



2018

Residence Life Handbook

2019



7.3.1 Contact Information

Residence Life Office: 316-295-5500

Office Hours: 8:30 am to 5:00 pm Monday - Friday (If calling after hours, follow the appropriate voice prompts to reach a member of our on-call staff in case of an emergency. Otherwise, messages are checked promptly every morning).

E-mail: reslife@friends.edu

To provide feedback, suggestions, or report concerns anonymously, a voicemail message may be left at ext. 5547.

7.3.2 The Community and Residential Development Staff

7.3.2.1 Director of Community and Residential Development

The Director of Community and Residential Development provides administrative leadership to ensure that staff, programs, and operations contribute to a productive learning environment for students in the residence halls, on-campus apartments, and houses. In addition, the director is responsible for the administrative oversight of the Housing Council Program.

7.3.2.2 Coordinator of Community and Residential Development (CCRDs)

Green Residence Hall, Friends Village, Falcon Glenn, Falcon Flats, Smith Apartments, and all campus houses all have a professional coordinator responsible for the day to day oversight and management of the facility. In addition, the Coordinators are responsible for creating living communities that are focused on academic success and student development. The Coordinators supervise the Resident Assistants assigned to their buildings.

7.3.2.3 Resident Assistants (RAs)

Resident Assistants (RAs) are students who are employed to work in all University residential facilities. RAs are student leaders that have been trained in peer counseling, crisis intervention, programming, CPR, and other useful skills. RA's live in the community in which they are assigned and serve as peer mentors to residential students.

7.3.2.4 After Hours Contact

The University has developed an after-hours on-call policy to meet the needs of students when the office is closed. The offices in Green Hall and Friends Village are staffed each night from 7:00 pm to 12:00 am to offer late night support to residents. Students should contact the RA on duty first to report any concerns regarding residence life issues. In the event of an emergency, the RA may choose to contact the professional staff member that is on-call. After hours on-call numbers are posted in each Community and Residential Life office and throughout the residential buildings.

7.3.3 General Housing Eligibility, Payment, and Termination

7.3.3.1 Friends University Does Not Guarantee Housing

Friends University does not guarantee housing to any student at any time. Although a student may have lived on campus at some point, this does not guarantee future housing placements.

7.3.3.2 Housing Eligibility

1. Students must be enrolled as a full-time CBASE, CAPS or Graduate student to live in University-owned housing. Students must also meet any and all requirements of specific housing areas.
2. All first year students (entering with fewer than 28 credits) are required to live on campus for one year unless they meet a qualified exception.
3. Regular full-time and part-time employees are not eligible to live in designated student University housing. These include employees who are enrolled as students at Friends University.
4. Dependents of employees who are receiving tuition remission are required to live on campus for four semesters.

7.3.3.3 Check-in Procedure

Students must complete check-in procedures before moving into the assigned residence. The following must be completed before moving in:

1. Application;
2. \$100.00 Housing Deposit (Housing Deposit will be applied to the student's account)
3. Contract;
4. Check-in/Inventory Sheet;
5. Meal Plan Selection on the Housing Contract
6. Immunization records and medical Forms
7. In addition, students must be enrolled in classes prior to moving into on-campus housing.

Contact Community and Residential Development if there are questions about a housing assignment or completing the necessary information.

7.3.3.4 Payment

Under a Friends University housing contract, all room and board costs are due before the first day of classes each semester. Any student unable to make payment in full by the deadline must make payment arrangements with Student Account Services. Failure of the student to satisfy financial obligations may result in denial of further meals, a hold on registration and official records, and/or eviction. Non-payment does not terminate the housing contract nor the financial obligations of the contract.

7.3.3.5 Termination of Contract

Friends University may terminate a housing contract for violations of any of the provisions of the agreement or where it is deemed the best interest of the student and University. The contract is automatically terminated if the student's enrollment is terminated through withdrawal, dismissal, or graduation. Students who withdraw or leave housing during the semester will be subject to a \$250.00

contract termination fee and will be refunded based on the academic refund schedule. Please review the contract for more specific information.

Once a student signs a contract to live on campus, that contract becomes permanent for the length of the academic year/semester. If a student chooses to terminate his housing contract after signing the contract, the student will be subject to a \$250.00 contract termination fee.

7.3.3.6 Check-out Procedures

All check-out procedures must be followed. Failure to properly prepare the residence for check-out may result in fine. Any damage will be billed to the student's account if the amount. Failure to follow the listed cleaning procedures will result in a fine, which will be used to pay for professional cleaning:

1. Remove all personal belongings and all trash;
2. Vacuum and sweep floors, getting all trash, and dust out of corners;
3. Wipe off all shelves and cabinets and clean out closets;
4. Remove all traces of Command Adhesive;
5. Clean and wipe out all drawers;
6. Clean and wipe all kitchen and bathroom surfaces.

7.3.3.6.1 Checking Out

After the residence is prepared, resident must meet with a Residence Life staff member at a prearranged, mutually convenient time. A Check-Out Form and a Room Inventory Form must be completed. All keys or keycards must be turned in at the completion of the check-out. Failure to complete paperwork or turn in keys or keycards upon check-out could result in a fine. Any damage to the residence will be charged to the student account according to the policy outlined in the contract.

7.3.3.6.2 Explanation of Charge Schedules

The charge schedules are not meant to be all-inclusive and are only typical guidelines. Charges are subject to change without prior notification. They are designed to give staff a guide for assessing charges for damage when students check out. It is also our hope that students might benefit from knowing up-front the costs associated with any damages they may cause. In addition, the charge schedule helps further educate students about the consequences of not following University policies and procedures. Charge schedules are available from the Residence Life Staff and include fines associated with damage to community spaces.

7.3.3.7 Emergency Procedures

7.3.3.7.1 Fire

In case of fire, the Fire Department and University Security must be notified IMMEDIATELY!

Fire Department Emergency Telephone: **911**

University Security: **295-5911**

Residence Life Office: **295-5500**

Follow these emergency procedures:

1. Know the location of the fire extinguisher, fire exits, and alarm systems in the area and know how to use them.
2. If a minor fire appears controllable, IMMEDIATELY contact the fire department and University Security. Then, promptly direct the charge of the fire extinguisher toward the base of the flame. If there is a possibility of deadly fumes, please do not attempt to extinguish the fire.
3. If an emergency exists, activate the building alarm if approved to do so and evacuate the building.
4. In situations where a large fire does not appear controllable, IMMEDIATELY notify the Fire Department and University Security. Then, evacuate all rooms and, if possible, close all doors to confine the fire and reduce oxygen. This slows the spread of the fire and provides extra time for residents to exit the building safely.
5. When the fire alarm is sounded, walk quickly to the nearest marked emergency exit and alert others to do the same. For Green Hall Residents, once outside, please go directly to Casado Campus Center where Residence Life staff will account for any missing residents. Any time the fire alarm goes off, it is mandatory for all residents to evacuate the building and await further instruction by a Residence Life staff member. Failure to evacuate the building, (even if you think it is merely a test/drill) will result in conduct review action. It is also required of all residents to inform suitemates, roommates or housemates of the alarm, whether they are sleeping, unable to hear it, or are not responding.
6. Assist the disabled in exiting the building.
7. Smoke is the greatest danger in a fire, so stay near the floor where the air will be least toxic.
8. Once outside, keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. A Campus Emergency Command Post may be set up near the site. Keep clear of the Command Post unless you are asked for assistance.
10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

NOTE: If you become trapped in a building during a fire and a window is available, place any article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air is less toxic. Shout at regular intervals to alert emergency crews to your location. DO NOT PANIC!

7.3.3.7.2 Severe Weather Emergency Plan

It is not always prudent to wait until formal notification of impending danger. Listen to the radio or watch a local television station. If any revolving, funnel-shaped clouds **are seen**, immediately report them by telephone to Security and Residence Life staff.

A **severe thunderstorm watch** means conditions exist which could produce thunderstorms in the area. These storms can produce a tornado.

A **severe thunderstorm warning** means a severe thunderstorm has been observed and is moving toward the area. Sirens will not sound. Make sure doors and windows are shut. Be alert for damaging wind or hail. If the likelihood of damage exists (e.g. glass breakage), evacuate those areas of danger and seek protection in the basement, lowest level, and/or the innermost hallway as applicable.

A **tornado watch** means conditions are favorable for tornadoes to develop. Listen to local radio or television stations for further information and be prepared to move to shelter quickly. If the likelihood

of damage exists (e.g. glass breakage), evacuate those areas of danger and seek protection in the basement, lowest level, and/or the innermost hallway as applicable.

A **tornado warning** means a tornado has actually been sighted or indicated by radar. At this time, the outdoor warning sirens are activated. Sirens will sound a three-minute warning signal if it appears that a tornado is imminent. Please seek shelter on the lowest level, the innermost hallway, and/or in the basement as applicable. Yell down the halls for residents to move to the shelter area. Please remind the residents to bring a blanket or pillow to cover their heads/faces while seated on the floor. Listen to the radio while waiting for the “all-clear.”

Where to seek shelter during a tornado:

1. Green Residence Hall – basement;
2. Falcon Flats – basement of Green Hall;
3. Friends Village – basement;
4. Falcon Glenn – laundry area;
5. Smith Apartments – basement;
6. Houses – lowest level, away from windows and doors;
7. Casado – lower level snack bar area (not atrium).

7.3.3.7.3 Tornado Shelter Information

1. Stay away from windows/glass.
2. Do not go into rooms with boilers, mechanical or electrical equipment.
3. Stay low to the ground, and cover your head and face.
4. Stay out of auditoriums and away from atriums or any location with a high ceiling span (Science Building 100 is the exception to this rule; it is covered by a concrete deck).
5. Close all doors to keep glass and debris from striking you.
6. Place as many barriers as possible between you and the outdoors. Regardless of when the warning occurs, all persons should remain under cover until Residence Life staff gives the all-clear. Sirens are not used for an all-clear signal and will only be used when a tornado warning is issued.
7. Do not return to a room/apartment, unless told to do so by a University official.

After the official all-clear has been given, please follow these procedures to ensure your safety:

1. If the building you are in is damaged, evacuate the building immediately.
2. If there are injuries, call 911 immediately.

7.3.3.7.4 Injury or Illness

Call the University Security Office at 295-5911. If you need assistance:

1. If serious injury or illness occurs on campus, immediately call the above number. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.
2. In case of life-threatening situations, please call 911 and then call 295-5911.
3. In case of minor injury or illness, provide First Aid care. Each housing office has a First Aid Kit available for your use. Use only sterile First Aid materials. Ideally, only Red Cross trained personnel should provide First Aid treatment.

4. In case of serious injury or illness, Red Cross trained personnel should quickly perform the following steps:
 - a. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
 - b. Ask victim, "Are you okay?" and "What is wrong?"
 - c. Check breathing and give mouth-to-mouth or mouth-to-nose resuscitation if necessary.
 - d. If any appearance of shock - pallor or chilling - cover with blankets or coats.
 - e. Control serious bleeding by direct pressure on the wound.
 - f. Continue to assist the victim until help arrives.
 - g. Look for emergency medical I.D., question witnesses and give all information to the paramedics
 - h. In case of convulsions or seizures:
 - i. Prevent victim from hurting him/herself.
 - j. Do not place a blunt object between victim's teeth.
 - k. Do not restrain the victim.
 - l. Do not pour liquid into victim's mouth.
5. In case of burns due to heat, acids, bases, or other chemicals, flush well with cold water.

7.3.4 Community Life Standards

Residents must abide by federal, state, city, and University policies. University policies include the Community Life Standards, Student Conduct Code, and other policies found in Volumes II and VII of the Policy Manual and the Catalog of Courses. Failure to adhere to these standards can result in the University requesting student withdrawal.

Unacceptable behavior in Friends University facilities or at any University-sponsored activities includes, but is not limited to:

1. The possession or use of alcoholic beverages or illegal substances;
2. Use of tobacco in any form;
3. The possession of indecent literature;
4. The use of profane or vulgar language; and
5. The possession of firearms.

7.3.5 General Resident Living Guidelines

The Community and Residential Life staff is committed to providing a quality community atmosphere.

In community living, behaviors may occur that violate the rights of other people. Because of this, guidelines have been established so each member is aware of the rights and responsibility that comes with community living. At Friends University, the community is established on the basis of mutual respect and concern for the rights of each individual. It is possible to live together in harmony when each member adheres to the guidelines established for the good of the community as a whole.

As adults choosing to live in a community, the University expects its residents to abide by federal, state, city, and University regulations at all times.

7.3.5.1 Abusive/Disrespectful Behavior

Students are expected to act in a respectful and cooperative manner with all members of the University. If there is a disagreement or confusion between individuals, courtesy and understanding should be employed by all parties to resolve the point of contention. Lying or being dishonest regarding a situation is unacceptable. Any attempts to deceive staff, or lie about a conduct review process will result in more serious sanctions. Physical, verbal, and written threats, insults, or any form of abusive behavior directed toward any staff member or resident will not be tolerated.

7.3.5.2 Alcohol

Possession and/or consumption of alcohol or intoxication is not allowed at Friends University. Alcohol, empty alcoholic beverage containers, and alcohol advertisements are not permitted in any of the University residential facilities.

The University staff and civil authorities will investigate to prevent the use of alcohol where there is reasonable cause to believe that a violation of University policy or state law has occurred, will occur, or is in progress. This includes the right to search persons, rooms, and vehicles believed to be in violation of this policy. Information from reliable sources, law officials, concerned citizens, or personal observation by University officials or staff may be used to determine whether reasonable cause for search exists

7.3.5.3 Babysitting

Due to the possible danger for small children, the university prohibits babysitting within the residence halls. Guests under the age of 18 need to be accompanied by a parent or guardian or have prior permission from the Director of CRD. Residential students who are also parents may have their children in residence with them. Falcon Flats is the designated facility for family housing.

7.3.5.4 Balconies, Roofs and Windows

Students who eject any object from any of the following but not limited to window, balcony, door, vehicle, ledge, or roof are displaying inappropriate behavior. This kind of behavior can be extremely dangerous and is a potential hazard. For no reason at any time are students allowed on the roof of a facility, sitting, lounging, climbing, hanging, and any other action attempted on a roof is strictly prohibited. Residents who choose to violate this policy not only endanger themselves, but will face conduct review actions and/or eviction. Friends University is also not liable for injuries that may occur due to any actions that violate campus policy.

7.3.5.5 Being Present During a Violation

Anyone found to be present during an alleged violation may also be held responsible for the violation.

7.3.5.6 Contact Paper

The use of contact paper is not permitted in the residences. This is because contact paper leaves sticky adhesions when removed. Because not all people have the same taste in decorating, a future resident may not like the contact paper selected and wish to remove it. The surface would be damaged and require extensive sanding and repainting. Instead, use non-stick shelf paper in the vanity drawers or on

the shelves. Residents can use gift-wrapping paper attached with Command Adhesive to decorate closet doors and still avoid damaging the surfaces.

7.3.5.7 Courtesy Hours/Noise

Residents must maintain an environment conducive to study and sleep. At no time should any noise be heard outside of an apartment, suite, or house. Residents with multiple infractions of the courtesy hours may be subject to conduct review actions and possible eviction.

7.3.5.8 Dart Boards

Darts and dartboards represent a potential threat to students if misused, and can permanently damage facilities. They are not permitted in University residence facilities. Dartboards using Velcro projectiles are permitted.

7.3.5.9 Decorating the Residence

Residents are encouraged to make their residence reflect their style and personality. Personal belongings and decorative touches will make the residence a unique, comfortable home to enjoy during the year. Be creative! Have fun! But please read the decorating policy provided by Residence Life staff carefully because there are restrictions that, when violated, may cause damage to the complex. Residents will be held responsible for any damage to their assigned residence. If unsure about any decorating ideas, ask before doing anything! Changing decorating plans beforehand is much easier than paying to have it repaired later!

7.3.5.10 Firearms

CAMPUS WIDE

The use or possession of "Firearms" or "Conducted Energy Devices" on University premises, including, but not limited to, classrooms, offices, and student housing, is expressly forbidden. "Firearm" means any pistol, rifle, shotgun, or other device that uses gunpowder to launch projectiles, and any replica or facsimile thereof that could be perceived to be a firearm. "Conducted Energy Device" means a weapon primarily designed to disrupt a subject's central nervous system by means of deploying electrical energy sufficient to cause uncontrolled muscle contractions and override an individual's voluntary motor responses (this includes, but is not limited to, Tasers). This policy is subject to the right to possess a handgun pursuant to the applicable portions of K.S.A. 75-7c01 *et seq*, the Personal and Family Protection Act. This policy is also in addition to University policies directly applicable to University employees and students. Any violation of this policy may lead to: a request to vacate University premises; being subject to prosecution for trespass; or other appropriate remedies as determined by Friends University.

STUDENTS

The use or possession of "Firearms" or "Conducted Energy Devices" by a University student on University premises, including student housing, is expressly forbidden. "Firearm" means any pistol, rifle, shotgun, or other device that uses gunpowder to launch projectiles, and any replica or facsimile thereof that could be perceived to be a firearm. "Conducted Energy Device" means a weapon primarily designed to disrupt a subject's central nervous system by means of deploying electrical energy sufficient to cause uncontrolled muscle contractions and override an individual's voluntary motor responses (this includes, but is not limited to, Tasers). Under no circumstances may students store or possess firearms or Conducted Energy Devices in University-owned housing, in University buildings, or on University premises. This policy is

subject to the right to possess a handgun pursuant to the applicable portions of K.S.A. 75-7c01 *et seq*, the Personal and Family Protection Act. Any violation of this policy may lead to immediate suspension or dismissal from the University.

7.3.5.11 Fire Equipment

Tampering with, removing, or destroying any fire safety or firefighting equipment endangers the lives of others and is a felony in the state of Kansas. Therefore, residents are subject to arrest for such actions. Report all damaged and/or missing fire alarm devices and fire extinguishing equipment to the CRD staff immediately. Tampering with any fire or safety equipment may result in severe conduct review action up to and including suspension from the University.

7.3.5.12 Fire Hazards

Candles, incense, halogen lamps, open-range cookers, live Christmas trees are not allowed. The possession of fireworks is also not allowed. Electronic candle warmers may be used with wickless candles and only when under direct supervision.

7.3.5.12.1 Fireworks

No person is allowed to possess, display, or ignite fireworks or explosive devices of any kind, legal or illegal on any of the University's campuses or property. Because of the disruption and immediate threat these items pose to the entire community, students violating this policy may be immediately removed from the residence facility and/or campus. Additional conduct review action may also occur.

7.3.5.12.2 Grills

The use of propane grills is prohibited in or around all University residential facilities. The use of charcoal grills is not permitted on balconies but is permitted outside the University Houses, Friends Village, Falcon Flats, Falcon Glenn and Smith Apartments only.

1. Do dispose of charcoals when you have finished grilling and the charcoals are cool.
2. Do not use propane grills.
3. Do not leave a lit grill unattended.
4. Do not move a lit grill.
5. Do use long-handled utensils and fire-resistant oven mitts.
6. Do not wear loose clothing that could catch fire.
7. Do not use the grill indoors.
8. Do not use water on a grease or fat fire.

Friends University is not responsible for any damages caused by a fire from a grill. Questions regarding this policy should be referred to the Office of Community and Residential Development: 316-295-5500.

7.3.5.13 Inappropriate Activities

Activities such as rollerblading, skateboarding, water fights, bike riding, shooting guns of any kind (paintball, airsoft, Taser, etc.), throwing Frisbees, playing outdoor games, throwing, bouncing, or kicking balls, golf, basketball, etc. are not permitted inside any residential complex. These activities are both disturbing to community and can cause damage to the building. Any behavior that interferes with the normal operations of the residential community is prohibited.

The safety of hover boards is being investigated by the U.S. Consumer Product Safety Commission because of the risk of fire from the lithium battery. Due to this risk, students and guests are no longer allowed to operate, charge, or store hover boards and drones in residential buildings.

The operation of unmanned aircraft systems including drones and model aircraft is regulated by the Federal Aviation Administration (FAA) and relevant state law.

To reduce risks to safety, security, and privacy Friends University will not permit the use of drones near residential facilities.

7.3.5.14 Health and Maintenance Inspections

It is imperative that the residents treat University residential facilities in a respectful manner and not destroy or harm University property in any manner. This includes keeping the area clean and orderly. Suites, apartments and houses must be maintained in such a manner that pest infestation is prevented, and there is no risk to the health or hygiene of the occupants of the complex. This means old or spoiled food must be quickly disposed of, crumbs or spills cleaned up immediately, and dishes washed regularly and not allowed to accumulate in sinks or on countertops.

Cleaning responsibilities for a suite, apartment or house shall be shared by all members of the unit and performed on a regular basis. Once a week, minimal cleaning shall include, but is not limited to:

1. All floors being vacuumed or swept.
2. All trash removed and taken to dumpsters.
3. All kitchen and bathroom surfaces wiped clean.

Failure to keep a residential area adequately clean will result in a warning and a 24-hour grace period in which to clean the suite. If the cleanliness is not adequately improved upon at the follow-up inspection, Physical Plant staff will be contacted and the area will be cleaned at the student's expense. If the resident exhibits further dismissal of cleaning responsibilities, the residents' contracts may be terminated and they may be evicted from on-campus housing. Regular inspections will be conducted to make sure that residences are clean.

Community and Residential Development staff may complete inspections of living areas at least once a month. These inspections are to ensure the living area is clean, safe, and maintained, and adheres to Community Life Standards. Routine Inspections will be announced at least 24 hours prior to the inspection. Residents do not need to be present during the inspection.

7.3.5.15 Keys and/or Key Cards

Upon check-in, residents will be issued a key and/or keycard to their room and hall, house, or apartment.

1. The keycard must not be shared with other people. In the event that a keycard is missing, residents will be held responsible for the replacement charge as well as for any stolen belongings.
2. Do not hide keys or keycards outside of rooms, houses, or apartments. If someone else were to find the hidden keys or keycard, every student in the building, house, or apartment and their belongings would be in danger.

7.3.5.15.1 Duplication and Lending of Keys

Duplication or lending of any key(s) is not permitted.

7.3.5.15.2 Lock Outs

A member of the CRD staff is on call 24 hours a day and is authorized to unlock a resident's door if the resident is locked out of the assigned on-campus residence. If this situation occurs, contact the RA on duty who will alert the Coordinator. If unable to get the help needed, call 295-5500, and follow the appropriate voice prompts to contact the on-call Coordinator.

7.3.5.16 Musical Instruments

Due to the noise level sometimes accompanied by their use and to protect the rights of others within a residential facility, the playing of musical instruments is to be confined to designated areas. The use of electric instruments and amplifiers is not permitted in the University's residential facilities. The university may also limit the use of stereo and bass equipment, if it is deemed to be in violation of the noise/courtesy hour standard.

7.3.5.17 Painting

No painting of any surface is allowed in our residences. Students who paint any walls, ceilings, bookshelves, closets, vanities or cupboards will be charged with having the item(s) repainted by professional painters.

7.3.5.18 Parking

Always lock the doors and do not leave valuables in the car. Taking these precautions can greatly reduce the risk of becoming a victim of theft. The University is not responsible for vehicles parked on campus, so be sure the car is insured adequately. Parking in areas where parking is not permitted can result in a ticket and/or the car being towed at the owner's expense.

For University house residents, non-permitted parking includes parking in no parking zones, parking so that the vehicle blocks all or a portion of a neighbor's driveway, or parking on lawns.

7.3.5.19 Paul's Pond

Due to the potential harm to people and/or property, no individuals are ever allowed in Green Residence Hall's water feature, Paul's Pond.

7.3.5.20 Personal Belongings

The University does not assume responsibility for the personal belongings of students. The University strongly recommends students and their parents contact their insurance agent to arrange for personal insurance. Students are encouraged to inventory their personal property and to mark such property with an identifying code. Please report property stolen from a residential facility to the Office of Community and Residential Development, and they will assist in the completion of a security report.

7.3.5.21 Pets

To avoid damage and maintain reasonable costs, pets are not allowed in University residential facilities, except fish which must be kept in an aquarium no larger than 10 gallons. The only other exception is seeing-eye dogs or other service animals as provided for by the American Disabilities Act. The Humane Society will be notified if any animal is found in any on-campus housing facility, and the animal will be picked up at the owner's expense. The student violating this policy will be held responsible for any costs necessary to return the house, suite, or apartment to its original condition.

7.3.5.22 Possession or Use of Drugs

Drugs not prescribed by a physician are illegal on and off campus. Non-prescribed over-the-counter drugs are acceptable as approved by the Community and Residential Development. Possession or use of illegal drugs and/or drug paraphernalia is in violation of the Community Life Standards and will not be tolerated.

The University staff and civil authorities will investigate suspected drug use. This includes the right to search persons, rooms, and vehicles believed to be in violation of this policy. Information from reliable sources, law officials, concerned citizens, or personal observation by University officials or staff may be used to determine whether reasonable cause for search exists.

7.3.5.23 Property Storage

The University does not provide storage for any resident's property or belongings. Students are expected to keep their belongings in their rooms. No items should be left in the hallways, porches, laundry areas or lounges at any time.

7.3.5.24 Room Entry

The Office of Community and Residential Development abides by the Friends University Entry and Search Policy and reserves the right to enter students' rooms to ensure community health and safety, and assess violations of the student standards of conduct.

The responsibilities of the University require a right to enter into students' rooms for the following reasons:

1. When permission has been granted by the occupant(s);
2. When maintenance, requested by the occupant(s) or University personnel is being performed;
3. During routine inspections of rooms for safety, health and general maintenance performed upon institutional initiative preceded by 24 hours written or posted notice to the occupant(s);
4. There is a perceived imminent danger to the safety, health or property of the occupant(s) or to institutional property;
5. There are potential or perceived violations of University policy;
6. When entry is made by civil officers covered by civil law;
7. To ensure the room is vacant during fire drills.
8. To turn off stereos, radios, alarm clocks, and other items which are bothersome to others.

All room searches by Community and Residential Development staff must be approved by at least one of the following: the Director of Community and Residential Development or the Vice President of Student Affairs except in the case of an immediate and clear emergency involving danger to safety and health. There are two basic situations which necessitate room search: 1) A clear indication that the established code of student conduct or health and safety regulations are being violated; or 2) emergency situation occurs which make it necessary for a staff member to search a room for a particular item. Failure of the student to comply with the search by refusing to unlock drawers or locked containers may result in a violation of the student code of conduct, and further disciplinary action.

Rooms may be searched upon reasonable suspicion of contract violation or concern for health or welfare. The occupant or occupants may be informed of the reasons for any room search. When it is necessary for authorized university personnel to search a student's room without the occupants present, two staff members should be present.

7.3.5.25 Security

Friends University provides around-the-clock security for the campus. If someone looks suspicious or something that could potentially turn into a dangerous situation is witnessed, call 295-5911 (or 5911 on a hall or room phone). Also, be sure to alert the on-call Residence Life staff member by dialing 295-5500. If the situation involves a fire or student health emergency, call 911. All security problems need to be reported to the Director of Security.

Propping open any apartment door is prohibited. This is necessary to maintain your safety and that of your neighbors.

If walking back from class at night and would like to request an escort, this can be arranged by calling 295-5911. ***See Volume II, Section 2.3 for a listing of all the University's security related policies.***

7.3.5.26 Smoking and Smokeless Tobacco

CAMPUS WIDE

Purpose

To provide guidance concerning tobacco use in and around campus buildings and in University vehicles.

Policy Statement

Friends University is committed to provide a tobacco-free environment for the health, well-being and safety of University students, faculty, staff and visitors.

Policy

The use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied or controlled by Friends University. This policy applies to all employees, faculty, staff, students, University affiliates, contractors, volunteers, customers and visitors. This policy is applicable twenty-four hours a day, seven days a week.

Definition

Property: Property includes buildings and structures, grounds, parking structures, enclosed bridges and walkways, adjacent sidewalks, parking lots and vehicles, as well as personal vehicles in these areas.

Tobacco Products: Tobacco Products are defined as all tobacco-derived or containing products, including but not limited to, cigarettes, electronic cigarettes, electronic smoking devices, any and all vaping products, cigars, hookah products, pipes, and oral and smokeless tobacco (spit and spitless, chew and snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation, as approved by the FDA (e.g., nicotine patch, nicotine gum).

Electronic Smoking Devices: Electronic Smoking Devices means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Hookah: Hookah means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

Smoking: Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

Process

Effective July 1, 2017, the use of tobacco is prohibited by all employees, students, University affiliates, contractors, volunteers, vendors, and visitors in all interior spaces on Friends University campuses, on all outside property owned, operated, or leased by Friends University campus, including but not limited to, enclosed areas, buildings and structures, grounds, walkways, adjacent

sidewalks, parking lots, vehicles, athletic facilities associated with Friends University, and personal vehicles in these areas.

Organizers and attendees at public events held in or at Friends University facilities are required to abide by the tobacco free policy. The organizers of these events, which include but are not limited to, conferences, meetings, lectures, social, cultural, and sporting events, are responsible for both communicating the policy to attendees and enforcing it.

Friends University prohibits campus-controlled advertising, sale or free sampling of tobacco products on campus.

Campus organizers are prohibited from accepting money or gifts from tobacco companies.

Enforcement of Policy

Friends University expects all employees, students, University affiliates, contractors, volunteers, vendors, and visitors to comply with this policy. Members of the campus community may respectfully inform others of the policy to increase awareness and compliance.

An individual who notes a violation of this policy should:

- Informally attempt to resolve the problem by requesting that the violator comply with the policy.
- If the informal attempt fails, contact the Dean of Students or the Director of Human Resources for referral to the appropriate administrative official.

Repeat violations will be handled according to established student and employee codes of conduct, policy and procedures.

7.3.5.27 Tattooing, Body Piercing, and Hair Cutting

Under Kansas law K.S.A. 72-2701, which states that unless the State of Kansas Board of Cosmetology licenses a person, it is unlawful to perform tattooing, body piercing, and haircutting. Due to this law and potential health risks, Friends University prohibits students from providing these services on University property. Anyone caught performing these services will be immediately turned over to the proper authorities.

7.3.5.28 Trash

Students are responsible for the proper removal and disposal of trash. Trash must be disposed of in the designated areas. Students disposing of their trash in unapproved areas will be subject to conduct review proceedings.

7.3.5.29 Vandalism

Tampering with safety equipment such as fire extinguishers, thermostats, elevator call buttons, etc. will lead to immediate conduct review action. Vandalism also includes, but is not limited to, the rocking or movement of vending machines, destruction of signage or bulletin boards, graffiti and intentionally damaging facilities and/or grounds and landscaping.

7.3.5.30 Wall Decorations

Anything hung from walls should be done without damaging the wall. There are various products available for purchase for hanging wall decorations, however make sure to only use products that will not leave marks, holes, or scratches. Push pins, nails, screws, etc. are not allowed. Questions about hanging personal items on the wall should be directed to a Coordinator. Any tape scars, holes, scratches, paint discolorations, *Command Adhesive* product, or sticky residue left on any surface in your room will be considered payable damage. This includes walls, closets, desks, the room door, and floor.

7.4 Green Residence Hall Policies

The following policies apply specifically to residents of Green Hall.

7.4.1 Suite Furniture Provided

- 6 beds with mattresses
- 6 dressers
- 6 bookcases
- 6 desks
- 1 three-seat sofa
- 2 living room chairs
- 1 end table
- 1 kitchen table
- 4 kitchen chairs
- 1 microwave oven
- 1 refrigerator

7.4.2 Furniture and Appliances

Residents may bring TVs, DVDs, other video game equipment, chairs, mini-refrigerators, throw rugs, and sofas to personalize their rooms. Due to their weight, waterbeds are not allowed. Suite furnishings are contingent upon how many people live there. The furniture that is provided will be assigned to each room and must stay in that room. This furniture is not to be removed or stored elsewhere.

7.4.3 Lofts/Bunks

The modular furniture provided by the University offers a variety of set-up options. If residents wish to loft or bunk their beds they will need to contact a Coordinator to receive the lofting pegs. Only the modular furniture provided by the University can be included in the loft/bunk. When lofting or stacking furniture it is requested that any arrangements of furniture be sturdy, solid, and safe; safe for both the resident and the furniture. The use of steel lofting pegs, available free through the Community and Residential Development Office, are mandatory whenever any of the furniture is stacked. No arrangements should result in any portion of either bed being higher than 70 inches from the floor. Consult the approved lofting arrangements. The University cannot be held liable for any injuries or damage to University owned furniture.

When lofting furniture take extra care not to bang, or gouge the walls, closets, or other furniture. The furniture is heavy and will require multiple individuals to move and stack it. The University provided furniture is also very sturdy; however it is not indestructible. Please practice good discretion in the application of weight to this furniture. Be especially careful not to break or crack the shelves or dresser drawers. Residents are responsible for the furniture, the room, and any damages that are caused to either.

7.4.4 Guests/Visitation

Students may have overnight guests as long as they are of the same sex. Students must notify their Resident Assistant when they are having a guest staying overnight. Stays lasting longer than three days need to be approved in advance by the Coordinator.

Visitation of individuals of the opposite sex is allowed from 7 a.m. to midnight Sunday through Thursday. Visitation on Friday and Saturday lasts until 1 a.m. in the suites. Members of the opposite sex are not allowed in suites past visitation hours. The lobby on the first floor and the lounge areas on the second floor will remain open 24 hours a day, seven days a week. These areas are for visiting and studying, not sleeping. Cohabitation (living together) and sexual relations by unmarried individuals/couples is not allowed.

All guests must be escorted by a resident of the complex at all times. The University expects the student to inform any guest of all the rules and regulations of the University. The student may also be subject to conduct review action based on the actions of a guest.

7.4.5 Mail

Mailboxes are located in the front lobby of Green Residence Hall. Each resident will be given a mailbox key. It is important for the security that the key be kept secure and confidential.

7.4.5.1 Green Hall Mailing Address

Name

Green Residence Hall Suite # ____

710 South St. Clair Street

Wichita, Kansas 67213

USA

7.4.6 Mandatory Hall/Floor Meetings

During the semester, certain floor and hall meetings will be designated as “mandatory” by hall staff. Residents must attend mandatory hall/floor meetings with the Resident Assistant and/or Coordinator. Failure to do so may result in conduct review.

7.4.7 Staying During Breaks

Green Residence Hall is closed during breaks. Limited housing may be available during Thanksgiving break, semester break, and spring break. Students will receive notification if break housing is provided. When break housing is provided, students must request permission to stay in Green Residence Hall. Room rates do not cover these break periods and students will be charged a daily rate of \$10. All

policies, including but not limited to, visitation, quiet hours, and door propping, will remain in effect for the duration of all breaks. It is important to note that no guests are allowed during break housing.

7.4.7.1 Before Leaving For Breaks

Please follow each of these guidelines when leaving for breaks in order to reduce the risk of property damage:

1. Take your keycard with you;
2. Unplug all electrical appliances;
3. No fish are allowed to stay (Christmas break only);
4. Take out all garbage;
5. Empty the refrigerator of anything that will spoil;
6. Clean up all food crumbs or drink spills;
7. Close and lock windows;
8. Turn off any alarms or answering machines.

7.4.8 Room Assignments

Friends University will assign a specific room after a student has completed a housing application. Friends University will make every effort to assign accommodations according to student preferences, but the University reserves the right to make and/or change room assignments. Assigned space not occupied by the first day of the contract period may be reassigned to another student. Non-occupancy of assigned space does not terminate the Green Residence Hall contract.

Residents may not move to another room without prior approval from the resident coordinator. No roommate changes will be allowed for the first two weeks of any semester, and thereafter only with the approval of the resident coordinator. Roommate changes are not guaranteed and will only occur following mediation.

7.5 Falcon Flats, Falcon Glenn, Friends Village and Smith Apartments Policies

7.5.1 Falcon Glenn Furniture Provided

2 beds with mattresses
2 dressers
2 bookcases
2 desks
1 sofa
1 living room chairs
2 end table

7.5.2 Smith Furniture Provided

1 bed and mattress per bedroom
1 dresser per bedroom
1 desk per bedroom
1 desk chair per bedroom

7.5.3 Bunks/Lofts

Bunks can be used to free up space in a room as long as they are safely built. Here are the guidelines residents need to follow in order to add a bunk/loft to a bedroom: (For resident's wishing to bunk University provided beds, pegs are available in the housing offices)

1. Contact the Community and Residential Life Office to gain permission to use a building plan.
2. Build a support system that includes four legs and adequate lateral motion stabilizers.
3. Bunks cannot be hooked to the wall or supported on the bookshelf rail. The bunks must be free standing.
4. Make sure the bunk is low enough that you do not hit your head on the ceiling in the morning when you wake up.
5. Use a platform made of sturdy material. Legs from the bed frames may not be removed; instead, use wood beams or wood sheets cut to size.
6. Nail or screw all bunk pieces together securely. Do not balance them on one another then hope they will not topple.
7. Most people enjoy having a foot of extra space at the side of the mattress on the platform to put an alarm clock or tissue. A side-rail increases safety and should be used.
8. Residents will be responsible for taking the bunk out of the apartment when they leave. All University furniture must remain in the room it is assigned to.

7.5.4 Guests/Visitation

Residents must observe the policy, which is in effect for all persons in each of the buildings. Any guest staying in an apartment or house overnight will be considered the guest of the resident. All guests must be escorted by a resident at all times. Visits lasting longer than three days need to be approved by the director of CRD. There is to be no cohabitation in apartments between unmarried couples.

7.5.5 Mail

Mailboxes are located on the first floor of Falcon Glenn, Friends Village and Smith Apartments. Students living in these facilities will be assigned a mailbox key. It is important for the security of the mail that key be kept secure. Mail can be retrieved at anytime. Mail is delivered Monday through Friday. Outgoing mail can be dropped in the outbox at Friends Village or at the Mailroom on the ground floor of the Davis Administration Building.

7.5.5.1 Falcon Flats Mailing Address

Name

712 S. St. Clair Apt _____

Wichita, Kansas 67213

USA

7.5.5.2 Falcon Glenn Mailing Address

Name

507 S. Glenn St. Apt _____

Wichita, Kansas 67213

USA

7.5.5.3 Friends Village Mailing Address

Name

628 S. Hiram St, Apt _____

Wichita, Kansas 67213

USA

7.5.5.4 Smith Apartments Mailing Address

Name

644 S. Hiram Apt _____

Wichita, Kansas 67213

USA

7.6 University Houses Policies

The following policies apply specifically to residents of University Houses.

7.6.1 Basements

Friends University prohibits students from utilizing the basements of University houses on a 'day to day' basis. Basements of all university-owned houses may be used in case of emergencies (tornadoes, severe weather, etc.) and for storage purposes. . Usage of basement spaces, is a direct violation of state law because university basements do not have legal exits. (A 'legal' exit is a separate entry/exit from the main level of the house. In other words, the basement *must* have a ground-level door). Usage of any university basement is unsafe. Residence Life, Physical Plant, and/or Campus Security will immediately address violations of this standard of living. *If any student or group of students elects to ignore this expectation of living, the University may immediately terminate current and future housing contracts.*

7.6.2 Guests/Visitation

Residents must observe the policy, which is in effect for all persons in each of the buildings. Any guest staying in an apartment or house overnight will be considered the guest of the resident. All guests must be escorted by a resident at all times. Visits lasting longer than three days need to be approved by the Coordinator. There is to be no cohabitation in houses between unmarried couples.

7.6.3 Mail

The Post Office will deliver mail directly to the house.

7.7 Student Code of Conduct and Conduct Review Policies

Behavior Intervention Process

Community & Residential Development strives to promote the mission of Friends University by creating and maintaining a safe and educational environment where individuals and institutional objectives combine to promote student development. Living on campus at Friends University carries with it distinct responsibilities and privileges. In order to achieve these objectives it is necessary to establish policies

and procedures that guide expected student behavior. These standards have been developed to reflect the nature of a learning community aimed to enhance the educational experience.

This process is designed to hold students accountable while promoting development growth and restoration to the community. Processes serve to increase student awareness of appropriate behavior, increase the ability for students to make responsible choices, enhance students' personal growth, and promote respect for the campus community. All alleged violations of community life standards are reviewed through informative meetings and intervention procedures.

However, the behavior review boards do not sit as a court of law and are not restricted by the legal rules of evidence and procedure. All behavior meetings are administrative and allow for flexibility and the reasonable use of discretion.

The intervention process seeks to encourage students to develop:

1. Awareness of his/her behavior
2. Awareness of the impact of that behavior on self and others
3. Awareness of behavioral options
4. Problem-solving skills
5. Sense of responsibility for one's actions

Students, as members of the University community, accept the responsibility of holding each other accountable for their actions. Thus, students have the responsibility to report behaviors that are contradictory to the community life standards.

7.7.1 COMMUNITY LIFE STANDARD

Decisions Resulting in an Informal Warning

In some instances, formal action may not be necessary for the first violation. These types of incidents may include, but are not limited to, first breach of the visitation policy (within ½ hour of the end of visitation hours) and quiet hour policy. Upon receiving documentation of such an incident, the director of community and residential development, or designee, may resolve the situation through informal verbal and/or written contact with the student (named in a report).

7.7.2 Decisions Resulting in Formal Action

7.7.2.1 Category One

Category One Incidents include but are not limited to alleged incidents such as:

- Care of the Room/Suite (health and safety inspections)
- Courtesy Hours or Noise Violation
- Pets
- The use of tobacco in undesignated areas
- Propping open any outside locked door
- Inappropriate activities
- Unauthorized guests
- Visitation hours
- Alcohol Paraphernalia

- Behaviors and activities that consistently interfere with a student's ability to achieve success.

Response to Category 1 incidents include, but are not limited to:

- Verbal or Written warning
- Accountability agreement with university staff
- Participation in educational programming

7.7.2.2 Category Two

Category Two Incidents include but are not limited to alleged incidents such as:

- Alcohol (possession, distribution or under the influence)
- Disrespect of a University Employee
- Fire Hazards (open flames, incense, halogen lamps, etc.)
- Obstructing University Activities or Procedures
- Unauthorized Entry or use of University Housing and/or Property
- Repeated or severe incident of Category One behaviors

Response to Category 2 incidents include, but are not limited to:

- Discretionary assignments as agreed by student and staff
- Community restoration hours
- Dismissal from university housing and loss of visitation privileges

7.7.2.3 Category Three

Category Three Incidents include but are not limited to alleged incidents such as:

- Destruction of Property
- Physical, emotional, or verbal abuse
- Taking of belongings other than your own (theft)
- Illegal Drugs or Narcotics
- Possession of Weapons including firearms or explosives or any other item that could be considered dangerous if used
- Repeated or severe incidents of Category One or Two behaviors.
- Sexual Assault *** Cases of sexual assault will utilize other investigative processes as outlined by the universities sexual harassment policy and Title IX.

Response to Category 3 incidents include, but are not limited to:

- Accountability agreement
- Community restoration hours
- Eviction from University housing and loss of visitation privileges
- Dismissal from the university and loss of visitation privileges.

7.7.3 PROCEDURE

- 01 Any University staff or student may file a report with Community & Residential Development within 24 hours of an incident.

- 02 The incident will be reviewed by the Coordinator (if the Coordinator has questions they are to contact the Director of Community & Residential Development) and he/she will determine whether or not the alleged incident requires a meeting with the student(s) identified in the report.
- A. If the review indicates there is no reason to proceed no action will be taken. The individual who filed the report will be notified of such determination and a letter will be sent to the student accused of alleged incident stating no action is being taken.
 - B. If the review indicates there is reason to proceed, the Coordinator will set a meeting with individuals involved in the alleged incident; at which time, the involved individual(s) will relate their perspectives on the alleged incident. They will have the opportunity to accept or deny involvement in the incident. (The individual will have 24hrs to reschedule the meeting if it is set at a time that conflicts with class, work and/or co-curricular involvement)

7.7.3.1 Interim Suspension

In certain circumstances, the Vice President of Student Affairs may impose a University or residence facility interim suspension prior to an intervention meeting.

Interim suspension may be imposed to support the safety and well-being of members of the University; to ensure the student's own physical or emotional safety and well-being; and/or if the student poses a definite threat of, disruption of, or interference with the normal operations of the University.

During the interim suspension, student may be denied access to the residence facilities and/or the campus (including classes) and/or all other University activities or privileges.

7.7.4 Behavior Meetings

Incidents not resulting in an informal warning shall be handled in an intervention meeting with the residential coordinator and/or the director of community and residential development, or before the Behavior Review Board.

- 01 The student(s) will initially have a disciplinary meeting with the Coordinator or designee at which time the student will be informed of the alleged violation. The student(s) will then have the choice of resolving the situation by taking responsibility for his/her behavior or by denying involvement in the incident.
- Responsible for Behavior: Coordinator will determine an appropriate response to the behavior. A letter outlining the response will be sent to the student within 48 hrs of the meeting. In the event, of a second incident of the same behavior the coordinator may recommend a meeting with the peer review board.
 - Not Responsible for Behavior: Coordinator will inform the student that he/she may choose to present the incident in a formal meeting before either the Peer Review Board (Level 1 Incidents) or the Behavior Review Board or participate in a meeting with the director of community and residential development. Please refer to Section 3.0 for a more detailed description of the Behavior Review Board and the Peer Review Board functions.
- 02 If the student(s) chooses to have the situation resolved through a meeting with the director of community and residential development, the student(s) will be given the opportunity to share

information. The student will be able to invite individuals that witnessed or were involved in the incident.

- 03 If the student(s) is found to be responsible for the behavior, the director of community and residential development or designee will send the student a letter outlining the results of the decision within two to five class days of the meeting. (Please refer to Sections 1.1-1.3, for a list of possible responses.)
- 04 Students may appeal the decision. The appeal process is outlined in Section 4.0.
- 05 If a student fails to attend an initial meeting arranged by the director of community and residential development, the student forfeits his or her option to another meeting with the BRB.

7.7.5 BEHAVIOR REVIEW BOARD (and Peer Review Board)

7.7.5.1 The Behavior (and Peer) Review Board Purpose

- 01 Determine whether a student has made decisions resulting in behaviors not conducive to achievement and success.
- 02 Facilitate a fair process
- 03 When appropriate, to recommend responses according to this document.
- 04 The BRB is not to be used as a forum to voice political views, religious views, or opinions about campus policies.
- 05 The BRB is not a method to change current standards considered to be Friends University community life standards.

7.7.5.2 Organization

- 01 The BRB meetings shall include six members made up of three students (at least one of which is residing on campus), three faculty/staff members and the director of community and residential development as chair and non-voting member. A quorum of three members, including at least one faculty/staff, one student, and the director of community and residential development or designee must be present for the process to take place. Student membership shall include representation from both on- and off-campus.
- 02 The students selected to participate in the BRB will also be members of the Peer Review Board. The peer review board will be called to meet with students that have repeated level one incidents, or students that do not alter behaviors following advising from the community and residential development team.
- 03 The director of community and residential development in partnership with the student(s) named in the report shall select three students for each meeting from the group of students previously selected by the same to serve on the BRB.
- 03 Qualifications for application and appointment to the Behavior Review Board shall include:
 - a. Cumulative GPA of 3.0 or higher
 - b. No prior sanctions imposed by the BRB.
 - c. Desire to participate in a leadership role

7.7.5.3 Application Process

Students who meet the above qualifications may obtain an application for selection to the Behavior Review Board from the director of community and residential development. More than three students may be selected to sit on the BRB (and Peer Review Board), but only three students will attend a review meeting at one time. Students who are selected to sit on the Behavior and Peer Review Boards must participate in training prior to participating in behavior meetings. The director of community and residential development shall advise the Peer Review Board and the Behavior Review Board (BRB), act as chair of the Boards and will be responsible for administering meetings and maintaining order.

Each BRB member participating in a review meeting will have one vote. A simple majority vote of those board members present shall be necessary and sufficient for any action.

7.7.5.4 Duties/Responsibilities

- 01 The director of community and residential development
 - a. Informs a student appearing before the BRB of the date, time, and location of the meeting
 - b. Presides over the meeting
 - c. Maintains order and adherence to “fair process” during the meeting
 - d. Has the authority to remove disruptive individuals from the meeting
 - e. Collects and destroys, when appropriate, any notes taken during the meeting
 - f. Informs the student(s) of the board’s decision and, if applicable, the recommendations of the BRB
 - g. Sends sanction letters to the student(s) detailing the results of the meeting
 - h. Oversees compliance to the board’s recommendations

- 02 Behavior Review Board Members
 - a. Attend all board meetings to which they are assigned
 - b. Attend all board training sessions
 - c. Act as role models in their general behavior for the university community
 - d. If a board member has significant prior knowledge and/or involvement in an incident being heard rendering his/her judgment subjective, he/she will disqualify him/herself or be disqualified by the director of community and residential development.
 - e. All BRB members are expected to carry out a number of roles and responsibilities, including maintaining confidentiality, remaining objective, and modeling appropriate behavior on campus. In addition, all Board members are expected to be punctual, attentive, know the process, and review each incident individually.
Failure to meet the above duties/responsibilities may lead to removal from the BRB by the director of community and residential development.

7.7.5.5 Operating Procedures for the BRB and PRB

- 01 BRB hearings may be called as deemed necessary by director of community and residential development.

- 02 All parties involved in the alleged incident shall ask any witnesses of the incident to attend the BRB hearing. Names of any witnesses being requested to attend the meeting shall be given to the director of community and residential development a minimum of 3 school days prior to the meeting.
- 03 All individuals involved in the meeting shall report to the location of the meeting or notify the director of community and residential development that they cannot attend.
- 04 If the student(s) allegedly involved in the incident is unable to attend at the scheduled time, he/she shall notify the director of community and residential development no less than 24 hours prior to the originally scheduled meeting. Breaks shall be granted at the sole and exclusive discretion of the Director of Community and Residential Development.
- 05 The director of community and residential development shall affirm which persons are present before the meeting is called to order. Each person shall state their name and relationship to the incident.
- 06 The director of community and residential development shall explain the format of the meeting and make known the incident that is being reviewed. The director of community and residential development shall also answer any questions concerning the incident report and/or procedure.
- 07 The director of community and residential development shall ask the student(s) if he/she wishes to take responsibility (or not) to the reported behavior, and affirm or deny the items contained in the specification of charges. If the student(s) fails to attend the hearing, the student will be required to participate in a behavioral intervention meeting the VPA to discuss the student's lack of achievement.
- 08 If the student(s) accepts responsibility for his/her actions:
- a. The student(s) and will be given the opportunity to make a statement.
 - b. Board members will be given the opportunity to ask questions.
 - c. Board members, after private deliberations, will recommend to the director of community and residential development an appropriate response.
- 09 If the student(s) does not take responsibility for the behavior:
- a. The student(s) involved in the incident will make an initial statement. The director of community and residential development of may specify a time limit on statements.
 - b. Witnesses must have direct knowledge of the incident, and each witness must have new or additional information to add to the meeting.
 - c. The witnesses whose names were provided as required by the director of community and residential development shall be called individually to be questioned by the BRB/PRB.
 - d. The director of community and residential development may specify a time limit on this questioning.
 - e. After the Board has listened and questioned each witness, there shall be a period of open questioning by the student(s) involved in the incident. In addition, anyone in support of the student (s) named in the incident may offer to information provide. Any further questions from the Board shall also be asked.
 - f. All parties involved in the meeting will be given an opportunity to make a closing statement in the following order: complainant and the accused. The director of community and residential development may specify a time limit on these statements.

- 10 At the conclusion of the meeting, all non-Board members shall be dismissed and the Behavior Review Board / Peer Review Board shall meet in a closed session to deliberate with only the Board members.
- 11 After deliberation, the Board shall make a decision of responsible/not responsible by a simple majority vote. The Board's decision shall be based on the information presented in the meeting.
- 12 If the student is determined to not be responsible for the incident, he/she will be notified of the decision within 48 hours. The director of community and residential development will meet with the student to reflect on the process.
- 13 If the person(s) is found responsible, director of community and residential development will be asked by the BRB to share any past incidents. Such information will be considered as the Board recommends an appropriate response to the behavior.
- 14 The director of community and residential development will leave the room while the BRB/PRB while the BRB/PRB determine their final recommendation. The BRB/PRB will inform the director of community and residential development of their recommendation.
- 15 Within 48 hours, the director of community and residential development shall notify the student(s) in writing of the Board's recommendation.
- 16 All records of the meetings, including minutes, shall be kept in the office of the director of community and residential.
- 17 During the final two weeks of each semester, it may be necessary to modify the timeframe indicated above so that the information may be heard as quickly as possible. Situations may also arise when a Behavior Review Board meeting is not possible. In these instances, the Vice President of Student Affairs shall hold behavioral intervention meetings.

7.7.6 APPEALS PROCESS

7.7.6.1 Appeal of a Decision

- 01 Both the student(s) and person(s) filing the incident report shall have the option to appeal the decision rendered by the Behavior Review Board to the VP Student Affairs.
- 02 Appeals must be submitted in writing to the VP Student Affairs within two school days of the decision. Non-written appeals will not be accepted.
- 03 Appeals shall be limited to findings on questions of fact and/or questions of procedure as identified by the person appealing the decision. Evidence that was known to the accused student(s) at the time of the original meeting, but was withheld, shall not be considered upon appeal. "Questions of procedure" are limited to those which significantly affected the outcome of the meeting.
- 04 Upon receiving an appeal, the VP of Student Affairs shall review the basis for appeal. If accepted the VPSA will review the material relevant to the appeal and may interview those involved.
- 05 The VPSA will communicate the decision within 5 school days of receiving the appeal.
- 06 The VPSA may adjust the BRB recommendations or find the student not responsible.
- 07 The decision is final