

R O C H E S T E R C O L L E G E

Student Handbook



purpose • meaning • faith

THE CENTER FOR
STUDENT LIFE

ROCHESTER COLLEGE

Rochester College Student Handbook 2018-2019

(Last modified November 13, 2018)

Welcome to Rochester College	3
Mission	3
We're Glad You're Here	3
Brief Description of Student Life Areas	4
Spiritual Formation	4
Student Engagement	4
Community Living	4
Leadership	4
Spiritual Formation	5
TELOS	5
TELOS/Programming	6
TELOS/Chapel/Convocation Series: Life with God's Gathered People	6
TELOS/Service Learning: Life in God's World	7
TELOS/Spiritual Practices: The with God Life	7
TELOS/Academic & Special Events:	8
TELOS/Chapel Policies, Procedures, Expectations	8
Campus Ministry	10
Outside Organizations w/ Religious Affiliation:	10
Pastoral Presence	10
Programming, Events & Activities	10
Staffing	10
Student Engagement	11
New Student Engagement	11
Student Organizations	11
Greek Life	11
Greek Life Council	12
Student Government	13
RC Campus Puppy	13
Student Events	13
Heritage Events	13
Study Abroad	14

Community Living	14
Residence Life	14
General Residential Information	15
Residence Life Policies	23
Emergency Protocols	25
Residence Halls	27
Dining Services	28
Student Code of Conduct	28
Sexual and Gender Based Harassment and Interpersonal Violence	Error! Bookmark not defined.
Student Leadership	53
Recreation	54
Warrior Center	54
Warrior Center Expectations	54
Intramurals	54
General Information	55
Academic Information	55
Campus Employment	55
On Campus Marketing and Promotion	55
Student ID	57
Parking Policy	57
Communication	57
General Computer and Technology Use on Campus	58
Student Grievance Policy	58
Student–Administration Communication	Error! Bookmark not defined.
General Student Grievance Procedures	Error! Bookmark not defined.
Resources	58
ACE	61
Mackinnon Psychology and Counseling Clinic	61
Campus Security	62
Timely Warning and Emergency Notification	62
Health Services and Medical Treatment	62

Welcome to Rochester College

Mission

Rochester College cultivates academic excellence, principled character, servant leadership, and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

Through our mission we affirm the following:

- A quality education stresses excellence and trains students to perform scholarly research, to think critically and creatively, and to be able to write and speak effectively.
- An educated person reveres God and is committed to truth and justice.
- An educated person is able to connect coherently the spiritual truths of God with the wisdom of humanity embodied in the arts and the sciences.
- A Christian education demonstrates that a vibrant faith compels a life of personal virtue and social responsibility.
- An educated person is not afraid to pursue truth through open investigation and is able to assess and evaluate all truth claims through well-developed skills for critical thinking.
- An educated person possesses a lifelong desire to grow intellectually and spiritually.
- An educated person views a vocation as an opportunity for service and stewardship, rather than a passport to privilege.
- This community, its professors, and administrators promote and incarnate all of the above affirmations within a nonsectarian Christian orientation.

We're Glad You're Here

Whether you are a new or returning Rochester College student, every semester brings each of us a new beginning. It is our hope and prayer that as you begin this term, you seek Christ as your focus, and begin building your future with knowledge, relationships and experiences that enable you to confidently face whatever life presents.

Steadfast with Rochester College's Christian identity, the Center for Student Life exists to support students in their quest for purpose, meaning, and faith, through dynamic co-curricular programs and relational ministry. Student Life is overseen by Sharia Hays, Interim Dean of Students.

As a student at Rochester College, your responsibility is to read this handbook and become familiar with our standards and policies. The personnel of the Student Life Office are here to serve you. Please feel free to contact us.

Center for Student Life Hours:

Monday–Friday: 8:30 a.m. – 5:00 p.m.

Staff:

Sharia Hays --- Interim Dean of Students & Assistant Dean of Community Living

Scott Cagnet --- Assistant Dean of Student Engagement
Chris Shields --- Assistant Dean of Spiritual Formation & Campus Pastor
Katelyn Hargrave — Office Manager & Chapel Coordinator
Brandon Langeland — Area Coordinator for Ferndale, Hoggatt, Barbier, & Palmer
Sarah Sager - Area Coordinator for Alma Gatewood
Evan Green — Director of Intramurals
Andy Topie — Assistant Warrior Center Coordinator

Brief Description of Student Life Areas

Spiritual Formation

The department of Spiritual Formation at Rochester College is an office committed to inviting students, faculty, staff, and community to participate in God's life and work. We seek to engage God the Creator, God the Christ, and God the Holy Spirit to form us into well-rounded, well-educated, and well-equipped people.

The department of Spiritual Formation is responsible for TELOS/Chapel, Campus Ministry, Mission Trips, Pastoral care, Spiritual Programming, Student leadership, and Student groups including: The Offering Band, Impact, and more.

Student Engagement

The department of Student Engagement at Rochester College is devoted to supporting the mission of Rochester College and the Center for Student Life by providing dynamic co-curricular experiences that enhance student learning and build community through the discovery and nurturing of each student's unique strengths.

The department of Student Engagement is responsible for the Student Government Association, Programming Councils, Greek Life, First Year Experience programming, Student Leadership, Theater for Social Change programming and much more.

Community Living

The department of Community Living strives to be a premier living-learning community that is recognized for innovation and excellence, as well as creating an environment that supports and affirms students to discover and foster their unique strengths. The department of Community Living seeks to create an educational environment for both residential and commuter students so all students may call Rochester College their home.

The department of Community Living oversees Residence Life, Commuter Life, Dining Services, Student Conduct, and Title IX.

Leadership

Steadfast with the mission of Rochester College and the Center for Student Life, the purpose of Rochester College's Student Leadership Program is to engage students in the exploration of leadership theory and practice. Through meaningful leadership experiences, students will make a positive impact on the Rochester College campus and community as well as gain knowledge and skills to launch them into their post-graduate pursuits.

Students participating in the Student Leadership Program embody the best of Rochester College and gain valuable experiences in such areas as public relations and marketing, pastoral care, oral and written communication, team building and the management of others.

Spiritual Formation

Spiritual formation at Rochester College is an invitation for all students to root their identity in the Christian story through participation in God's work in creation and new creation. Spiritual Formation supports students as they develop meaningful and healthy relationships with others characterized by hospitality and mutual shaping. Spiritual Formation will challenge students to respectfully engage with and participate in their own and others' cultures in order to promote mutual understanding, social justice, and common good. Spiritual Formation empowers students to discover their vocation by developing a sense of purpose and place within God's story demonstrated through self-giving service to the world.

TELOS and Campus Ministry are Rochester College's main student focused branches of Spiritual Formation. Both are led by the Assistant Dean of Spiritual Formation & Campus Pastor, and his/her team of professional staff, student staff, volunteers, and ministry partners. All programming efforts from the office of Spiritual Formation are designed with one or more of the following student outcomes in mind:

- 1) Personal Formation: Students engaged in Spiritual Formation programming will develop an identity rooted in the Christian Story through participation in God's work in creation and new creation.
- 2) Interpersonal Formation: Students engaged in Spiritual Life programming will be able to develop meaningful and healthy relationships with others characterized by hospitality and mutual shaping.
- 3) Intercultural Engagement: Students engaged in Spiritual Formation programming will be able to respectfully engage with and participate in their own and others' cultures in order to promote mutual understanding, social justice, and common good.
- 4) Vocational Awareness: Students engaged in Spiritual Formation programming will develop a sense of purpose and place within God's story demonstrated by self-giving service to the world.

TELOS

A student's **TELOS** speaks of that student's ultimate aims, goals, and life trajectory. Considering **TELOS** compels individuals to ask: "Towards which ends am I directing the activity of my life?" In keeping with Rochester College's Christian mission and identity, every full-time traditional student participates in **TELOS**/Chapel activities under the direction of Spiritual Formation for academic credit. **TELOS**/Chapel activities and opportunities are organized with attentiveness to life with God's gathered people, life with God, and life in God's world. A comprehensive list of **TELOS**/Chapel activities and opportunities can be found on the student portal.

TELOS/Programming

TELOS/Chapel/Convocation Series: Life with God's Gathered People

Every full-time traditional student participates in integrated learning through the Rochester College Chapel/Convocation series (CSL). The CSL series offers opportunities for students to participate in community chapels, convocations, wellness initiatives, and service learning, all of which are aimed at building Christian faith and community, affirming Christian values, and developing a holistic understanding of wellness. Accelerated program students also have opportunities to experience chapel through service and online formational practices.

“CSL 2001: Full-time traditional students are registered for CSL 2001: Chapel/Telos every fall and spring attended, with a limit of eight semesters. CSL 2001 is a one academic credit course; however the class will appear as a 0 academic credit course until the last week of the semester when a student's attendance has been calculated. Students who have attended Rochester College for more than eight semesters are no longer enrolled or required to participate in CSL 2001. As CSL 2001 carries one academic credit, added at the last week of classes, a letter grade is assigned at the end of each semester based on a point scale that corresponds to the number of events attended during the semester. No tuition is charged for CSL 2001. If a student drops below full-time, the credit for CSL is dropped unless the student requests to continue in the course. Part time students wishing to enroll in chapel will be approved on a "case by case" basis.

The maximum CSL credits that can be earned during the course of a Rochester College degree is eight. These credits do not count toward the overall credits required for the completion of a Rochester College degree, but they are calculated as part of a student's overall GPA and graduation honors.

A schedule of CSL opportunities is published every semester and includes chapel and convocation events, which occur every Tuesday and Thursday morning throughout the fall and spring semesters. Attendance at these events are recorded.

Graduate, part-time, non-traditional, and non-degree seeking students are not enrolled in the CSL program, but are always welcomed.

POINT TRACKING

It is the student's responsibility to track his/her chapel attendance. Rochester College tracks each student's attendance level through an online system. The current software used for point tracking is the Altimeter Software App, which is available for download on iPhone and Android. The Altimeter Software App can also be accessed on a Chrome browser by visiting www.rc.altimeter.xyz.

POINT CORRECTIONS

It is the student's responsibility to contact the Student Life office immediately regarding point discrepancies to make sure his/her Altimeter Software App is working properly. The student will be required to provide a short summary of chapel content and its specific impact on them. All point inconsistency inquiries should be reported to Student Life within 2 weeks of the date(s) in question. You can access the [Point Correction Form](#) on the student portal.

Students can earn up to 32 points per semester for programming related to Gathering with God's people in Chapel/Convocation.

TELOS/Service Learning: Life in God's World

Service learning integrates meaningful community service and reflection to enrich the Rochester College learning experience, teach civic responsibility, and strengthen communities.

Volunteer/Service Opportunities:

Students may participate in pre-approved volunteer opportunities that are listed on the [Chapel Calendar](#) or Altimeter Software App (Chapel App) or they can submit their own volunteer activity for approval.

If students would like to submit their own volunteer/service activity, they can fill out the Service Learning Volunteer Activity form on the Student Portal under the Chapel tab. Once an activity has been reviewed, students will receive an email from the Chapel Coordinator confirming if their submission is approved toward the Service Learning track.

How to Record/Track Service Learning Points:

Students will provide photos of themselves participating at their volunteer activity, including selfies. These photos will serve as documentation for students to receive his/her service learning points. Once students has completed the volunteer work, students will log into their Rochester College Moodle account and upload the photos taken and write a few sentences about their volunteer experience and how many hours they volunteered.

Students can earn up to 7 points per semester through activities related to Life in God's World. Volunteer work is 1 point per hour of service. A comprehensive list of point opportunities can be found online. Cumulative point totals will be updated at the end of each month in the Altimeter Software App.

TELOS/Spiritual Practices: The *with God* life

Students may participate in Spiritual Practices opportunities that are listed on the [Chapel Calendar](#) or the Altimeter Software App (Chapel App). Each Practice is outlined on Moodle.

How to Record/Track Spiritual Practices Points:

Students will log into their Rochester College Moodle account and read the spiritual practice prompt. Students should complete the practice individually or with a small group. Students are encouraged to utilize the assignment in Moodle to reflect upon his/her experience.

Instructions regarding this process can be found online.

Students can earn up to 4 points per semester toward spiritual practices (1 point per hour). A comprehensive list of point opportunities can be found on Spiritual Formation website, Altimeter app, and [TELOS Calendar](#). Cumulative point totals will be updated at the end of each month, and updated in the Altimeter Software App.

TELOS/Academic & Special Events:

Convocation occurs once monthly, on alternating Tuesdays and Thursdays within the traditional Chapel rotation. Points for convocation are awarded similarly to chapel points as student use the Altimeter Software App. Additional opportunities focusing on academic growth, co-curricular opportunities, wellness, and special programming will be made available online.

How to Record/Track Academic/Special Programming Points:

Point tracking for these specific opportunities are available within the online listings of the events.

TELOS/Chapel Policies, Procedures, Expectations

TELOS/Chapel Point Scale

CSL-2001 carries one academic credit (added at the last week of classes), and a letter grade is assigned at the end of each semester based on a 30-point scale that corresponds to the number of events attended during the semester. The grading scale is as follows:

30 or more	A
29-26	B
25-22	C
21-18	D
17 or fewer	F

No tuition is charged for CSL 2001. If a student drops below full-time, the credit for CSL is dropped unless the student requests to continue in the course. Part time students wishing to enroll in chapel will be approved on a "case by case" basis. The maximum CSL credits that can be earned during the course of a Rochester College degree is eight. These credits do not count toward the overall credits required for the completion of a Rochester College degree, but they are calculated as part of a student's overall GPA and graduation honors.

Point Modification Options

Chapel is an integral part to the Rochester College educational experience, therefore exemptions are not granted. Chapel modifications alter the number of points necessary to earn an A letter grade.

Chapel modifications are considered for the following types of students:

1. Students who can demonstrate through the presentation of birth certificates and IDs that they are parents dealing with childcare
2. Education majors during the semester of student teaching, academic major focused internships, Nursing majors on clinical rotations that conflict with a Tuesday/Thursday chapel schedule, and Mass Communication majors during the semester(s) of Specs Howard attendance requirements
3. Commuter students with fewer than nine traditional face-to-face credit hours in a semester
4. All such inquiries should be submitted via Chapel Modification Form on the Student Portal under the Chapel tab. Additional questions can be directed to the Assistant Dean of Spiritual Formation and Chapel Coordinator.

Students doing field practicum in their degree can apply for exemption for that semester.

Behavioral expectations (Chapel/Convocation/etc)

Rochester College values an atmosphere of engagement and respect. Chapel time is an opportunity to gather with our community, bear witness to diversity and learn together. Students are expected to participate with engaged listening, appropriate responses to presenters, and a respectful posture.

Students seeking to forfeit chapel credit for the day might do the following:

- Use of headphones
- Sleeping
- Talking disruptively
- Text messaging
- Doing homework/reading for other classes or coursework
- Any inattentive or disruptive behavior

Students who choose to participate in disruptive activities rather than participate in the available program may will forfeit participation credit for the day. Any student wishing to appeal a point forfeiture of this nature may respectfully email the [Chapel Coordinator](#) in writing within two weeks of the incident.

Behavioral Expectations (Service Learning)

Students serving in any official or informal capacity are representatives of Rochester College. Campus Ministry asks that students model behavior in keeping with Rochester College's student Codes of Conduct.

Attentive, responsible, respectful, behavior is appropriate in all settings on and off campus. Students who choose to participate in disruptive, negligent, disrespectful or harmful behaviors while engaged in **TELOS** activities may forfeit participation credit for the event. Any student wishing to appeal a point forfeiture of this nature may respectfully contact the chapel coordinator in writing within two weeks of the incident.

Campus Ministry

Campus Ministry exists to call for and empower the Rochester College community towards fuller participation in God's hospitality. Campus Ministry creates student led opportunities for spiritual growth in community in hopes that all will participate in God's life.

Outside Organizations w/ Religious Affiliation:

Spiritual life at Rochester College values partnerships with outside organizations, and enjoys relationships with local churches, non-profit organizations, governmental agencies, businesses, and both regionally and nationally. In order to maintain an ecumenical environment of cooperation and equity, Campus Ministry asks that all outside groups seeking to engage the Rochester College community spiritually be in contact with the [Assistant Dean of Spiritual Formation](#) before exploring, advertising, or executing any spiritual programming.

In keeping with Rochester College's Christian Identity, Campus Ministry does not participate in or condone aggressive, punitive, or hateful religious proselytizing, and ask all outside groups to maintain that same standard while partnering with Rochester College students, staff, and faculty.

Pastoral Presence

Students seeking general pastoral care should contact a member of the Campus Ministry (Student/Staff) team. General pastoral care includes but is not limited to faith questions, prayer requests, emotional support, spiritual support, spiritual direction, etc.

Programming, Events & Activities

Campus Ministry provides a comprehensive list of opportunities for bible study, celebration, community, connection w/ local churches, cultural awareness, fellowship, fun, IMPACT (service learning), mentoring, mission work, leadership, prayer, spiritual practices, worship, and more. Complete listings of Campus Ministry events can be found online.

Staffing

Chris Shields II is the Assistant Dean of Spiritual Formation & Campus Pastor at Rochester College and is responsible for supporting Katelyn Hargrave, the Chapel Coordinator, in the planning and implementation of Rochester College chapel program. Additionally, Campus Ministry hires a number of student leaders to help oversee and execute spiritual programming and initiatives for the sake of the Rochester College community.

Student Engagement

The mission of Student Engagement, in support of the mission of Rochester College and the Center for Student Life, is to enhance the educational experience for all students through the development of, exposure to and participation in co-curricular programming that advances student engagement and leadership, while propelling students towards a life of purpose, meaning and faith.

To accomplish this mission, Rochester College provides opportunities for all students to participate in the life of the college through student organizations, programs, events, experiences and relationships. The needs, interests and passions of our students are at the core of all the planning and design.

Students are encouraged to fully participate in the life of Rochester College. To do so, students should be informed with what is happening on campus. Announcements may be received through Chapel, campus flyers, the Rochester College App, email or Rochester College's Student Portal.

New Student Engagement

The Center for Student Life is committed to helping students navigate the transition into Rochester College by offering co-curricular programs specifically designed for new students. New student programs are designed to prepare students for both short and long-term decisions, opportunities, challenges and expectations.

Student Engagement programs, specifically designed for new Rochester College students, include New Student Orientation, Warrior Week, exploration of Strengths Finder, and the Integrated Learning Seminar course.

Student Organizations

Rochester College recognizes and charters student organizations that reflect the diverse interests of our students. The department of Student Engagement encourages students to consider joining and forming organizations that connect students of similar interests. Students interested in forming a new student organization are required to complete the Student Organization Charter Application found in the Rochester College Student Portal. The following is a comprehensive, but not exhaustive, list and description of sanctioned student organizations at Rochester College:

Greek Life

Greek organizations exist to support and demonstrate the mission and values of Rochester College and Rochester College's Center for Student Life by uniting students of common interests through the integration of faith, service, learning and living.

Greek Life offers students opportunities for spiritual, intellectual, social, physical and civic growth through a range of programs and activities with a select group of peers to enhance educational and developmental experiences. The purpose of Greek Life is accomplished through formal induction ceremonies, special events and programs, regular meetings and times of devotion, serving, networking, interclub athletics, Celebration and more.

Greek Life is made of two types of fraternities/sororities: local and national. Local Greek organizations include fraternities/sororities that are unique to Rochester College and are not guided by or responsible to a governing body outside of Rochester College. Local Greek organizations include: Omicron Omega Zeta (sorority), Epsilon Theta Chi (fraternity) and Sigma Phi Delta Nu (co-ed)

National Greek organizations include fraternities/sororities that are not unique to Rochester College and have a national presence and governance with whom Rochester College has an active charter. National Greek organizations may include common interest groups, professional and/or academic organizations and national honor societies. National Greek organizations include Psi Chi (Psychology Honor Society) and Alpha Chi (National Honor Society).

Greek Life organizations are required to maintain an active charter to be fully sanctioned as a college sponsored student organization at Rochester College. Charters must be renewed annually prior to Rochester College's Fall census date (Friday after Labor Day). National associations may require charter renewals that are in addition to Rochester College's charter renewal form. Rochester College requires all national Greek Life organizations to provide evidence of membership in good standing as a part of Rochester College's Greek Life charter renewal and the charter renewal form, with instructions and guidelines, may be found in the Rochester College Student Portal.

All Greek Life organizations are required to have a minimum of two sponsors if their organization has fewer than 50 members. If an organization has 50 or more members, it must have a minimum of three institutionally approved sponsors. A minimum of one sponsor must be an employee of Rochester College. Sponsors are volunteers whose values and interests are in alignment with the institution and are 23 years of age or older. A minimum of one sponsor is required at all Greek Life events.

Rochester College fraternities and sororities are engaged in activity throughout the academic year. The most significant events in the institutional Greek Life calendar include RUSH Week, Bid-Night, Pledge Week and Celebration.

Students interested in creating a new local Greek organization must submit their application charter, constitution, the names of their sponsors and must have a minimum founding membership of 10 students prior to March 1st, in order to begin the fraternity/sorority during the following academic year. Students interested in establishing a charter of a national Greek organization must adhere to all founding requirements of the national organization, submit a copy of the national organization's constitution, provide the names of a minimum of two sponsors and have a founding membership of at least 8 students. All documentation will be provided to a committee made up of members of the Greek Life Council, the Student Government Association Executive Cabinet, and faculty staff members for vote.

Greek Life Council

The Greek Life Council (GLC) is an organization made up of all of the presidents of all Greek Life organizations. One member of the GLC will be selected, through the Student Leadership selection process, to represent Greek Life internally and externally as a Center for Student Life Student Leadership program.

Student Government

The purpose of the Student Government Association (SGA) is to support the mission of the Center for Student Life by shaping and enhancing the student experience for all Rochester College students through student advocacy and intentional student focused co-curricular programming.

SGA is led by an Executive Cabinet (Student Body President, Vice President, Secretary and Treasurer) who serve as advocates for the student body, connecting the student voice with senior college administrators. The organization also includes Senators who oversee programming councils that are intentionally formed around the interests and needs of Rochester College students. Examples of councils include, but are not limited to Diversity and Inclusion, Academics, Fundraising, Environmental, Health and Wellness, Commuters and more.

Campus Puppy Program

Rochester College has partnered with Leader Dogs for the Blind (LDB) to provide students the opportunity to raise a LDB puppy for a period of 9-12 months in preparation for the puppy to become a future guide/service dog. Students must persist through the application and selection processes to be awarded a puppy in the summer. All residential students raising puppies are required to live in Barbier Hall and must attend, at minimum, monthly meetings with an assigned puppy-raising counselor. The student is responsible for providing food, toys and crates for their puppy. Leader Dogs for the Blind provides veterinary care, preventative heartworm and tick medication, collars and leashes and other assorted equipment.

Student Events

Rochester College provides student focused events across campus throughout the academic year. Those seeking to host an event on campus are required to submit an [event request form](#) through the Rochester College student and/or faculty portal. Depending on the event, additional documentation may be required. Events must be approved prior to any event marketing, expenditures or facility usage. All event promotion and marketing must be consistent with all institutional event marketing and communication guidelines.

Heritage Events

A heritage event is an event that students participate in each year to help shape a common experience from one year to the next.

Heritage events offered annually include, but are not limited to:

Run for Your Brains: Run for Your Brains is a 5K zombie run/walk organized by Psi Chi, a national honor society for psychology, to support neuroscience outreach programs. Held in the Fall semester, participants may walk as a zombie or run as a survivor to save mankind.

Midnight Breakfast: Midnight Breakfast marks the beginning of exam week for the Fall and Spring semesters. At 11:00pm the night before the first day of exams, students gather in the Fletcher Center cafeteria for a breakfast served by members of Rochester College's faculty and staff.

Celebration: Celebration is Rochester College’s annual variety show where Greek Life organizations compete to create memorable shows centered on that particular year’s theme. Students who are not members of a Greek Life organization are encouraged to participate with a club as a “free agent” or showcase their talent through dance, song or comedy.

Emmys: The Emmys is a mock awards show that acknowledges and celebrates the best and silliest moments of the year, culminating in the awarding of the Mr. and Mrs. RC awards.

Study Abroad

All Rochester College sanctioned study abroad programs are offered through Rochester College’s Global Educational Opportunities (GEO) program. The GEO program provides opportunities for experiential learning through multiple trips designed for students to broaden their global knowledge and cultural awareness. GEO sites are continually assessed and new sites are given consideration each year. The trips vary in their timing and length, from two weeks to a full semester. The current GEO sites include Costa Rica, England, Uganda (Sustainable Development Course), the Western US (Earth Science Field Study Course) and the semester-long Vienna, Austria trip.

Community Living

Residence Life

Living on campus is an integral part of the total college-life experience. The mission of Residence Life is to foster communities that transform student lives by providing students with opportunities for value development, decision making, problem solving, leadership development, and personal faith commitment through purposeful and creative programs, practices, and services provided in a safe, residential environment. The department of Residence Life wants living on campus to be positive, enabling residents to make connections and take advantage of the many great opportunities that Rochester College has to offer.

Residence Life is staffed and structured to assist students in making personal adjustments and a smooth transition into the Rochester College community. The goal of Residence Life is to holistically impact the lives of students by creating an environment that teaches valuable life skills, integrates academic knowledge with experiences outside of the classroom, and engages them in the Rochester College community in order to instill a lifelong desire to mature intellectually and spiritually.

Resident Rights and Responsibilities

Residents in Rochester College housing possess specific individual and group rights and responsibilities which guide Residence Life staff in making decisions concerning student welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of campus life. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights for other residents.

Students Have the Right...

- To study, sleep, and be free from undue interference from noise, guests, and other distractions. Residents must respect this right by not creating disturbances or causing unreasonable noise or distraction.
- To privacy. Residents must respect this right by asking permission before borrowing or using other residents' possessions (e.g., computer, clothing, food, etc.) unless such possessions have been specified as a "shared item" between roommates. Residents must also respect each other's private time. Rochester College reserves the right to search any room or vehicle on campus at any time as explained in the Residence Life section of this Student Handbook.
- To a clean living environment. Residents must respect this right by maintaining common areas in a clean and orderly fashion. Residents must report maintenance issues and damage to rooms, suites, or common areas as soon as such issues or damage are noticed.
- To be free from fear of intimidation, physical harm, or emotional harm. Residents must respect this right by conducting themselves as good citizens and good neighbors.

Students Have the Responsibility to...

- Adhere to rules and regulations.
- Comply with reasonable requests made by staff or Rochester College officials.
- Meet established payment schedules.
- Report violations of rules and regulations to appropriate staff.
- Respect the rights of others, as stated above.
- Participate in conduct proceedings to determine appropriate standards of behavior.
- Positively contribute to the Rochester College community by participating in educational and developmental activities.
- Keep their bedroom, bathroom, lounge, and floor reasonably clean.
- Study and academically succeed.

General Residential Information

Move-In Inventory: Residents may move into their assigned residence hall during the designated check-in period provided to each resident during the summer months. New students must have completed the enrollment process prior to move-in. Returning students should have completed their housing process and be up-to-date on their student account in the Business Office. On move-in day, a Community Leader will meet with each student to review their Room Inventory Sheet. It is the resident's responsibility to make sure that all pre-existing damage is noted on this inventory sheet. The Room Inventory Sheet will be reviewed with residents at move-out. Residents are responsible for any damage to his/her bedroom, beyond normal wear and tear, that was not identified on the Room Inventory Sheet at move-in.

Move-Out Process: Students who are not returning for the following semester must move out by the assigned move-out date. This date is typically 24 hours after finals are completed each semester. The exact move-out date will be communicated to students each semester. Residents must check out with a Residence Life staff member. Failure to move out by the move-out date and time will result in a \$10 charge per hour. Failure to check out properly will result in a \$25 improper check out charge.

Holiday Breaks: The residence halls will be closed during Thanksgiving, Christmas, and Spring break. Only students given permission from Residence Life professional staff are permitted to stay in the hall over Spring break. When the halls close, residents must leave the residence hall at the provided closing time and return no earlier than the provided opening time. International students, or students living a significant distance from the campus, needing assistance finding local housing during the breaks must submit a written request at least two weeks in advance to the [Assistant Dean of Community Living](#).

Quiet Hours: Quiet hours are 10pm to 8am and there are 24 hour courtesy hours.

Damage: Residence Life will charge residents for any damage to the room beyond normal wear and tear not listed on the Room Inventory Sheet at move-in, including any necessary cleaning charges. Damages to common areas of a suite will be split between all residents unless Rochester College staff can identify the individual(s) responsible for the damage.

Fines and Special Fees: Charges and fines, which may be added to a student's account, include some of the following: excessive noise, unassembled furniture upon check out, window screen tampering or removal, improper facilities use, failure to clean, lost or improper key usage, room change fees, late check-out, improper check-out, damage, etc. More information on these fines and special fees can be found on the Rochester College website. Second time offenses will also result in a meeting with the building Area Coordinator to clarify expectations. Third time offenses will result in a meeting with the Area Coordinator or the Assistant Dean of Community Living and may also result in loss of housing privileges. Damages to the facilities due to inappropriate usage will result in a fine to cover the cost of repairs to the facility. Continued misuse will result in the possible loss of housing privileges. The fine and cost of repairs may be waived at the discretion of the Area Coordinator and/or the Assistant Dean of Community Living.

Open House: Rochester College allows visitation privileges for its residents. This enables students to interact with one another for academic and social purposes. The privilege permits guests of the opposite gender in a resident's room. These visitations and guest privileges may be revoked at any time to any and all parts of a living area. The Area Coordinator in each building reserve the right to terminate an open house in the residence halls due to excessive, disruptive behavior, disrespect for others, or any other circumstance deemed an interference.

Open house visitation hours are 7pm to 10pm Sunday through Saturday. No person is permitted on the wing/floor, hallways, or stairwells of a living area of the opposite gender except during open-house hours. The door to the resident's room must be wide-open at all times, no individual is allowed to lie on any bed in rooms with guests, and there must be adequate lighting in all rooms when visitors of the opposite gender are present. All guests must be escorted while in the building. The resident hosting a visitor is responsible for all actions of his/her guest. All lobbies are open for co-ed visitation at all times. Lobbies may be closed at certain times at the discretion of the Residence Life staff.

Opposite Gender Guests: Residents may not have a person of the opposite gender in their room except during open house hour this includes family members without permission of a Community Leader and/or the building Area Coordinator. Failure to obtain permission may result in disciplinary action, suspension, or loss of housing privileges. Single Palmer Hall residents may have non-family guests of the opposite gender during the hours of 6:00am to 1:00am. No overnight non-family guests of the opposite gender are permitted in the apartments.

Overnight Guests: Residents may have overnight guests of the same gender. Guests of the opposite gender are not allowed overnight guest privileges. Guest day visits and overnight accommodations are a privilege and may be discontinued by the Area Coordinator and/or Assistant Dean of Community Living at any time. All overnight guests must be registered no later than 24 hours before the night of their stay in the case of a personal emergency that necessitates contacting the guest in a timely manner as well as in the case of a safety emergency such as fire or natural disaster leading to an evacuation of the residence halls. A guest registration form for all minors should be completed and returned to the building's Area Coordinator at least 48 hours in advance of the stay. Rochester College reserves the right to refuse permission for overnight guests. Residents are responsible for their guests and are subject to disciplinary action (including payment of any damages) if their guest violates college policies. At Rochester College events, students and their guests are expected to behave respectfully and in the spirit of the occasion. Guests should be at least 15 years old and comply with College guidelines. Guests may not stay more than two consecutive nights in a month without advance permission from the Area Coordinator of the residence hall.

Hall & Floor Meetings: Meetings are mandatory and will be held at a time when most residents are naturally present in the hall. Meetings provide an opportunity for information sharing and problem solving. Absences must be approved in advance by the building Area Coordinator. Residents who fail to attend without granting permission from his/her Area Coordinator may be subject to a fine.

Weapons & Hazardous Materials: For the safety of the campus community, students may not use or store any weapons or dangerous materials on themselves, in their rooms, or vehicles parked on campus. All weapons including but not limited to firearms, spear, pellet or paintball guns, ammunition, knives with blades longer than 2.5 inches, slingshots, bows and arrows, martial arts weapons, swords, toys that could be mistaken for real guns, explosives, fireworks, flammable or hazardous materials are prohibited. Violations will result in disciplinary action.

Fire Prevention: Candles, incense, grills, toaster ovens, space heaters, halogen lamps or any open flame devices prohibited in the halls. Residents found violating this policy will be fined and/or disciplined, including possible loss of housing privileges. Mandatory fire drills will occur each semester in each hall. Other fire safety measures and policies will be outlined in hall meetings each semester.

Animals and Pets: For health and sanitation reasons, all pets except small fish in a 10 gallon tank are prohibited. If animals or pets are found in a resident's room the animal(s) will be removed and all the occupants of the room may be required to pay a fine.

Electrical Appliances: Residents are permitted to use light electrical appliances and electronics such as small refrigerators (4 cubic feet or less and one per room), clocks, radios/stereos, televisions, DVD/Blu-Ray players, games systems, computers, printers, etc. Other appliances such as microwaves, ovens, broilers, hot plates, fryers, heaters or air conditioners are prohibited. There is limited electrical service, and these are potential fire hazards. George Foreman grills are only permitted in public kitchens and must be accompanied the entire time they are plugged in. Such items should be unplugged when not in use and should be cool to the touch before they are stored. Residents may not cover ventilation openings on TVs, stereos, or radios. Appliances and electronic items may only be used with proper power strips. If the cord of an appliance or electronic item is frayed or damaged, the

appliance or item is no longer safe and may not be used in the suite. Residents must unplug all appliances and electronic items before leaving for an extended period of time. Residents may not overload circuits by plugging too many devices into one outlet. If Residence Life determines that a resident is overloading a circuit, a Residence Life staff member will ask the resident to remove some items from the circuit. Residents must comply with such a request, and the failure to comply with such a request may result in disciplinary action.

Right to Search and Enter: Rochester College is a private institution on registered private property. Rochester College reserves the right to search any room or vehicle on campus at any time if there is reasonable cause to believe a violation of Rochester College, local, state or federal regulations or laws has occurred. A Rochester College administrator must approve any such searches. Rochester College staff also have the right to enter a room for routine safety and cleanliness inspections and maintenance.

Periodic Safety Inspections: Residence Life staff and Operations staff may periodically inspect suites, including bedrooms and bathrooms, to ensure that no safety hazards exist. During the safety inspection, Rochester College staff will check for malfunctioning appliances, unreported damage, and that the residence hall room is being kept in an overall clean and safe condition. Following the inspection, Rochester College staff will leave the residents notice that the inspection was completed and of any follow up that may be necessary.

Maintenance Inspections and Repairs: Rochester College staff may enter suites and inspect common areas and bedrooms and bathrooms in the course of routine maintenance inspections. These inspections are designed to alert staff to maintenance and upkeep needs, to prevent short- and long-term damage to buildings, and to prevent unnecessary charges or fees to residents. Rochester College will attempt to provide residents with at least 24-hours' notice before conducting one of these routine inspections, but this may not always be possible. Following the submission of a work request, maintenance staff will attempt to repair the issue as soon as possible. Rochester College staff will knock and announce themselves before entering the suite. If, after three attempts, no one opens the door, Rochester College staff may open the door and enter the suite without a resident present. Following the inspection, Rochester College staff will leave the residents notice that the inspection or repairs were completed and of any follow up that may be necessary.

Discovery of Violations or Contraband During Inspection: If, during an inspection, a Rochester College staff member observes evidence of a violation of the Code of Conduct, Residence Life policies, Rochester College's rules and regulations, or of a federal, state, or local law, the staff member may contact appropriate authorities who may enter the bedroom or bathroom to further investigate. If an inspection reveals contraband or an item that is likely to cause a safety threat to the building or the community, Rochester College staff may confiscate the contraband or item without the consent of the resident. If evidence of a violation of the Code of Conduct, Residence Life policies, Rochester College rules, or federal, state, or local law is discovered during an inspection, the resident(s) of the suite may be subject to further investigation and discipline. If Rochester College staff discovers, during the course of an inspection, evidence of illegal activity, staff may refer the matter to law enforcement personnel for further investigation and possible prosecution.

Solicitation: To ensure the safety and privacy of all residents, solicitors including students are not permitted to post flyers, to market any product or service on campus without prior permission from The Center for Student Life. The Center for Student Life must stamp all flyers for approval in order for them to be posted.

Campus Mail: Mail for residential students is received on campus to central mail sorting facility in the Gallaher building and then delivered in bulk to the Center for Student Life. Once received at the Center for Student Life mail is sorted and distributed by staff within each residence hall. If residents are experiencing problems with the mail, please contact the The Center for Student Life.

UPS, FedEx and DHL Packages: Packages shipped by UPS, FedEx or DHL are delivered directly to the mailroom in the Gallaher Building by the carrier. Once received at the mailroom, packages are logged and residents should receive an email from the campus mail personnel. If residents have the tracking information for a package and residents are not certain if it has been received on campus yet, he/she may utilize the tracking features provided by the shipping vendor. When having items shipped by the above carriers, please use the following address format.

800 W Avon Rd
Rochester Hills, MI 48307

While the campus mail office personnel take reasonable precautions with incoming packages, the mailing office and its personnel cannot be responsible for replacement cost of missing packages, including those signed for by campus mail personnel. If this arrangement is not acceptable, residents should make alternate shipping arrangements. Because space is limited, residents should pick up packages in a timely manner. Only the person to whom the package is addressed may retrieve the package.

Media: Residents may not knowingly permit members of the media to enter Residence Life facilities without the approval of the Dean of Students.

Emergencies: In the event of an emergency on campus please call 8-911 if using an on-campus phone to reach local or county emergency services. Also contact Campus Security at 248.765.8013 or x2911 from any on campus phone and, if residence hall related, also contact a Community Leader or Area Coordinator immediately

Reporting Facility Problems: Residential facilities are maintained in a cooperative effort between Residence Life, Operations, and Housekeeping departments. Residents should assist these departments by reporting maintenance or housekeeping problems. This can be accomplished by reporting the problem via email to helpdesk@rc.edu or to the Area Coordinator or Community Leader via email. Rochester College operations, housekeeping and security personnel reserve the right to enter rooms for repairs and for safety inspections. Residents will be notified by maintenance by leaving a written notice indicating repairs were completed. In case of emergency involving water or electrical outages residents should contact Operations at 248.765.8013 or x2911 from on campus, and his/her Community Leader immediately.

Furniture: Furniture has been placed in rooms and common spaces with student's comfort and convenience in mind. All furniture must remain in the room to which it has been assigned. The college does not take any responsibility in storing unused room furniture. Lobby, laundry or kitchenette furniture may not be taken into individual rooms. Furniture may not be moved outside of the building. A fine will be assessed if furniture has been relocated. All room furniture must remain in the room to which it is assigned even if only one person is living in a double occupancy room. In such cases when a resident is not paying for a private room and is awaiting

a possible roommate, the resident must keep all furniture assembled and ready for the new occupant. All furniture must be fully assembled upon checking out of the room.

Resident Responsibility: The housekeeping staff cleans public areas within the residence halls and throughout the campus. Residents are responsible for picking up after themselves in all areas and within their own rooms, suites, and baths. Room checks to determine cleanliness, damage and maintenance needs are done periodically. Unsatisfactory conditions will be reported and an unsatisfactory cleanliness check may result in a \$25 fine. In addition to the fine, further costs or discipline may be used for damages incurred or to encourage cleanliness or cooperation. Continued uncleanliness or room damage may result in a resident being required to move off campus. All residents are jointly responsible for the protection of the residence hall, its furnishings and its equipment. Rochester College will investigate unidentified damages and costs may be passed on to the residents if responsible parties cannot be determined. Disciplinary action may be taken if appropriate.

Trash: Residents are required to dispose of their personal trash by bagging it and taking it to the dumpster behind Alma Gatewood Hall. Halls, walkways, and common spaces are to be kept clear of trash, boxes, shoes, and other obstructions. Failure to do so will result in a fine to the individual(s) responsible.

Personal Property Insurance: All personal property of residential students is solely the resident's responsibility at all times. Rochester College is not liable for any property loss or damages under any circumstances, including theft, fire, water, or any other casualty loss. It is highly recommended that residential students purchase rental insurance or a modified homeowner's policy to cover their possessions in a residence hall environment. Residents should complete an Incident Report and submit it to the Area Coordinator if items are stolen or misplaced, in order to document the situation for insurance claims, as well as make Rochester College aware of the incident. Students are also encouraged to file a report with the local authorities when theft occurs.

Academic Requirements for Residency: Students must be full time (12 enrolled in at least nine credit hours) to live in the residence halls. Those students enrolled in fewer than twelve nine hours must apply for an exception from the Assistant Dean of Community Living in order to live on campus. Students dropping to fewer than twelve hours during a semester must first request permission to remain in the residence hall. Please note that permission is not automatically granted.

Academic Dismissal: Any student who, while on academic probation, earns less than a 1.0 cumulative GPA may be removed from campus housing. Residence Life staff will terminate their housing form for the next semester. Any resident who is removed due to not meeting the GPA requirement will have the option to appeal their case. The student will still be responsible for any unpaid Residence Life fees.

Room Assignments and Room Information: RC reserves full rights to assign and reassign residents to specific suites. Residence Life staff may move a resident to another room if staff believes such a move is in the best interest of RC, the resident, or other residents. Students must comply with a request to change rooms. Room consolidation will occur throughout the academic year as spaces become vacant.

Current students may apply for college housing online at rc.edu/reservemyroom beginning of Spring semester of each year. Residence Life staff cannot guarantee any specific rooms requests. Rooms are granted on a first come, first serve basis. New students who have completed the enrollment process will receive their housing assignment the summer of the year they will begin attending Rochester College. Reservations for spring semester will be processed in a similar manner and time frame.

Room Changes / Private Rooms: No room change requests will be granted during the first two weeks of each semester except in cases of emergencies. The room change procedure is outlined on the Residence Life website. Residence Life staff will consider all requests but requests are not guaranteed.

Private rooms are not always available. Rochester College reserves the right to fill private rooms with those persons having specific documented physical or other medical needs prior to attempting to honor personal requests from students. Students who request a private room and do not have a documented physical or other medical need will have an extra charge per semester. Private room requests are processed on a first come, first serve basis, with priority given to returning students. Students may be added to the private room waiting list by contacting Residence Life Staff. Students will be contacted by Residence Life Staff when a private room becomes available for them.

Rochester College reserves the right to assign individuals to different rooms or residence halls. These reassignments may occur if it is determined that the move would better serve the needs of all parties involved.

Roommate Conflict Resolution: Roommate conflicts are a natural part of learning how to live with someone and sharing space. When conflict occurs, Residence Life staff first want the roommates to try and resolve the conflict on their own. If this is unable to happen, residents can get Resident Life staff involved to help mediate the disagreement.

The things that Residence Life considers when address conflicts are outlined below. Part of this process can be done without the help of Residence Life. If residents are having problems, try these steps first, or get in touch with a Community Leader to help work through the conflict.

Talk to Each Other: Communication is key in any conflict. Most conflicts begin from not communicating enough or clearly with each other. This means that residents should have an honest face-to-face conversation (not via electronic communication). If/when residents talk to their Community Leader or Area Coordinator about an issue, one of the first questions that staff will likely ask is whether or not the residents have talked about the issue. If the residents have, Residence Life staff will move on of from there. If residents have not spoken to each other, staff will talk about how to prepare or be involved in that initial conversation. If a resident is physically injured by another resident or a guest or is fearful of another resident or guest, or if a resident knows that another resident is fearful of or has been injured by a resident or guest, the resident should notify Residence Life staff immediately.

Talk to Your Community Leader: Community Leaders are a great resource if residents find themselves in this situation. Community Leaders can help residents talk through a plan for communicating so they feel prepared to have a conversation with their roommate(s). Or Community Leaders will sit down with everyone involved to mediate a conversation covering what the issues are, how to compromise and how to live well together moving forward.

Talk to Your Area Coordinator: If residents are still having issues after meeting with their Community Leader, reach out to the building Area Coordinator and ask for assistance in mediating the conflict. Recognize, however, that it may be a couple of days before residents can schedule a meeting with the building Area Coordinator.

Change Rooms (If Necessary): Residence Life's goal is that through this process, staff members and residents can work through the conflicts and learn to respect each other on a deeper level by accommodating for each member involved in the conflict. However, if through this process staff members still are not able to work through the conflicts, then the building Area Coordinator can help residents find a different rooming situation that is (hopefully) better for everyone involved.

Residency Requirements: Rochester College recognizes the experience of living on campus as a valuable part of every student's college experience. The residential experience at Rochester College provides students with opportunities to grow and examine issues including value development, decision making, problem solving, leadership development, and personal faith commitment. All first and second year students are required to live on-campus or off-campus. Please be aware that many scholarships are granted based on living on campus in the residence halls, so check with Financial Services to ensure no loss of scholarship will occur if a student choose to not reside on campus.

The campus residency requirement is determined by the years out of high school, not the number of college credit hours earned. First-year students who have recently graduated from high school will live in residence halls designated for first year students. Students completing their second year of post-secondary education will live in residence halls designed for upperclassmen. The exceptions to the residency requirements are as follows:

- **Local Residency:** Students physically residing with parent(s) or legal guardian(s)
- **Age:** Students 21 years of age or older by the first day of classes each semester
- **Family Status:** Students who are currently married or custodial parents (please provide a copy of your marriage license or child's birth certificate)
- **High School Graduation Date:** A student has graduated from high school more than two years prior to the beginning of the fall semester. (Home schooled students and high school students enrolled in college classes earning dual credit are not exempt from the residency requirement.)
- **Minimal Hours:** Students enrolled in fewer than twelve (12) credit hours
- **Military Service:** Students who have served at least two years of continuous active military duty (please provide a copy of your DD-14 or discharge paperwork)
- **Medical/ADA Concern:** A student has a documented medical/ADA concern submitted and verified through the Accommodations Officer

Students living off campus who are not eligible will be subjective to disciplinary action for non-compliance with the Rochester College Residency Requirement and charged for the current value of two semesters of on-campus housing for the academic year.

Applying for Off-Campus Living: If a student prefers to live off-campus and one of the above qualifications applies to his/her situation, the students would need to complete an Off-Campus Application found on the Rochester College website. All students who live off campus are required to complete the Off-Campus Application every year.

If students feels they has extenuating circumstances which deserves consideration for off-campus residency, that student must complete the Off-Campus Appeals Form prior to seeking accommodations off-campus. The Off-Campus Appeals Form is found on the Rochester

College website. Students are required to complete the Off-Campus Appeals Form every year. After the Rochester College Housing Committee reviews the Off-Campus Appeals, the student will be contacted by Residence Life staff regarding the request.

Part Time Students: All residential students must remain registered as full-time students (at least 12 credit hours). If a student wishes to drop below 12 credits hours and desires to continue living on-campus, he/she must first complete a Part Time Student Agreement Form with the Center for Student Life. If a student stops attending class without completing a formal withdrawal through the academic center, that student will be asked to move out of the residence halls.

Meal Plan: All students living on campus in traditional residence halls are required to purchase a college meal plan. Exemptions of the meal plan are accomplished by complete a Meal Plan Modification/Exemption form located on the Student Portal. Modifications are usually only granted with student who have completed the ADA Accommodations process.

Residence Life Policies

Approved and Prohibited Items

Residents may not bring any other appliance or electronic item into the residence halls unless the item is identified below as a pre-approved item or unless the resident is granted specific approval by Residence Life staff. Under no circumstances may a resident bring or allow to be brought into the apartment any of the items identified below as a prohibited item.

Approved Items:

- Bedding
- Hangers
- Desk and Floor Lamps with Bulbs (Non-Halogen)
- Laundry Detergent
- Fabric Softener
- Prescription Medication
- Personal Computers and Accessories
- Power Strip with Surge Protector
- Mini Fridge (Must be under 4 cubic feet)
- Portable hair dryers
- Desk fans
- Video game systems
- Bathing Supplies and Towels
- Throw Rugs
- Trash Can and Trash Can Liners
- Dryer Sheets
- Cleaning Supplies
- Alarm Clock
- Ethernet Cable
- TV
- Coffee makers
- Curling Irons
- DVD players

Prohibited Items:

- Hot Plates
- Candles and Wax Heaters
- Mug Warmers
- Weapons of Any Kind
- Water Pipes/Hookah
- Hoverboards
- Combustive Chemicals
- Live trees (e.g, holiday trees)
- Large Potted Plants
- Mattresses
- Lofts
- Oil Lamps
- Microwaves
- Toaster
- Subwoofers
- Alcohol
- Grills
- Halogen lamps
- Waterbeds or other water-filled furniture
- Pets (caged or uncaged)
- Air conditioners
- Incense
- Dart boards and darts
- Appliances with exposed heating coils

-Window A/C units

-Space heaters

-Pressurized canisters (i.e. CO2 and scuba equipment, helium tanks, and spray paint)

Room Decorations: Residents are encouraged to tastefully decorate their room to reflect their own personality. Nails, tacks and tape damage the walls and should not be used. Residents will be charged for such damage. Residents may use 3M Command picture hanging strips and sticky-tack/mounting tape, some of which may be available in the campus store as long as properly removed. Only spring-loaded rods may be used for curtains. Students may not paint their rooms nor use wallpaper or border trim. Décor that may be considered inappropriate must be removed. Continued violation of décor regulations may result in fines and/or discipline. Students must remove all decorations and tape or other residue upon check out.

Storage: Rochester College has no space for residents to store items outside their assigned room. No college furniture or items belonging to residents may be stored outside the room. Items left or stored outside a room will be disposed and residents will be charged and/or fined for disposal and/or violation of housing regulations. No items may be placed under the stairs or in the hallway per fire code regulations. There are companies in the area that rent storage spaces. For more information contact The Center for Student Life.

Security: Each residence hall bedroom door has lock and Rochester College ensures that the locks are maintained in working order. Residents should report malfunctioning locks immediately to Community Leaders and the Help Desk. Residents may not affix any additional locks on bedroom/bathroom doors. Residents may not undermine the use of room security by disabling locks. This includes any action which prevents the bedroom lock from functioning as intended. In addition, window screens should not be removed by students for any reason. Residents may not use emergency exits or windows for entry or exit of the building except in emergency situations. Residence Life staff encourages residents to purchase small lock boxes or safes to keep in their personal bedrooms for the storage of personal valuables. Residents may not allow any other individuals to use their ID and room keys to enter the residence halls or individual rooms. Any unauthorized use will result in disciplinary actions. Rochester College is not responsible for damages to personal property in a resident's suite/bedroom. Residence Life encourages residents to obtain renters insurance. Fire doors should never be propped open by residents.

Hall Sports: Sport activities are not permitted inside the residence halls. This includes, but is not limited to, throwing objects, rough-housing, water fights, and roping. Active use of bicycles, skateboards, rollerblades/skates, scooters, or other related equipment is prohibited to use within campus housing facilities. The use of drones or aerial vehicles is prohibited within all Residence Life facilities and surrounding areas.

Business Operation: Residents are not permitted to operate a business within any residence halls.

Windows: Hanging, climbing, or attempting to climb on/within buildings is prohibited. Throwing, shooting, or dropping any object (including liquids) within or from any residence hall is prohibited. Residents are not permitted to remove window screens.

Pranks: Pranks are considered a serious offense to community living. Individual or group activities that result in disturbances or distress to others or that cause damage or destruction to property are prohibited. Using or attempting to use college property in a manner inconsistent with its designated purpose is also prohibited. Residents who participate in pranks will be referred to Student Conduct.

Failure to Comply: Residents are expected to comply with all reasonable requests and instructions of Residence Life staff members in the performance of their duties. Residents must cooperate with staff, provide accurate information, and properly identify themselves to Residence Life staff members when those staff members are in the performance of their duties. Residents that fail to identify themselves with student ID or who are disrespectful to staff will be referred to Student Conduct.

Emergency Protocols

Safety and Security Protocols: In the event that an emergency arises, it is the goal of Rochester College and Residence Life staff that all residents are fully prepared and know what to do and how to respond. Resident safety is of the utmost importance. Community Leaders will meet with all students at the beginning of each contract term to review emergency protocols. Residents should be aware of all protocols and take all alarms, threats, and warnings seriously.

Tornado: Tornadoes can occur at any time, but are more prevalent during the Spring months. They are usually a funnel-shaped cloud, spinning rapidly and extending toward earth from the base of a thundercloud. When close by, a tornado sounds like the roar of airplanes.

In the case of severe weather or a tornado, residents will be notified by his/her Community Leader or the building Area Coordinator to be directed down stairways and/or the building's basement. Suitemates should check to make sure other suitemates are exiting their room. Residents should take keycards and close all doors. Flashlights are not provided by Residence Life. Residents should consider obtaining flashlights for their suite in the event of a power outage or extreme weather. Candles are prohibited.

Tornado Watch

A tornado watch means that conditions are favorable for the development of a tornado. A tornado watch will be announced only through local radio and television (no sirens). Although tornado watches are issued frequently, residents should be prepared to take appropriate action, should threatening weather develop.

Tornado Warning

A tornado warning means that a tornado has been sighted, and Rochester College is in its path. The County Emergency Management Agency will activate its siren. The siren will issue a steady tone for three to five minutes. If residents hear the siren, they should proceed to the designated areas as discussed above.

Bomb Threat

In the event a bomb threat is received:

- Residents will be evacuated immediately from the building. Residents should stand at least 100 feet from all buildings.
- No one may re-enter the building until clearance is given by Rochester College staff or the Residence Life professional staff. Should it be determined that the individual responsible for the bomb threat is a student, the college will initiate immediate disciplinary action and refer the student for criminal prosecution.

Fire Alarm: All bedrooms and common areas are equipped with heat detectors. Should the heat detector in a resident bedroom goes off, it will trigger the entire building system. When the

fire alarm is triggered, residents should exit their room, pull the door to their bedroom and suite shut (to prevent the fire from spreading), and exit the building.

When a fire alarm sounds, residents should always respond as if it is a real fire. Residents should immediately exit the building. Procedures for exiting during a fire alarm are as follows:

- Feel all doors and door knobs for heat on the other side with the back of your hand before opening them. If a door is hot, do not open it. If a door is not hot, open it cautiously and be prepared to quickly shut it if smoke or flames start to rush in. If no flames or smoke rush in, look out and check the hallway. If it is clear, close the door behind you and walk to the nearest exit. Take stairs to the ground level and exit the building. Once students have exited the building, they should meet in the designated evacuation area and find their floor so that staff can properly account for all students. Follow all instruction of Residence Life staff and other Rochester College officials. Always stay 25 feet away from the building and away from areas that firefighters need access to.
- If smoke or flames rush into a suite, close the door quickly. If there is time, place a wet towel under the door to prevent smoke from entering the suite. If possible, residents should close themselves into a bedroom with a window, again closing the door and placing a wet towel under the door. Residents should open windows and hang a towel outside for someone to see. If resident have a cell phone or there is a phone nearby, they should call 911 and tell them which room they are trapped in and the location of the fire. Remain calm and stay on the line with the operator. If residents do not have a working phone, residents should go to their open window and start yelling for help. Rochester College staff and firefighters should be inspecting the outside of the building looking for anyone in distress.
- Residents should remain in the designated evacuation area with their floor group until an all-clear is sounded or they are instructed that they may return to the building. If the building remains unsafe to re-enter, residents will be relocated for the evening and given instructions by Rochester College staff.

Knowingly or negligently causing or attempting to cause a fire in a college building and initiating or causing to be initiated any false alarm, report, warning, or threat of fire, explosion, or other emergency is prohibited and a cause for disciplinary action. Misuse or damage to fire safety equipment such as fire extinguishers, exit signs, first aid kits, or emergency supplies is also prohibited and a cause for disciplinary action. Failure to evacuate the building during fire drills or fire alarm activations is cause for disciplinary action.

Fire Extinguishers

If a fire is minor and a resident feels safe handling it, all residential buildings are equipped with fire extinguishers. To use a fire extinguisher:

- **P**ull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.
- **A**im at the base of the fire, not the flames. This is important--in order to put out the fire, you must extinguish the fuel.
- **S**queeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
- **S**weep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on the fire extinguisher--different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!

Once the fire is out completely, residents should call 911 and find a staff member to file a report. Firefighters should still be called to the scene to assess the cause of the problem and make sure the fire is completely out.

Campus Lockdown: e2Campus is Rochester College's emergency notification service provided free to students, faculty, and staff. This system is used to send safety alerts and advisory messages immediately to all phone numbers provided by RC students, faculty, and staff. In the case of a campus lockdown, residents will receive notification via the e2Campus system and a campus message will be sent.

During a campus lockdown, residents are asked to remain where they are, lock doors to bedrooms, stay clear of windows, and wait until an all-clear message is sent or directions are given through the e2Campus system or by Rochester College professional staff. If a resident feels that he/she is in immediate danger and is unable to relocate, the resident should call 911.

Emergency Contacts: Residence Life may contact individuals identified by a resident as emergency contacts at any time Rochester College deems such contact appropriate. Students will also be asked to leave an emergency contact in case they are reported as missing. This contact will be kept confidential and will only be used for the purpose of a missing person report.

Missing Person Policy: A missing person is anyone whose absence is contrary to his/her usual pattern of behavior, and it is suspected that unusual circumstances may have caused the absence. Residence Life will ask residents to provide a missing person contact during the Housing Application process. This information will be stored separate from the emergency contact information collected and will only be used for the purpose of a missing person. Residence Life will first attempt to locate the individual. If Residence Life staff is unable to contact the individual, we will notify the missing person contact provided by the student within 24 hours of determining the student is missing. Residence Life will also contact the parent of any student under the age of 18.

Residence Halls

Alma Gatewood Hall: Alma Gatewood Hall (AG), Rochester College's three-story residence hall, traditionally houses first year students. This building houses up to 132 students, with both male and female floors. Located on each floor of AG is a laundry room/kitchenette area with three washing machines and three dryers, one sink, one stove, and one microwave. Furnishings for each room include two beds, with loft and bunk capabilities, a walk in closet or wardrobe option, two desks, two hutches, a dresser, and a chair for each resident.

Ferndale/Hoggatt Hall: Ferndale/Hoggatt Hall are two separate wings that houses male and females. Ferndale/Hoggatt Hall typically houses students who have completed at least 30 credit hours or two semesters at Rochester College, and who are under the age of 25. Located on the first floor of each wing is a kitchen area with one stove, one sink, and counter space. The laundry facility is located on the first floor and has five washing machines and six dryers. Furnishings in each Ferndale/Hoggatt room include two beds, with loft and bunk capabilities, two wardrobes, two desks, two hutches, two dressers, and a chair for each resident.

Barbier Hall: Barbier Hall is home to Rochester College Living/Learning Communities. Currently, the Living/Learning Communities are focused on Rochester College's Leader Dog for the Blind Program. More information on this program can be found on the Rochester College website. Barbier Hall also houses private rooms for upperclassmen. If residents would like to be added to the waitlist for a private room, please contact Residence Life staff. Each floor of

Barbier Hall has a large community bathroom with private showers and individual vanities. Laundry facilities are located on the first floor with washer and dryer capabilities. Furnishings in Barbier Hall include two beds with loft and bunk capabilities, a walk in closet or wardrobe, one desk, one hutch, a chest of drawers, and a chair.

Palmer Hall: Palmer Hall is Rochester College's one-story building with eight studio apartment units. Palmer Hall is ideal of residents who are 25 years or older and married couples seeking to live on campus. The apartment units are carpeted, with a walk in closet and a small bathroom. Five of the units offer kitchenettes with one refrigerator, one stove, counter space, and kitchen cabinets. The laundry facility is located on the first floor of Ferndale/Hoggatt Hall and has five washing machines and six dryers. Students interested in living in Palmer Hall must contact Residence Life staff in advance of the semester, with priority given to married couples.

Dining Services

The Fletcher Center Cafeteria, operated by Aladdin Food Management Services, LLC, is located in the lower level of the Associates Campus Center building and provides several dining concepts to cater to different diets and preferences similar to a food court. Three meals are served daily except on Saturday and Sunday where brunch and dinner are provided. Wireless Internet is also offered in the cafeteria.

Residential Meal Plans: The basic meal plan contains 19-meals per week and \$100 credited on ID card. Residents requesting modification or exemption status must complete a meal modification/exemption form available on the Rochester College Student Portal. Resident should please include documentation to support their request. Requests for exemption are usually approved only when medical conditions dictate that the College meal plan or any modifications of the meal plan are unable to meet the needs of the student.

Commuter Meal Plans: Students who commute to campus can purchase a meal plan, a block of 15, 50 or 75 meals, or deposit money onto the ID Card declining balance feature through the Business Office. Students without a meal plan will be required to pay cash at the door or use available funds on their ID Card.

Student Code of Conduct

PREFACE

Core Values of Student Conduct at Rochester College

- **Integrity:** Rochester College students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community:** Rochester College students build and enhance their community.
- **Social Justice:** Rochester College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

- **Respect:** Rochester College students show positive regard for each other, for property and for the community.
- **Responsibility:** Rochester College students are given and accept a high level of responsibility to self, to others and to the community.

Rochester College students are responsible for knowing the information, policies and procedures outlined in this document. Rochester College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies and procedures.

SECTION 1: PHILOSOPHY STATEMENT

The Rochester College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Center for Student Life is committed to an educational and developmental process that balances the interests of individual students with the interests of the Rochester College community.

A community exists on the basis of shared values and principles. At Rochester College, students are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Code of Conduct*. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

Each member of the Rochester College community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the policies below, campus conduct proceedings are used to assert and uphold the *Student Code of Conduct*.

The student conduct process at Rochester College is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of Rochester College policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

SECTION 2: JURISDICTION

Students at Rochester College are provided a copy of the *Student Code of Conduct* annually in the form of a link on the Rochester College website. Hard copies are available upon request

from the Center for Student Life. Students are responsible to read and abide by the provisions of the *Student Code of Conduct*.

The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all organizations affiliated with Rochester College. For the purposes of student conduct, Rochester College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in Rochester College.

The *Student Code of Conduct* applies to behaviors that take place on the campus, at Rochester College-sponsored events and may also apply off-campus when the Chief Conduct Officer (Dean of Students) or designee determines that the off-campus conduct affects a substantial Rochester College interest. A substantial Rochester College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the institution;

The *Student Code of Conduct* may be applied to behavior conducted online, via email or other electronic mediums. Students should also be aware that online postings to blogs, websites, chat rooms, social networking sites, and/or other digital media are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. The college does not regularly search for conduct violations in the online setting, but may take action if, and when such information is brought to the attention of college officials.

The *Student Code of Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Rochester College may seek resolution of violations of the *Student Code of Conduct* committed against them by members of the Rochester College community.

There is no time limit on reporting violations of the *Student Code of Conduct*; however, the longer someone waits to report an offense, the harder it becomes for Rochester College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit Rochester College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Center for Student Life and/or to Campus Security.

Rochester College email is Rochester College's primary means of communication with students. Students are responsible for all communication delivered to their Rochester College email address.

SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the *Student Code of Conduct*. When an offense occurs over which Rochester College has jurisdiction, Rochester College's conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Rochester College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined below, on p. 15). Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing from the Assistant Dean of Community Living to show cause of why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and Rochester College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, Rochester College will only delay its hearing until it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two weeks from notice of the incident unless a longer delay is requested in writing by the complaining victim to allow the criminal investigation to proceed before the Rochester College process continues.

Students accused of crimes may request to take a leave from Rochester College until the criminal charges are resolved. In such situations, Rochester College procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

SECTION 4: DEFINITIONS

1. The term "College," "Institution," or "RC" means Rochester College.
2. The term "student" includes all persons enrolled in courses at Rochester College, both full-time and part-time, pursuing undergraduate, graduate, and those who attend post-secondary educational institutions other than Rochester College and who reside in the Rochester College residence halls. A person who is not officially enrolled for a particular term but has a continuing relationship with Rochester College is considered a "student."
3. The term "faculty member" means any person assigned by the College to conduct classroom activities.
4. The term "College official" includes any person performing assigned administrative or professional responsibilities on behalf of Rochester College.

5. The term “member of the College community” includes any person who is a student, faculty member, College official or any other person employed by Rochester College. A person’s status in a particular situation relative to this code shall be determined by the Chief Conduct Officer.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by Rochester College including adjacent streets and sidewalks.
7. The term “organization” means any number of persons who have complied with the formal requirements for recognition of an organization at Rochester College.
8. The term “Student Conduct Body” means any person or persons authorized by the Chief Conduct Officer to determine whether a student has violated the Rochester College Student Code of Conduct and recommend imposition of sanctions.
9. The term “Conduct Officer” means a Rochester College official authorized on a case-by-case basis by the Chief Conduct Officer to impose sanctions upon students found to have violated the Rochester College Student Code of Conduct. The Chief Conduct Officer may authorize a conduct officer to serve simultaneously as a conduct officer and the sole member or one of the members of a student conduct body. Nothing shall prevent the Chief Conduct Officer (Dean of Students) or the Assistant Dean of Community Living from serving as conduct officers or authoring the same conduct officer to impose sanctions in all cases.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.
12. The term “Chief Conduct Officer” means a Rochester College official authorized by the President to be responsible for the ongoing or temporary administration of the Rochester College Student Code of Conduct.
13. The term “policy” is defined as the written regulations of Rochester College as found in, but not limited to, the Rochester College Student Code of Conduct and the Student Handbook.
14. The term “complainant” refers to the individual or individuals who bring forth a complaint against another student. A complainant could be any member of the Rochester College community, including, but not limited to Residence Life professionals and Campus Security.
15. The term “respondent” refers to the student or students accused of a violation of the Rochester College Student Code of Conduct.
16. The term “information” includes, but is not limited to, any and all pertinent records, exhibits and written statements relating to an incident and/or violations of the Rochester College Student Code of Conduct.

17. The term “proceedings” refers to all activities related to a non-criminal resolution of an institutional conduct complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.
18. The term “results” refers to any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.
19. The term “advisor” refers to an individual who provides the accuser or accused support, guidance, or advice. An advisor may not participate directly in an administrative hearing and/or hearing process nor may an advisor address any participant in the administrative hearing and/or hearing process other than the student the advisor represents. An attorney will not be allowed to serve as an advisor.

SECTION 5: STANDARDS OF CONDUCT

A. Core Values and Behavioral Expectations

Rochester College considers the behavior described in the following subsections as inappropriate for the Rochester College community and in opposition to the core values set forth in this document. These expectations and policies apply to all students, whether undergraduate, graduate, doctoral, or professional. Rochester College encourages community members to report to Rochester College officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

1. Integrity: *Rochester College students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:*

1.1 Dishonest Actions, including but not limited to the following:

- a) Cheating, plagiarism, or other forms of academic dishonesty. Acts of academic dishonesty are outlined in the *Course Catalog*;
- b) Furnishing false information to any Rochester College official, faculty member or office;
- c) Forgery, alteration, or misuse of any Rochester College Document, record or instrument of identification;
- d) Tampering with the election of any Rochester College-recognized student organization

1.2 Unauthorized Access. Unauthorized access to any Rochester College building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any Rochester College building or failing to report a lost Rochester College identification card or key;

1.3 Collusion. Action or inaction with another or others to violate the *Student Code of Conduct*;

1.4 Property Violations

- a) Attempted or actual theft of property of the college or property of other individuals on Rochester College premises, or other personal or public property.
- b) Possession of stolen property.

- c) Damage or tampering with property of Rochester College or the property of individuals on Rochester College premises

2. Community: *Rochester College students build and enhance their community. Behavior that violates this value includes, but is not limited to:*

2.1 Disruptive / Disrespectful Behavior

- a) Disruption or obstruction of teaching, research, administration, student conduct proceedings, or other college activities, including its public-service functions on or off campus, or other authorized non-Rochester College activities, when the act occurs on Rochester College premises.
- b) Flagrant disrespect for a member of the Rochester College community or one of its guests.

2.2 Disorderly Conduct

- a) Participation in a campus demonstration which disrupts the normal operations of Rochester College and infringes on the rights of other members of the Rochester College community
- b) Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- c) Conduct which is disorderly, lewd, or indecent; breach of peace, or aiding, abetting, or procuring another person to breach the peace on Rochester College premises or at functions sponsored by, or participated in by, Rochester College.

2.3 Unauthorized Entry. Misuse of access privileges to Rochester College premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a Rochester College building;

2.4 Trademark. Unauthorized use (including misuse) of Rochester College or organizational names and images;

2.5 Damage and Destruction. Intentional, reckless and/or unauthorized damage to or destruction of Rochester College property or the personal property of another;

2.6 Technology Violations. The following is a list that includes, but is not limited to; unacceptable uses of information, technology or information systems.

- a) Transmitting any material, or engaging in any other activity in violation of any federal, state, or local laws, including copyright law.
- b) Transmitting or accessing information containing harassing material. Computer harassment includes, but is not limited to:
 - i. Text images with the intent to harass, terrify, intimidate, threaten or offend another person
 - ii. Intentionally using a computer to contact another person repeatedly with the intent to harass or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease
 - iii. Intentionally using a computer to disrupt or damage the academic, research, administrative or related pursuits of another

- iv. Intentionally using a computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.
- c) Transmitting, receiving, displaying, or viewing offensive content, which includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone based on their age, sex, national origin or disability. Displaying, sending, printing, or storing sexually explicit, graphically disturbing, obscene, pornographic, fraudulent, harassing, threatening, abusive, racist, or discriminatory images, files or messages in any campus computing facility or any campus location
- d) Possession and distribution of copyrighted materials, including computer files, music, video materials, articles, and software, in violation of copyright laws.
- e) Attempted forgery of email messages.
- f) Physical or electronic interference with other computer systems users.
- g) Any other practice or user activity that, in the opinion of technology management constitutes irresponsible behavior, promotes illegal activities, results in the misuse of computer resources or jeopardizes the operation of a computer or network systems.

2.7 Gambling. Engaging in any game of chance or betting whether on campus or at a Rochester College related function which the participants commit money, or anything of value, in order to participate in play. (Gambling may include raffles, lotteries, sports pools and online betting activities).

2.8 Weapons. Unauthorized possession, use, storing, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as slingshots, bow and arrows, axes, machetes, nunchucks, throwing stars, metal knuckles, hunting equipment and knives with a blade of longer than 2.5 inches is prohibited. In addition any storage of any of these items in a vehicle parked on Rochester College property is prohibited. Items used aggressively or for violent purposes are prohibited and may constitute a violation of this policy.

2.9 Smoking & Tobacco Use. Rochester College is a tobacco-free campus. The use of all tobacco and smoking products, which includes all electronic cigarettes and vapor products, is not permitted.

2.10 Life/Safety Code Violations. Jeopardizing the public safety of others by tampering with safety equipment or safety features on campus such as, but not limited to, alarms, cameras, entry systems, fire extinguishers, and Blue Light emergency units. Specifically included is the propping open of residence hall doors or other secured doors on campus. In addition, the creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)

2.11 Animals. Animals, with the exception of animals that provide assistance (e.g. service dogs or approved Emotional Support Animals), are not permitted on campus except as permitted by law.

2.12 Residential Policies. These additional policies are applicable only to students who reside in on campus housing at Rochester College

- a) Visitation: A student found to be in any residence hall room or any unauthorized area with a member(s) of the opposite sex, except at times approved by the

- Residence Life staff, as well as any violation of the Residence Life open house/visitation policy.
- b) Guest Behavior: Failure to monitor guest behavior. Students are responsible for the actions of their guests. This may also include allowing another individual to utilize your school ID or room key.
 - c) Overnight guests: Having guests stay overnight longer than the approved Residence Life overnight guest policy.
 - d) Horseplay: Use of bicycles, skateboards, rollerblades, scooters, and similar items are prohibited inside Rochester College residential facilities. In addition, residents may not play any type of sport or throw anything inside the facilities which might harm or injure others or damage property.
 - e) Possession of Prohibited Items: Possessing any items on the prohibited items list (listed in the residence life section of the Student Handbook)
 - f) Quiet Hours: Failure to maintain a reasonable level of noise during designated quiet hours.
 - g) Unauthorized Pets: Having any animal in the residence hall besides a fish. All fish must be kept in a 10 gallon tank or smaller.

3. Social Justice: *Students recognize that respect for the dignity of every person is essential to creating and sustaining a flourishing college community. They understand and appreciate how their decisions and actions affect others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:*

3.1 Discrimination. Any act or failure to act that is based upon an individual or group's actual or perceived status (**sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status**) that is sufficiently severe that it limits or denies the ability to participate in or benefit from Rochester College's educational program or activities.

3.2 Bystanding.

- a) Complicity with or failure of any student to **[appropriately]** address known or obvious violations of the *Student Code of Conduct* or law;
- b) Complicity with or failure of any organized group to **[appropriately]** address known or obvious violations of the *Student Code of Conduct* or law by its members.

3.3 Abuse of Conduct Process. Abuse or interference with, or failure to comply in, Rochester College processes including conduct and academic integrity hearings including, but not limited to:

- a) Failure to obey the notice from a Student Conduct officer or Rochester College official for a meeting or hearing as part of the student conduct process system
- b) Falsification, distortion, or misrepresentation of information before a student conduct body
- c) Making a false complaint(s) against another member or members of the Rochester College community
- d) Disruption or interference with the orderly execution of a student conduct proceeding
- e) Knowingly initiating a student conduct proceeding without cause

- f) Attempting to discourage an individual's proper participation in, or use of, the student conduct system
- g) Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of the student conduct proceeding
- h) Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during, and/or after a conduct proceeding
- i) Failure to comply with sanctions imposed under Rochester College's Student Code of Conduct.

4. Respect: *Rochester College students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:*

4.1 Harm to Persons. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

4.2 Abuse. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, bullying, cyberbullying and/or other conduct which threatens or endangers the health or safety of any person.

4.3 Hazing. Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent **(and/or)** failing to discourage **(and/or)** failing to report those acts may also violate this policy.

4.4 Sexual Misconduct. Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See Sexual Misconduct Policy for further information);

4.5 Dress Code. In keeping with the ideals of Rochester College, each student is expected to dress neatly and appropriately at all times.

- a) Shoes should be worn at all times in academic areas, offices, and dining facilities
- b) Regardless of intent, display of the following is inappropriate on campus:
 - i. Undergarments
 - ii. Excessively tight and/or form fitting clothing
 - iii. Clothing displaying alcohol, drugs, tobacco products, inappropriate language, or related graphics, descriptions or logos inconsistent with the Christian mission of Rochester College
 - iv. Clothing that is lewd, derogatory, and/or suggestive

4.6 Sexual Impropriety

- a) Public Display of Affection: Engaging in public displays of affection which is not in keeping with good taste and high moral standards
- b) Consensual Sexual Activity: Consensual sexual activity includes, but is not limited to participation in, advocacy for, or appearance of engaging in premarital sex, extramarital sex, or other sexual expression that may conflict with the Christian identity or faith mission of Rochester College.
- c) Possession, distribution, use or manufacture of pornographic materials including pornographic paraphernalia

4.7 Inappropriate Language. Violations include, but are not limited to: lewd, obscene or vulgar language or expression that is contrary to the Christian values and principles Rochester College strives to uphold.

5. Responsibility: *Rochester College students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:*

5.1 Alcohol. Students are expected to comply with all state and local laws.

- a) No student, regardless of age may possess, store, or consume alcoholic beverages on campus or while engaged in any Rochester College related functions, including on and off campus co-curricular programs
- b) Excessive alcohol consumption is prohibited. College officials will determine what is excessive based on the physical and mental impairments exhibited
- c) Possession or consumption of alcohol by anyone under the age of 21 is prohibited
- d) Violating any provision of the Code of Conduct while under the influence of alcohol constitutes a violation of this policy.
- e) Using or possessing common sources of alcohol including, but not limited to kegs, party balls, punch bowls, wines boxes, etc. are prohibited on campus
- f) The possession or use of empty alcoholic containers for decorative purposes is not prohibited on campus.
- g) Providing alcohol or access to alcohol to anyone under the age of 21 is prohibited

5.2 Drugs. Students are expected to comply with all federal, state and local laws. The possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug, including misuse of prescribed medication, use of medical marijuana, or use of any substance with the intent of becoming impaired/intoxicated is prohibited. Violating any other provision of the Code of Student Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. The possession of drug paraphernalia is also prohibited. Federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Therefore, the use, possession, or cultivation of marijuana for any purposes, including medicinal, is not permitted. This policy may address drug-related offenses which occur on and off campus.

In cases where drug use is suspected, Rochester College reserves the right to require students to provide a hair sample to test for the presence of illegal substances. This decision will be made by the Vice President for Student Service and Enrollment Management, Dean of Students or Assistant Dean of Community Living. A positive result will serve as evidence of possession and use. Students will be informed that failure to provide a sample will also be considered a positive drug test and make the student subject to the conduct process, including dismissal from the college. If the test results come back negative, the college will cover the cost of the test.

5.3 Failure to Comply. Failure to comply with the reasonable directives of Rochester College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

5.4 Conduct Unbecoming a Rochester College Student. Conduct on or off campus which reflects poorly on the mission of Rochester College, or other conduct which is not becoming to the best interests of Rochester College and/or members of the Rochester College campus community.

5.5 Violation of Published Rochester College Policies, Rules, and Regulations. Violation of any Rochester College policies, rules, or regulations.

5.6 Violation of Local, State, or Federal Law. Violation of federal, state, or local law on or off Rochester College premises or at Rochester College sponsored or supervised activities.

5.7 Passive Participation in Code of Conduct Violations: Any student present during a violation of the Code of Conduct may be found responsible for the violation even if they were not actively violating the policy. A student present in a room where alcohol or drugs are being consumed may still be found responsible even if they were not consuming alcohol or drugs.

SECTION 6: STUDENT CONDUCT AUTHORITY

A. Authority

The Chief Conduct Officer (Dean of Students) is vested with the authority over student conduct by the President. The Chief Conduct Officer (Dean of Students) appoints the Assistant Dean of Community Living to oversee and manage the student conduct process. The Chief Conduct Officer (Dean of Students) and Assistant Dean of Community Living may appoint administrative conduct officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The Assistant Dean of Community Living (or a designated conduct officer) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

B. Gatekeeping

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

F. Interpretation and Revision

The Assistant Dean of Community Living will develop procedural policies for the administration of hearings that are consistent with provisions of the *Student Code of Conduct*. Material deviation from these policies will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Assistant Dean of Community Living may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. The Assistant Dean of Community Living may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Student Code of Conduct* will be referred to the Chief Conduct Officer (Dean of Students), whose interpretation is final. The *Student Code of Conduct* will be updated annually under the

direction of the Assistant Dean of Community Living with a comprehensive revision process being conducted every 3-5 years.

SECTION 7: CONDUCT PROCEDURES

A. Reporting

Any member of the College community may report any student for misconduct. Reports should be prepared in writing and directed to the Chief Conduct Officer (Dean of Students), or his or her designee, responsible for the administration of the Rochester College student conduct process. Any reports should be submitted as soon as possible after the event takes place, preferably within five (5) working days of the incident. The report should include:

- a. Full name, local address and phone numbers of the complainant(s), respondent(s), witnesses and student ID# of all individuals involved whenever possible;
- b. The specific policy and/or rule allegedly violated (this may be determined by the Conduct Officer);
- c. The date, time, location and persons involved in the incident under investigation;
- d. A narrative of the incident describing what occurred;
- e. Copies of pertinent witness statements, police and/or housing reports, along with a list of any other physical information (photographs, written documents, items, etc.)

Rights of Complainant

Rochester College provides the following rights to the complainant. Complainants must notify the Chief Conduct Officer (Dean of Students), or his or her designee, at least two (2) business days prior to the scheduled hearing, if they wish to exercise any of the following rights listed below:

1. To have his or her unrelated past behavior excluded from the hearing. The Chief Conduct Officer, or his or her designee, will decide if such information is unrelated. The past sexual history of the complainant is not relevant, unless deemed essential by the Chief Conduct Officer, or his or her designee, to protect fundamental due process.
2. To attend an information session, during which time the complainant can view of all of the information related to the case and receive instruction regarding the conduct process and rights of the individuals involved. Rochester College shall provide notice to the complainant of these rights at least five (5) business days prior to a student conduct hearing.
3. To have one advisor accompany the complainant when presenting information to the Chief Conduct Officer or his or her designee, the hearing board and to any other relevant meetings held throughout the student conduct process. An advisor may not participate directly in a student conduct conference and/or hearing process nor may an advisor address any participant in the student conduct conference and/or hearing process other than the student the advisor represents. Only in cases involving a violation of the Rochester College Sexual and Gender-Based Harassment and Interpersonal Violence Policy or where criminal charges or civil action are filed, pending or potential, will an attorney be allowed to serve as an advisor (If charges or actions are not filed, the Chief Conduct Officer will have the final say in determining whether they are pending or potential.)

4. To provide information including presenting witnesses and/or signed written statements, as well as other relevant reports and documentary information.
5. To question the respondent and witnesses during the hearing. Questions to the respondent will first be posed to the hearing board, and depending on the case, the hearing board will pose the questions to the respondent.
6. To submit an impact statement to the Chief Conduct Officer or his or her designee. This information will be used only in the sanctioning phase of deliberations, if the respondent is found responsible for the charge(s). The respondent may request to view the impact statement. The request will be considered by the Chief Conduct Officer or his or her designee, in consultation with the complainant.
7. To request to speak in a separate room from the charged student during the hearing procedure, as long as the process does not unduly compromise the respondent's fundamental due process right to question the witness.
8. To request to be present throughout the entire hearing, or portions thereof. This option will be considered by the Chief Conduct Officer or his or her designee, and the decision shall be final and not subject to appeal.

Rights of Respondent

Rochester College affirms the following students' rights and privileges in the student conduct proceedings:

1. To be informed of the Rochester College Student Code of Conduct and its corresponding procedures;
2. To request a review of a violation of Rochester College's Standards of Conduct, or any other incident which violates Rochester College policy and/or the Rochester College Student Code of Conduct.
3. To receive notice of any alleged violations of Rochester College policy and/or breaches of the Rochester College Student Code of Conduct;
4. To have the benefit of opportunity to be heard by an impartial Hearing Board or Conduct Officer in addressing an allegation(s) of a violation of Rochester College policy;
5. To have one advisor accompany the complainant when presenting information to the Chief Conduct Officer or his or her designee, the hearing board and to any other relevant meetings held throughout the student conduct process. An advisor may not participate directly in a student conduct conference and/or hearing process nor may an advisor address any participant in the student conduct conference and/or hearing process other than the student the advisor represents. Only in cases involving a violation of the Rochester College Sexual and Gender-Based Harassment and Interpersonal Violence Policy or where criminal charges or civil action are filed, pending or potential, will an attorney be allowed to serve as an advisor (If charges or actions are not filed, the Chief Conduct Officer will have the final say in determining whether they are pending or potential.)
6. To view the list of witnesses against him or her at the Administrative Hearing or prior to a Board Hearing;
7. To examine any information, incident reports, or pertinent records to be used against him or her in a conduct proceeding. Incident reports serve as official documentation to incidents involving students. Incidents that are considered valid for review when the circumstances warrant, include, but are not limited to, the following: alleged misconduct, actions that may be potentially harmful to

one's self or others, or actions that may cause potential damage to personal or Rochester College property. Students have the following rights regarding information on incident reports:

- a. A student has the right to contest the information pertaining to him or her in the report;
- b. A student has the right to present or provide information regarding his or her alleged conduct as stated in the report;
- c. A student has the right to submit information to contest his or her alleged actions or involvement

B. Investigation

Allegation/Report and Preliminary Investigation

Upon receipt of an allegation of a violation of the Student Code of Conduct or a College policy, the Assistant Dean of Community Living or his/her appointed designee will conduct a preliminary investigation to determine whether there are sufficient grounds to believe that a violation of the Code of Conduct occurred. He/she will investigate the circumstances and facts of the report and determine the identity of the individuals with knowledge concerning the matter. This investigation may include discussion with faculty, staff or students. Interim actions/restrictions (see Interim Actions section) may be imposed at this time. Based on the information gathered through the disciplinary process a student may be charged with additional college policy violations than stated in the initial notification letter. In all cases, the college will seek to have all cases reach resolution within 60 calendar days of notice of the allegation, barring exigent circumstances. If exigent circumstances exist, the Assistant Dean of Community Living or designee will provide notice to the respondent and the reporting party (if appropriate) of any delays or extensions.

*The College may undertake a short delay (to allow for evidence collection) when criminal charges based on the same behaviors that initiated the process are being investigated.

Interim Actions/Restrictions

Under the *Student Code of Conduct*, the Chief Conduct Officer (Dean of Students) or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the *Student Code of Conduct* when a student represents a threat of serious harm to self or others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve Rochester College property and/or to prevent disruption of, or interference with, the normal operations of Rochester College. Interim actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the *Student Code of Conduct*. In all cases, the subject receiving an interim restriction will be given an opportunity to be heard by the Chief Conduct Officer (Dean of Students) or designee on the necessity of the restriction within 3 business days of issuing the restrictions. These actions may include, but are not limited to:

- **Interim Suspension:** A student who is suspended on an interim basis may be denied access to facilities, housing and/or events, have no contact orders with specific individuals implemented, and/or any other restrictions deemed necessary by the Chief Conduct Officer (Dean of Students) or Assistant Dean of Community Living, to be necessary to achieve the goals stated above. Additional restrictions may include

classes and/or all other Rochester College activities or privileges for which the student might otherwise be eligible. At the discretion of the Chief Conduct Officer (Dean of Students) or Assistant Dean of Community Living and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student. (NOTE: Rochester College will not pay for or arrange for housing for any student removed from housing on an interim basis.)

*Altering any of these restrictions may be based on the requirement to engage in a psychological assessment, drug/alcohol testing, interviews, etc. at the discretion of the Chief Conduct Officer (Dean of Students) or Assistant Dean of Community Living

C. Notice of Allegations/Notice of Disciplinary Hearing

Once a determination is made that reasonable cause exists for the Assistant Dean of Community Living (or designee) to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Assistant Dean of Community Living (or designee); mailed to the local or permanent address of the student as indicated in official Rochester College records; or emailed to the student's Rochester College-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered.

Notice will include the following:

1. Specific alleged violations of policy(s); and
2. The place and time of the hearing, or a request that the student arrange a time within a specified period.

D. Student Conduct Hearing

ADMINISTRATIVE HEARING

An administrative hearing conducted by one conduct officer is the most common way a student conduct case is adjudicated. The conduct officer investigating the case may be the same individual that conducts the preliminary investigation, if necessary, and will generally be the same individual that conducts the administrative hearing. During the hearing, the student has the right to hear and present information related to the disciplinary process and the allegations against him or her. The conduct officer will make a finding of responsibility and assign sanctions, if necessary.

1. The purpose of the Administrative Hearing is to provide the student the opportunity to review the alleged violation(s) with the Student Conduct Officer, to examine the information and reports, to discuss the Rochester College Student Code of Conduct and the conduct process. Students who do not have a copy of the Rochester College Student Code of Conduct will be given one in this conference or be directed to an online copy.
2. The student and the Conduct Officer will determine if the matter can be resolved through mutual agreement, including, but not limited to, the charges/complaints being rendered null and void; an "Administrative Hearing Agreement" being signed which indicates the student assumes responsibility for a violation(s) of the Rochester College Student Code of Conduct, and waives any further proceedings and/or appeals. If the complaint cannot

be disposed of by mutual consent, the matter will be referred to a Board hearing involving the Disciplinary and Appeals Committee.

CONDUCT BOARD HEARING

The Assistant Dean of Community Living, or his/her designee, may decide in the best interest of the community and the student(s) involved, that the Discipline and Appeals committee will conduct the hearing in a student conduct case, make a determination of responsibility, and recommend sanctions as needed. The Discipline and Appeals committee consists of a represented group of trained College faculty and staff selected by the Provost and Dean of Students or his/her designee. The student's right to hear and present information related to the disciplinary process and the allegations against him or her will occur with this represented committee instead of an individual conduct officer. The Associate Vice President/Dean of Students, or his or her designee, will assign sanctions following a panel's decision.

In cases which cannot be resolved in an Administrative Hearing, and in those incidents which rise to suspension or expulsion from Rochester College housing or Rochester College, the matter will be referred to the Discipline and Appeals Committee. Hearings involving the Discipline and Appeals Committee are designed for both the complainant and respondent to present their accounts of an incident.

1. The respondent student shall be given written notice of the hearing to inform him or her of the specific charge(s), of his or her rights as a student, and the date, time and location of the hearing.
 - a. Generally, a student will be given a minimum notice of five (5) business days and maximum of fifteen (15) business days before the hearing takes place. However, due to the nature of the academic year, if the incident occurs close to the end of a semester, or if the appropriate hearing board cannot be scheduled, the student's case will be heard as soon as a hearing can be scheduled.
 - b. Time limits for scheduling hearings may be extended at the discretion of the Chief Conduct Officer (Dean of Students) or Assistant Dean of Community Living.
 - c. Notice of a hearing shall be sent/delivered to the student's campus email address and/or local mailing address identified on the student's record, and shall be considered delivered two working days after the letter has been posted or sent. In the event of a hand delivery of a notice, the notice is considered delivered on the date it is given to the student.
2. The purpose of a student conduct hearing is to determine if the respondent student is responsible for violating one or more standards of the Rochester College Student Code of Conduct, and to recommend any appropriate sanctions. A student is presumed to be not responsible until proven responsible in a student conduct hearing.
3. Hearings shall be conducted by the Discipline and Appeals Committee according to the following guidelines:
 - a. Hearings shall be conducted in private.
 - b. Admission of any person to the hearing shall be at the discretion of the Chief Conduct Officer (Dean of Students) or his or her designee.

- c. In hearings involving more than one respondent student, the Chief Conduct Officer or his or her designee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - d. The complainant and the respondent student(s) have the right to be assisted by an advisor, according to the guidelines outlined on page 14 of the Rochester College Student Code of Conduct.
 - e. The complainant and the respondent shall have the right to cross examine the other through supplying cross examination questions to the hearing board chair. Neither will be allowed to directly ask questions to each other.
 - f. The complainant and the respondent shall have the privilege of presenting witnesses, subject to the right of cross examination by the hearing board.
 - g. Pertinent records, exhibits and written statements may be accepted as information for consideration by a hearing board at the discretion of the Chief Conduct Officer (Dean of Students) or his or her designee.
 - h. All procedural questions are subject to the final decision of the Conduct Officer presiding over or conducting the hearing.
 - i. After the hearing, the Discipline and Appeals Committee shall determine (by majority vote) whether the student has violated each section of the Student Code which the student has been charged.
 - j. The Discipline and Appeals Committee's determination shall be made based on whether it is more likely than not (preponderance of the evidence) that the respondent student violated the Student Code of Conduct.
 - k. There shall be a single verbatim record, such as a tape recording, of all board hearings. The record shall be the property of Rochester College and shall become a part of disciplinary records.
 - l. Except in the case of a student charged with failing to obey the request of a College official, no student may be found to have violated the Student Code solely based on the failure to appear before a hearing board. In all cases, the information in support of the charges shall be presented and considered. The hearing board may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, respondent and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Chief Conduct Officer (Dean of Students) or his or her designee.
4. A hearing is structured such that the discussion proceeds in an orderly manner. Below is the order the hearing follows:
- a. Introductions
 - b. The reading of the complaint/charges by the hearing chairperson;
 - c. The entering of pleas by each respondent;
 - d. There are three pleas: Responsible, Not Responsible and No Plea, which indicates that the student does not know whether or not he or she is responsible, or means the student is unwilling to say and is allowing the hearing board to decide;
 - e. Statement of complainant and introduction of information and witnesses;
 - f. Questioning of the complainant, the complainant's information and the complainant's witnesses;
 - g. Statement of the respondent and introduction of information and witnesses;

- h. Questioning of the respondent, the respondent's information and the respondent's witnesses;
 - i. Final questions by the hearing board, complainant, and/or respondent;
 - j. Closing statements, first by the complainant and then by the respondent;
 - i. Closing statements shall be specific to the incident involved and may include any reiteration of previously stated facts, written statements of character by a third party, and/or any other comments involving the case.
 - ii. Closing statements are the final opportunity for the respondent and the complainant to provide any additional information which will facilitate the hearing board's decision, including recommendations for sanctions.
 - iii. Closing statements may be limited to a specified time constraint at the hearing board and/or chairperson's discretion. Once the closing statements are concluded, the complainant, respondent and Conduct Officer will be dismissed.
 - k. Deliberation of the hearing board;
 - l. Recommendation of the hearing board to the Student Conduct Officer
5. If a student pleads "Responsible" to charges in an Administrative Hearing prior to a Conduct Board Hearing, a "Sanctions only" hearing may be held so that Discipline and Appeals Committee can recommend sanctions for the violation of Rochester College Code of Conduct. The order for a "Sanctions Only" hearing is defined below:
- a. Introductions
 - b. The reading of the complaint/charges by the hearing chairperson;
 - c. The entering of pleas by each respondent;
 - d. Statement of complainant and introduction of information and witnesses;
 - e. Statement of the respondent
 - f. Questioning of the respondent and the respondent's information
 - g. Final questions by the hearing board
 - h. Closing statements by the respondent;
 - i. Closing statements shall be specific to the incident involved and may include any reiteration of previously stated facts, written statements of character by a third party, and/or any other comments involving the case. Closing statements are the final opportunity for the respondent to provide any additional information which will facilitate the Discipline and Appeals Committee's decision, including recommendations for sanctions. Closing statements may be limited to a specified time constraint at the hearing board and/or chairperson's discretion. Once the closing statements are concluded, the respondent and Conduct Officer will be dismissed.
 - j. Deliberation of the hearing board;
 - k. Recommendation of the Discipline and Appeals Committee to the Conduct Officer

NOTES:

Should a student fail to schedule and/or attend an Administrative Hearing or a Board Hearing, a determination is made about his or her involvement without his or her input, and the student's right to appeal is forfeited. During Fall and Spring Final Exams, the disciplinary process is condensed in order to ensure that student conduct cases are adjudicated in a timely manner. Students will have all the rights to a fundamentally fair process (i.e. notice, a hearing, a fair decision, the option to appeal), but the adjudication process will be compressed into a few days.

E. FINDINGS

Following the hearing, the conduct officer hearing the case or the Discipline and Appeals Committee will submit recommended finding[s] and recommended sanction[s], if appropriate. The College will strive to reach a decision within 60 business days of its receipt of an allegation of a violation of the Student Code of Conduct. The student will receive, in writing, the decision via Rochester College email, campus mailbox, or hand delivery.

1. **No Finding:** In these cases, the conduct officer or Discipline and Appeals Committee has made a determination that the Respondent is in no way involved in a violation of policy. The Respondent's name will be cleared for purposes of third party reporting, but the record of the investigation will be retained. This finding is not subject to any appeal.
2. **Not Responsible:** In these cases, the conduct officer or Discipline and Appeals Committee has determined that insufficient evidence exists for a finding of responsible for any of the allegations. Parties may appeal the finding by following the appeal procedure outlined below. Upon a decision on appeal or expiration of the appeal period, the case is closed and a record of the decision is retained.
3. **Responsible:** The conduct officer or Discipline and Appeals Committee determine that sufficient evidence exists for a finding of "Responsible" for a violation of any college policy. Parties may appeal the finding by following the appeal procedure below. Upon a decision on appeal or expiration of the appeal period, the case is closed and a record of the decision is retained.

F. GROUP VIOLATIONS

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

G. AMNESTY

1. **For Victims:** Rochester College may provide amnesty to victims who may be hesitant to report to Rochester College officials because they fear that they themselves may be accused of minor policy violations, (such as underage drinking), at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result if amnesty is granted.
2. **For Those Who Offer Assistance:** To encourage students to offer help and assistance to others, Rochester College pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Assistant Dean of

Community Living, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result if amnesty is granted.

- 3. For Those Who Report Serious Violations:** Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of Rochester College may be offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or conduct record will result if amnesty is granted.

Abuse of amnesty requests can result in a decision by the Assistant Dean of Community Living not to extend amnesty to the same person repeatedly.

H. SAFE HARBOR

Rochester College has a Safe Harbor policy for students. The college believes that students who have a drug and/or addiction problem deserve help. If any Rochester College student brings their own use, addiction, or dependency to the attention of Rochester College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

SECTION 8: CONDUCT SANCTIONS

One or more of following sanctions may be imposed upon any student for any single violation of the *Student Code of Conduct*:

- 1) *Warning:* An official written notice that the student has violated Rochester College policies and/or policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at Rochester College.
- 2) *Restitution:* Compensation for damage caused to Rochester College or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- 3) *Fines:* Reasonable fines may be imposed.
- 4) *Community/Rochester College Service Requirements:* A student or student organization may be required to complete a specific supervised service in the RC community or the local community.
- 5) *Loss of Privileges:* The student will be denied specified privileges for a designated period of time.
- 6) *Confiscation of Prohibited Property:* Items whose presence is in violation of Rochester College policy will be confiscated and will become the property of Rochester College. Prohibited items may be returned to the owner at the discretion of the Assistant Dean of Community Living and/or Campus Security.

- 7) *Behavioral Requirement*: This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, or other specified action.
- 8) *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience participating in the program may be restricted.
- 9) *Restriction of Open House Privileges*: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
- 10) *Rochester College Housing Probation*: Official notice that, should further violations of Residence Life or Rochester College policies occur during a specified probationary period, the student may immediately be removed from Rochester College housing. Regular probationary meetings may also be imposed.
- 11) *Rochester College Housing Reassignment*: Reassignment to another Rochester College housing facility. Residential Life personnel will decide on the reassignment details.
- 12) *Rochester College Housing Suspension*: Removal from Rochester College housing for a specified period of time after which the student is eligible to return. Conditions for readmission to Rochester College housing may be specified. Under this sanction, a student is required to vacate Rochester College housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Assistant Dean of Community Living. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for Rochester College housing, the student must gain permission to apply from the Assistant Dean of Community Living (or designee). This sanction may include restrictions on visitation to specified buildings or all Rochester College housing during the suspension.
- 13) *Rochester College Housing Expulsion*: The student's privilege to live in, or visit, any Rochester College housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
- 14) *Rochester College Probation*: The student is put on official notice that, should further violations of Rochester College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
- 15) *Eligibility Restriction*: The student is deemed "not in good standing" with Rochester College for a specified period. Specific limitations or exceptions may be granted by the Assistant Dean of Community Living and terms of this conduct sanction may include, but are not limited to, the following:
 - a) Ineligibility to hold any office in any student organization recognized by Rochester College or hold an elected or appointed office at Rochester College;
or

- b) Ineligibility to represent Rochester College to anyone outside the Rochester College community in any way including: participating in the study abroad program, attending conferences, or representing Rochester College at an official function, event or intercollegiate competition as a player, manager or student coach.
- 16) *Rochester College Suspension*: Separation from Rochester College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Assistant Dean of Community Living. During the suspension period, the student is banned from college property, functions, events and activities without prior written approval from the Assistant Dean of Community Living. This sanction may be enforced with a trespass action as necessary. **[This sanction will may be noted as a Conduct Suspension on the student’s official academic transcript]**
 - 17) *Rochester College Expulsion*: Permanent separation from Rochester College. The student is banned from college property and the student’s presence at any Rochester College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. **[This sanction may be noted as a Conduct Expulsion on the student’s official academic transcript].**
 - 18) *“No Contact” Order*: A No Contact Order may be issued to students in cases of, but not limited to, abuse or harassment, which prohibits any communication via e-mail, text message, by phone, through a third party, electronically in any way, or any type of physical contact. If a “Do Not Contact” order is issued, all parties will be required to sign and agree to the “No Contact” arrangement.
 - 19) *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Assistant Dean of Community Living or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the *Student Code of Conduct*:

- 1) One or more of the sanctions listed above, specifically a) through i) and o) through q); and/or
- 2) Deactivation, de-recognition, loss of all privileges (including status as a Rochester College registered group/organization), for a specified period of time.

M. Parental Notification

Rochester College reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Rochester College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

N. Notification of Outcomes

The outcome of an administrative or board hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, Rochester College will inform the alleged party bringing the complaint in writing of the final results of a hearing regardless of whether Rochester College concludes that a violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned (if applicable).

In cases where Rochester College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or non-forcible sex offense, Rochester College may also release the above information publicly and/or to any third party.

FERPA defines “crimes of violence” to include:

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and nonnegligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offences
- 10) Non-forcible sex offences

O. Failure to Complete Conduct Sanctions

All students, as members of the Rochester College community, are expected to comply with conduct sanctions within the timeframe specified by the Assistant Dean of Community Living or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from Rochester College **[and may be noted on, or with, the student’s official transcript at the end of the semester]**. In such situations, residential students will be required to vacate Rochester College housing within 24 hours of notification by the Assistant Dean of Community Living, though this deadline may be extended upon application to, and at the discretion of, the Assistant Dean of Community Living. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Assistant Dean of Community Living.

SECTION 9: APPEALS PROCEDURES

A. GENERAL GUIDELINES

- a. Any party to a complaint (the Reporting Party or Respondent) may submit an appeal to the Assistant Dean of Community Living. The Assistant Dean of Community Living will assign an Appeal Officer that was not involved in the original investigation and hearing.
- b. All sanctions instituted by the original Conduct Officer or Discipline and Appeals Committee are to be implemented while an appeal is pending, unless a request for a stay of sanctions, or postponement, has been requested in writing and that request has been granted. Submit a request for a stay of sanctions to the Assistant Dean of Community Living.

- c. The presumptive stance of the Appeal Officer is to be that the original hearing body was correct in its initial finding. The burden is on the appellant to show error as outlined below in the Grounds for Appeal.
- d. Appeals are not intended to be full re-hearings of the allegation(s). In most cases, appeals are confined to a review of the written documentation or notes from the original hearing, and pertinent documentation regarding the grounds for appeal.
- e. The Appeal Officer may at his/her discretion, request information from the original Conduct Officer or board. In rare cases, the Appeal Officer will interview persons involved in the original hearing and investigation.

B. GROUNDS FOR APPEAL

- a. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- b. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included. Refusal to provide responses during a hearing precludes use of this ground for appeal.
- c. The sanctions fall outside the parameters of institutional norms.

C. PROCEDURES

Students should submit a typed letter of appeal to the Assistant Dean of Community Living within three (3) business days of the date on the decision letter. Students will have only one opportunity to appeal. Students who did not schedule and attend the original hearing forfeit the right to appeal a decision.

The appointed Appeals Officer, or his/her designee, reserves the right to determine if an appeal will be presented to the Discipline and Appeals Committee or remain an administrative appeal.

Upon review of the case, the appeals officer or appeals board may:

- a. Affirm, modify, or reverse the findings of responsibility.
- b. Affirm or modify, either to increase or decrease, the sanctions imposed.

D. ADMINISTRATIVE APPEALS HEARING

Administrative appeal hearings are most common and are adjudicated by one Appeal Officer. The Appeal Officer will endeavor to provide the student with a decision within 30 days of receipt of the filing of the appeal. The decision will be communicated to the student via RC email, letter in campus mailbox, hand-delivered letter, phone or combination of these means. The decision of the Appeal Officer is final.

E. DISCIPLINE AND APPEALS COMMITTEE

The Discipline and Appeals Committee consists of a represented group of College faculty, staff selected by the Provost and Dean of Students. The Discipline and Appeals Committee may establish rules and guidelines, as appropriate, for any given hearing but does not have the authority to interpret or modify College policy or the Student Code of

Conduct. The decision of the Discipline and Appeals Committee is final.

Disciplinary Records: All conduct records are maintained by Rochester College for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

Approval and Implementation: This *Student Code of Conduct* was approved on August 20, 2018 by Rochester College Senior Leadership Team, and implemented on August 27, 2018.

Sexual and Gender Based Harassment and Interpersonal Violence

Rochester College is committed to encouraging and sustaining a learning and living community that is free from sexual and gender based harassment and interpersonal violence. In that regard and consistent with federal law (e.g., Title IX of the Education Amendments of 1972 and the Violence Against Women Act), Rochester College has developed a comprehensive Sexual and Gender Based Harassment and Interpersonal Violence Policy that is applicable to all students (undergraduate, graduate, and professional). All members of Rochester College are responsible to abide by this policy. [Click here](#) to review and understand Rochester College's expectations and processes in relation to Sexual and Gender Based Harassment and Interpersonal Violence misconduct.

Student Leadership

Steadfast with the mission of Rochester College's Center for Student Life, the purpose of Rochester College's Student Leadership program is to engage students in the exploration of leadership theory and practice. Through meaningful leadership experiences, students will make a positive impact on the campus and the greater Rochester community while gaining knowledge the skills that will launch them into their post-graduate pursuits.

Students participating in the Student Leadership program embody the best of Rochester College and gain valuable experiences in such areas as public relations and marketing, pastoral care, oral and written communication, team building and personnel management.

Student leaders are divided into two categories, Fellowship and Emerging Leaders. Students interested in participating in the Student Leadership program must meet all eligibility requirements and meet all responsibilities and expectations for the desired position. Student leaders are selected through a rigorous application and interview process that is conducted from January through March. Students may learn more about the Student Leadership program and specific leadership roles by going to <http://rc.edu/student-life/student-leadership/>.

Recreation

Warrior Center

The Warrior Center is the on campus workout facility available to Rochester College students, faculty, and staff. Hours vary based on the time of year; for the current hours of operation contact the Center for Student Life.

Warrior Center Expectations

- Appropriate fitness attire is required at all times. No jeans are allowed.
- Warrior Center use is for RC Students/Faculty/Staff
- RC ID required for check in
- Music must be played in headphones; in cardio room and gym
- Athletic shoes must be worn at all times. Sandals, slippers, work boots, and shoes that mark the floor are not permitted.
- Only water or athletic drinks, in sealable plastic containers, are permitted.
- Food is not permitted in the Warrior Center.
- The Warrior Center is not responsible for lost or stolen items.
- Personal items and bags must be stored in locker rooms
- All equipment must be used in the manner for which it is designed.
- When finished using plate-loaded equipment, please re-rack all bars and plates.
- Use of chalk is not permitted.
- Please do not drop or slam weights.
- Spotters are strongly recommended for free weight exercises.
- Please wipe down equipment after each use.
- Report any damage or injury immediately to the Warrior Center attendant.
- The Warrior Center reserves the right to refuse service to any member who violates any rules or proper etiquette toward fellow members or staff.

Intramurals

The intramural sports program is available for all students, employees and employee's spouses to have the opportunity to participate in fair, safe and recreational sports programs. This program is designed so the beginner and the expert may benefit and enjoy the attributes of physical recreation.

The intramural program also gives its participants the opportunity to compete in individual sports skills or team/club competition. This competition helps foster one's relationship with teammates, opponents, officials and spectators. This not only helps one develop physical skills but contributes to the development of the mental and social skills necessary for life.

Information concerning the Rochester College Intramural program can be found in the Center for Student Life.

General Information

Academic Information

All Academic related content can be found in the Rochester College [Catalog](#) for that Academic year.

Campus Employment

Students interested in campus employment may contact Allyson Stinnett in the Executive Office for current job openings. The Student Portal also allows students to view openings and apply online. Preference is given to students who qualify for federal work study funds. Students who are hired to work on campus must complete all required payroll paperwork prior to starting work.

International students must have an U.S. Social Security Number. Any student who needs assistance obtaining a Social Security Number for Work Study purposes should contact Allyson Stinnett. No student may be paid until this regulation is completed

On Campus Marketing and Promotion

Rochester College supports the marketing and promotion of events, programs, activities and services offered by internal or external entities that benefit the Rochester College community and align with the mission, ethos and identity of the college. Marketing and promotional opportunities include, but are not limited to: the use of the Rochester College mobile App, chapel announcements, painting of the rock, chalking sidewalks and posting and distributing print marketing materials.

RC Mobile App

The RC mobile app is a tool designed to keep members of the Rochester College community aware of current and future opportunities for involvement. Event organizers may choose to have their event posted on the app when filling out the Rochester College's Event Request Form. The Event Request Form can be accessed through the Student Portal (my.rc.edu) under "Online Forms and Documents". The event will be added to the app upon the approval of the event. In addition, users of the app may post and support events through their individual accounts.

Chapel Announcements

If anyone in the Rochester College community have an announcement he/she would like read in chapel, put on Channel 13 (Rochester College campus channel), or something he/she would like to personally announcement in chapel he/she will need to complete the "Announcement Request Form" located on the portal under the "Online Forms and Documents" tab of the Student Portal (my.rc.edu). The only instance in which students will email an announcement request is when students are sending in a PowerPoint slide (or similar) in addition to your announcement request. These emails should be sent to announcements@rc.edu All announcement requests should be submitted a minimum of 12 hours before chapel, and announcements that students would like to make personally need to be submitted at least one week prior.

Painting of the Rock

All artwork on Rochester College's rock must be for the purpose of the promotion of a Rochester College community event, program or organization. No personal postings are permitted. Artwork must not contain abusive or discriminatory language or images, messages or images directed at specific individuals or images or messages disparaging the institution, offices, organizations or identity. Requests to paint to the rock can be submitted via a form on the Student Portal.

Chalking Sidewalks

Chalking the sidewalk, with sidewalk chalk, is acceptable no earlier than 48 hours prior to an event and restricted to a maximum of three locations. All artwork on Rochester College's sidewalks must be for the purpose of the promotion of a Rochester College community event, program or organization. No personal postings are permitted. Artwork must not contain abusive or discriminatory language or images, messages or images directed at specific individuals or images or messages disparaging the institution, offices, organizations or identity.

Posting and Distributing Printed Materials

All printed materials posted or distributed on campus by students and guests must receive approval from the Center for Student Life. Printed materials include flyers, posters, banners, announcements and advertisements. Bring the copies you would like posted to the Student Life office for stamped approval and allow a minimum of 2 business days for approval. Review and approval of printed materials will be based on the time, place, manner and content of the printed material. Postings must be for the purpose of the promotion of a Rochester College community event, program or organization. Artwork must not contain abusive or discriminatory language or images, messages or images directed at specific individuals or images or messages disparaging the institution, offices, organizations or identity.

Postings may remain for a maximum of 30 days or until the day after the event, whichever is sooner, and the sponsoring group is responsible for removal of the posting. Groups may have their rights to post revoke if materials are not removed the day after an event. Approved posting locations include the following bulletin boards:

- Associates Campus Center (CC) between CC2 and CC4
- Associates Campus Center (CC) between the CHILL and the Auditorium
- Ham Library classroom hallway
- Teardrop kiosk
- Residence Hall Lobbies

A member of the sponsoring organization sanctioned by Rochester College must be present while materials are distributed. The sponsoring organization will be held responsible for the conduct of the distribution activity, including the behavior of any non-student participant. In addition, organizations may not drop off and leave print marketing materials on campus without the permission of the Center for Student Life and absolutely no printed materials may be placed on automobiles parked on Rochester College property

Marketing and Promotion Violations

Violations of Rochester College's marketing and promotion guidelines include, but are not limited to:

- Posting materials without proper approval
- Posting materials in unapproved areas
- Tampering with or covering an approved announcement
- Distributing flyers on parked cars

- Inviting outside organizations to distribute materials without prior consent
- Leaving print materials on campus without permission
- Placing print materials on automobiles parked on Rochester College property

Failure to adhere to the marketing and promotion guidelines may result in the loss of the privilege to distribute or post printed materials on campus for a period of time to be specified by the Center for Student Life.

Student ID

Each student is issued an official identification card, which must be carried at all times. It is required for chapel attendance, library services, dining hall privileges, and entry to various college facilities. The ID card is designed to last the duration of a student's uninterrupted academic years here at Rochester College.

If a card is lost, the student will be charged a \$25 fee which will be placed on their student account. The old card will be deactivated and the student will be given a new card. If the student finds the old/lost card and brings it back into the Life office within two weeks of receiving the new ID card, the student will receive a refund of all but \$5.00, also placed on the student's account. If a student's card has been stolen, he/she may provide a police report documenting the theft to receive a refund of all but \$5.00.

A worn card that is fully intact or cracked but is not reading successfully in the card readers will be replaced at no cost. Student Life reserves the right to waive ID card replacement fees when warranted.

Parking Policy

Vehicle Owners: All students with vehicles on campus must register them and receive a parking tag. This can be done during registration or at any time through The Center for Student Life. Students will need their license plate number and vehicle specifications (i.e. color, year, make, and model). There is no extra fee for parking decals. Students are not to park in fire lanes, reserved, or restricted areas. Vehicle violation fines are outlined in the Course Catalog and must be paid to the Business Office. Unpaid vehicle violation fines may be put on a student account, and neither registration nor transcripts will be allowed until these fines are paid. Questions concerning violations should be directed toward Campus Security.

Bicycle Owners: Students bringing bicycles should register them with The Center for Student Life and obtain a registration sticker in order for them to be allowed on campus. Registration stickers should be affixed to the bicycle appropriately. Bicycles must be stored in your room or at a bike rack located behind one of the residence halls. It is recommended that all bicycles be locked or otherwise secured when stored outside of the student's room to avoid theft or "unapproved borrowing." No bicycles may be stored in stairwells or hallways.

Communication

Rochester College is dependent on successful communication with its students primarily through email. All RC students are assigned a RC email address and are expected to read and respond as requested by Rochester College employees.

Students not responding to official college communications are subject to fines and possible disciplinary action for lack of reading and responding to “Response Require” official College business and associated important college issues.

General Computer and Technology Use on Campus

Coursework often assumes that students have access to a laptop, computer or tablet. Students have the option of completing coursework using RC computers in the library, ACE lab, or computer lab. Students who use personal technology should be aware that devices more than 4 years old may not work on the Rochester College network. Students are responsible for the function, updating, and security of their own personal devices at all times. Never leave a device unattended while on campus. Never leave a device unattended while on campus.

Wireless internet services on campus are provided for academic purposes at no additional charge for all students who are actively attending Rochester College. RC provides a username and password to the student which is required for accessing the network. All internet traffic on the network is monitored, filtered and inspected. Users should never activate a device on the network they do not personally own. Students will be accountable for all activity observed under their username. Violations of the Acceptable Use Policy are reported directly to the Dean of Students for evaluation.

Ethernet ports in Residential rooms are off but can be activated by contacting the helpdesk. Personal “Routers” or “Wireless Access Points” are not prohibited on Rochester College’s campus. Any devices found will be confiscated and recycled. The use of VPN’s is prohibited on RC’s campus network.

Students may report problems they experience by emailing the RC helpdesk at helpdesk@rc.edu or by calling 248.218.2080.

The Rochester College IT Department is responsible for school owned hardware and assumes no responsibility for lost or damaged files on personal devices. All files located on college-owned computers may be subject to inspection, review, or removal at any time. These computers are provided for student use in the HAM Library and ACE Lab.

All students will receive a Rochester College username and password that can be used to further academic goals. Students are allowed to print 250 pages a semester and will be charged for each page over the limit. Additional policy guidelines and the Acceptable Use Policy are available on the Student Portal.

Student Grievance Policy

Rochester College strives to maintain open communication and create an atmosphere of trust. In any community, there are times when the need arises to express concerns or complaints in a formal manner. It is always our choice that prior to a formal grievance being filed, that students attempt to reconcile any problem in a manner befitting Christian values and standards. The college recognizes the importance of providing an opportunity for its students to express concerns and for the college to have a consistent way of resolving those concerns in a fair and just manner.

NONGRIEVABLE MATTERS: A student may not use this procedure for grievances related to the following matters:

- [Academic regulations](#) (including grade appeals and curricular requests)
- [Access to educational records](#) (FERPA policy)
- [Student Code of Conduct](#) (student handbook)
- [Disability services](#) (student disability grievance procedure)
- [Discrimination and Harassment](#) (Non-Discrimination and Non-Harassment Policy)
- [Parking citation appeals](#) (Public Safety parking regulations)
- [Public Safety complaints](#) (Community input form)
- [Sexual misconduct](#) (student sexual misconduct policy)
- [Student employment](#) (employee grievance procedure)
- [Billing](#)

Refer to each specific grievance procedure for deadlines and complaint procedures.

Informal Resolution of General Complaints

Students are strongly encouraged to resolve concerns or complaints by directly discussing the matter with the person or department in which the issue originated. If the complaint is not resolved, the next contact will be with the supervisor or responsible administrator to conduct an inquiry into the issue. The student should attempt to resolve the complaint informally as soon as possible but at least within **30 days** of the occurrence. Upon request from any student, the Dean of Students Office will provide guidance about the appropriate way to address a complaint informally.

Formal Resolution of General Complaints

If the matter is unresolved after following the informal complaint resolution process or the student chooses not to use the informal process, the student may submit a formal written complaint to the head of the department where the issue originated. If the complaint is about the head of the department, the student may submit the formal written complaint to the head of the division. If the student is not certain where to direct the complaint, or in cases where the student submits the complaint to the wrong department, the complaint shall be routed to the Dean of Students Office, and someone from that office will provide guidance on where to file the complaint.

Formal written complaints should be submitted by the later of **ten (10) days** following the conclusion of the informal resolution process, or **30 days** following the occurrence giving rise to the complaint. The formal written complaint must contain the following information:

1. A statement indicating the student is filing a formal complaint pursuant to the Student Grievance Policy and Procedure
2. Name of the student filing the formal complaint
3. Name of the employee or department the complaint concerns
4. Date(s) of the incident(s)
5. The specific complaint or concern
6. Any facts or additional information which could be useful in evaluation of the complaint
7. The specific resolution being sought.

Upon receiving a formal written complaint, the administrator will conduct an informal inquiry as warranted to resolve any factual disputes. Depending on the nature of the complaint, the administrator may call together involved parties to mediate the situation and determine a

solution or decision. The administrator usually will respond within **ten (10) working days** of receipt of the complaint with a written decision resolving the complaint.

Appeal of Formal Resolution

If the resolution is unsatisfactory to the student, the student may send a written letter of appeal to the Discipline and Appeals Committee at academicappeals@rc.edu within **ten (10) days** of receipt of the administrator's written decision. The Discipline and Appeals Committee may conduct additional inquiries, and usually will respond within **fifteen (15) working days** of receipt of the complaint with a written decision on the appeal. Decisions and resolutions made by the Discipline and Appeals Committee are final.

Additional Information

No person against whom a complaint is filed shall intimidate, threaten, coerce, or discriminate against any student submitting complaint. Complaints about retaliation may be reported to the Dean of Students Office.

If you are not satisfied with the outcome of the complaint, you may choose to file a complaint with the following outside resources.

State Resources

If you are not satisfied with the outcome of Rochester College internal complaint resolution processes, you may contact the responsible state agency. Please note:

- Many, if not all, external agencies will not hear a complaint if the options available through the university have not been exhausted.
- Grade disputes and student conduct issues are typically not reviewed by external or state agencies.

In accordance with regulations issued by the US Department of Education, institutions offering distance education must provide enrolled students with contact information for filing complaints.

State Authorization Reciprocity Agreement (SARA) States

Participating SARA states as of January 1, 2017: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

States that are not yet members of SARA are: California, Florida, and Massachusetts.

How to File a Complaint

Out-of-state online students enrolled in Rochester College online courses or degree programs should attempt to resolve any issues or complaints internally using the process outlined above. If after following the University complaint process, the issue or complaint is not reasonably resolved, it is appropriate to file a complaint concerning Rochester College with the state agency for handling complaints in the student's state (MI LARA for all SARA states, or direct links provided for California, Florida, or Massachusetts). Complaints may also be directed to the accrediting agency, [Higher Learning Commission \(HLC\)](#).

Michigan Department of Licensing and Regulatory Affairs (LARA)

If a student residing in a SARA state is not satisfied with the institutional resolution of a

complaint related to an Rochester College online course the institutional decision may be appealed to:

http://www.michigan.gov/lara/0,4601,7-154-61343_35414_60647_2739—,00.html

Agencies for Non-SARA States

Students who reside in California, Florida, or Massachusetts and wish to file a complaint may do so using the appropriate link:

- California – California Bureau for Private Postsecondary Education; 916.431.6959
<http://www.bppe.ca.gov/enforcement/complaint.shtml>
- Florida – Florida Department of Education; 850.245.0407
<http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>
- Massachusetts – Massachusetts Department of Higher Education; 617.994.6950
<http://www.mass.edu/forstufam/complaints/complaints.asp>

Accrediting Agency

The Higher Learning Commission accredits Rochester College. Students may directly register complaints with HLC by e-mailing complaints@hlccommission.org

Resources

ACE

The Academic Center for Excellence (ACE) is Rochester College's academic support and resource center. The ACE provides student-centered programs, resources, and services in order to develop independent and successful learners. Academic support services and resources include one-on-one in-person peer tutoring for foundational courses, online tutoring support, textbooks, calculator checkout, study skills support, computer and printer stations, and so much more. Centrally located near the cafeteria and cafe, the ACE offers an alternative place to study in close proximity to academic resources and assistance. During the traditional school year, tutoring is available on a walk-in basis or by appointment. For summer semesters, support is available by appointment only. Online support and academic resources are always available at www.rc.edu/ace. For more information, please contact the ACE at 248.218.2173 or email acelab@rc.edu.

Mackinnon Psychology and Counseling Clinic

The role of the Mackinnon Psychology and Counseling Clinic on campus is to help meet the psychological and developmental needs of young adults who face major life transitions and adjustments while they are in college. Psychological services can provide coping mechanisms to help students succeed both academically and personally. Professional psychological counseling services provided to Rochester College students through the clinic include individual psychotherapy, marital and family psychotherapy, and psychological assessments to assist in identifying the individual challenges of students. The current professional staff includes psychologists and psychotherapists who are licensed by the State of Michigan in their respective professions.

The Psychology and Counseling Clinic is located in the Muirhead Center on the west end of campus. The Rochester College Department of Psychology and Behavioral Sciences oversees

the clinic. Appointments can be made by calling Dr. Gordon MacKinnon, Director of the Mackinnon Psychology and Counseling Clinic, at 248.218.2122.

Campus Security

Campus security is maintained by the Director of Operations. Campus Security can be contacted at security@rc.edu or 248.765.8013. Details for Campus Security information and procedures can be found on the Rochester College [website](#).

Timely Warning and Emergency Notification

Timely Warnings shall be issued whenever a Clery Crime that is considered to represent a serious or continuing threat to students and employees is reported to campus security, Student Life Office, or a local police agency and has occurred within the College's Clery Geography. Whenever a timely warning is sent it may be sent to the entire Campus Community or to the relevant population if technology allows.

Emergency Notifications shall be issued when a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on the campus. As appropriate, emergency notifications may be targeted at only a segment or segments of the campus community that is at risk. Emergency notifications will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Provost or a designee of the Provost in conjunction with the Dean of Students and/or other campus and non-campus officials as appropriate shall confirm the existence of a situation that may warrant a warning or notification and determine if a timely warning or emergency notification is warranted and the extent of the notification as appropriate. In addition to criminal incidents, emergency notifications may be issued in situations such as, but not limited to:

Safety Related Issues Include (but not limited to):

- An incident that occurs on any of our campuses that affects the personal safety and security of our population.
- An incident that occurs in close proximity to the campus that may potentially affect the personal safety and security of our student, faculty and staff population.

Health Related Issues (but not limited to):

- Diagnosis of a serious or life threatening communicable/infectious disease.
- Evidence of bioterrorism.

Health Services and Medical Treatment

Rochester College has no on-campus health or medical facilities. The medical facilities listed accept most insurance plans. Some facilities may arrange to bill parents/legal guardians directly. However, students should verify this when they make an appointment. Students wanting the bill sent to their parents/legal guardians should take a letter from their parents/legal guardians to the clinic giving the clinic permission to bill.

<p>Crittenton Hospital 1101 W. University Dr. Rochester, Michigan 48307 248.652.5311</p>	<p>North Oakland Urgent Care 2840 Crooks Rd. Suite. 100 Rochester Hills, MI 48307 248.852.9290</p>
<p>Graham Health Center Oakland University 248.370.2341</p>	<p>Rochester Urgent Care 215 E. Auburn Rd. Rochester Hills, MI 48307 248.853.2009</p>
<p>Henry Ford Medical Center Lakeside Medical Center 14500 Hall Rd. Sterling Heights, Michigan 48313 248.242.2700 ; 800-HENRYFORD Open 24 hours</p>	<p>Oakland Urgent Care 2251 N Squirrel Rd. Suite 125, Auburn Hills, MI 48326 248.340.1600</p>
<p>Oakland County Health Services Health Division: North County Service Center 1200 N. Telegraph, Bldg 36 East, Pontiac, MI 48341 248.858.1280 Fax: 248.858.0178</p>	<p>Health Division: South 27725 Greenfield Rd. Southfield, MI 48076 248.424.7000 Fax: 248.424.7144</p>
<p>Health Division: West 1010 E. West Maple, Walled Lake, MI 48390 248.926.3300 Fax: 248.960.7444</p>	<p>Health Division: Oakland Pointe 250 Elizabeth Lake Rd. Suite 1520, Pontiac, MI 48341 248.858.1280 or 248.452.8672</p>