Student Affairs. Although University Housing uses the framework outlined below for consistency purposes, the emphasis is on the circumstances and development of the individual student. For more information concerning policies for the GC residence halls, please review the student housing handbook for your section of campus.

Documentation

A student who is documented for alleged involvement in a policy violation should expect the following response, and has the following responsibilities:

- Verbal and/or written notice of documentation by a housing staff member for in-hall policy violations.
- A hearing officer will subsequently review filed documentation and decide specific policies that were allegedly violated.
 - Possible violations may include:
 1. Conduct that is disruptive to the community or community members.
 2. Conduct which threatens or endangers the health or safety of any person, including one's self.
 3. Failure to comply with directions of university staff or law enforcement officers acting in performance of their duties and/or failure to accurately identify oneself to these persons when requested to do so.
 4. Theft of and/or damage to other persons' or university property, including possession of property known to be stolen and community furniture.
 5. Violation of any university and/or housing policy, rule, or regulation published in hard copy or available electronically on the university and/or housing website.
 6. Abuse of the University Housing Conduct System, including but not limited to:
 - a. Failure to obey the notice from a university hearing officer or designated university official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion or misrepresentation of information before a university hearing officer or designated university official.
 - c. Failure to comply with the sanction(s).
- Notification of alleged policy violations will be available in writing and delivered through campus email. Students will be notified by email through their first.last@bobcats.gcsu.edu account. It is the student's responsibility to check their GC provided account and failure to do so does not negate the student's responsibility to schedule or attend a scheduled hearing.
- After a student is notified of alleged policy violation, it is the student's responsibility to schedule and/or attend the meeting as instructed in the notification letter. Assuming reasonable efforts have been made by housing staff to notify a student, if a student chooses not to schedule or attend a conduct meeting, a decision will be made in the student's absence.
- The hearing will be conducted within a reasonable time frame in relation to when the incident report was submitted.

University Policy Violations

In addition, the student may be asked to address certain university level violations included in the Code of Conduct. A common Code of Conduct violation heard in University Housing is Student Code of Conduct 1 (SCC1):

1. Conduct that violates local, state, or federal laws or university regulations regarding alcohol and other drugs.

In certain situations, (i.e. if a student has violated other Code of Conduct policies/Honor Code, has established a pattern of negative behavior, was involved in a severe incident), the student may be referred to Student Affairs.

Educational Conduct Meetings

The conduct meeting is a requirement for students to attend after documentation by housing staff members or after University Housing notification of a GC Code of Conduct violation. This meeting is the forum for students to share their perspective on the situation.

During a conduct meeting, written documentation of alleged policy violation will be reviewed and discussed with the student. An explanation of the student's rights and responsibilities during the accountability process will also be discussed. The student will be given the opportunity to state their recollection of the incident. The hearing officer may contact witnesses if further information is needed.

After considering written documentation and the information gathered during the conduct meeting, the hearing officer will make a decision using the substantial evidence rule as to the student's level of responsibility for the alleged violations. The student will be notified within a reasonable time frame following the conduct meeting as to their level of responsibility in the incident through campus email. Any related sanctions will be included in this follow-up letter, which is sent via campus email.

Follow Up

Following the conduct hearing, the student will receive a follow-up email denoting the student's level of responsibility regarding the alleged policy violations, as well as any related sanctions implemented following the completion of the hearing officer's investigation.

Appeals

Students have the right to file a written appeal of the decision and/or sanctions in accordance with the following guidelines:

- Students may choose to appeal the decision based on one or more of the following:
 - Due process was denied (you believe the hearing officer violated your student rights/ responsibilities or didn't follow the written conduct process/procedures).
 - Presence of new information. The presentation of the new information must be considered sufficiently substantial to change the outcome in a significant manner.
 - The sanctions given were inappropriate given the nature of the violation.
- The appeal will be based on the hearing record and any new information submitted in the appeal. The appeal process will not be a rehearing of the case.
- Students wishing to appeal must complete and submit the Statement of Appeal Form to the University Housing Office within (10) business days following the receipt of the results letter. The written appeal is reviewed by an appeal reader, and he or she may affirm or reverse the decision, or remand the case to another Hearing Officer for further deliberation.
- In cases involving allegations of crimes of violence (as defined by the Campus Security Act) the complainant and the respondent have the right to appeal.
- **While the appeal is being reviewed, the student must comply with any given sanctions and deadlines allotted.**

Examples of Potential Outcomes and Sanctions

The following are examples of potential outcomes and sanctions stemming from a conduct meeting. The sanctions listed are only examples, and should not be considered an exhaustive list of potential sanctions for policy violations. Each student's case is investigated individually and the potential educational benefits of sanctions are weighed against the facts of the investigation. Hearing officers are allowed to develop educational sanctions based on the student's history, policy violations, and the circumstances of each violation. For this reason students with similar violations but different circumstances may have different sanctions/outcomes following their conduct meeting.

Outcomes

- **Not Responsible:** This outcome is delivered when a student has been found not responsible for alleged violations.
- **Responsible:** This outcome is delivered when a student has been found responsible for alleged violations.

Sanctions

- **Administrative Relocation:** Administrative relocation will be issued when a student has significantly disrupted the community, but has the potential to be a successful member of another community in a different housing facility. A student who is administratively moved may not have a choice in the new housing facility to which they are assigned, and further involvement in policy violations will result in more severe sanctions, such as administrative removal from the residence halls or suspension.
- **Administrative Removal:** This sanction formally suspends the housing contract of the student, without refund.
- **Think About It for Sanctions:** This online, science-based course is designed to teach the student about the effects of alcohol on the body and mind, and to assist them in making safer and healthier decisions so they can avoid trouble in the future.
- **Behavioral Agreement:** A behavioral agreement may be used when a student needs clear guidelines for acceptable behavior. This document outlines expectations for future behavior, and potential consequences if the behavioral guidelines are not followed. This document is kept with the student's housing conduct file, and, depending on the severity of the incident, may be filed with the student's educational record.
- **Community Billing for Damages:** In the case of damages to a community where the responsible party is unknown, all community members may be charged equally for repair/ replacement of damaged items. All reasonable efforts will be made to identify responsible parties; however, community members are expected to cooperate with investigations of vandalism and report any suspected individuals directly to housing staff.
- **Community Restitution:** Community restitution is used as an educational sanction when a student's policy violation has negatively impacted the community. Community restitution may be performed on-campus or at one of many off-campus locations.
- **Denial of Access:** This sanction prevents a student from entering specified areas for a specified amount of time.
- **Disciplinary Probation:** This sanction signifies that a student is on disciplinary probation with the university. University probation may be general or strict, and may include certain behavioral stipulations. If a student is involved in another policy violation while on university probation, the next disciplinary action is typically suspension.

- ***Fine***: The student may be assessed a monetary contribution to the Georgia College Alcohol and Drug Education fund, University Housing, or the university.
- ***Housing Probation***: This sanction indicates that a student is no longer in good standing within the housing system. Further violations may result in more severe sanctions, such as removal from the residence halls, university probation, or suspension.
- ***Interim Suspension/Interim Removal***: This action temporarily removes a student from housing/ the university pending a housing conduct meeting or a hearing through the office of Student Affairs. In this case, students are responsible for finding alternative housing at their expense.
- ***Parent/Guardian Notification***: Housing staff may contact the parents/legal guardians of dependent students under 21 years old at the time of the incident if the incident involved in any alcohol, drug, or act of violence violations and all FERPA requirements are met.
- ***Restitution for Damages***: Restitution will be assessed for theft, vandalism, or other damages to personal property and/or university property.
- ***Suspension***: This sanction removes a student from the university system until given sanctioning requirements are met, or for a specified period of time.
- ***Written Warning***: Written notification indicates behavior in violation of Housing Handbook. This is official notice that further misconduct may result in more severe sanctions.

Standard Sanctions for SCC1

Students found responsible for violating the Student Code of Conduct as a result of possessing or consuming alcohol (first offense only) will receive the university standard sanctions for a first time alcohol offense, which is as follows:

- Disciplinary Probation for a semester
- Think About It for Sanctions
- \$100 contribution to Alcohol Education Fund
- Parent Notification

Office of Student Conduct Records and Disclosure of Information

The university keeps an educational record for each student who is or has been enrolled at the university. Any conduct information that is not severe enough to be placed in a student's educational file is kept in University Housing for at least 7 years for accountability and student history information purposes. University Housing maintains a conduct file for any student who has been accused on a housing information report, including the initial documentation of the incident, the information gathered during the conduct meeting, and all communication with the student. Depending on the nature and severity of the incident, the student's file may be copied and kept with the educational record for that student. Incidents involving police involvement, honor code violations, or infractions heard through the office of Student Affairs will be included in the students conduct file in that office.

Georgia College adheres to the Family Educational Rights and Privacy Act of 1974 and its amendments regarding student rights and the disclosure of information.

