



**SIENA HEIGHTS UNIVERSITY**  
*STUDENT CODE OF CONDUCT*  
**2024-2025**

Building on the Four Pillars of Dominican Life

Prayer | Study | Community | Service



## *Mission and History*

Siena Heights University is a Catholic university founded in 1919 by the Adrian Dominican Sisters. Our University mission is to assist people to become more **competent, purposeful, and ethical** through a **teaching and learning** environment, which **respects the dignity of all**. The four pillars of Dominican life are **prayer, study, community, and service**.

## *Student Affairs Mission Statement*

The mission of Student Affairs breathes the essence of the University mission. **Student Affairs fosters students' growth in mind, body, and spirit to develop students' potential and embrace their purpose.**

## *University Belonging Statement*

Siena Heights University is a Catholic, Dominican University that strives to create an environment of belonging for all people. The last five words of our University's mission (i.e. respects the dignity of all) frames our institutional values and action for Justice, Equity, Diversity, and Inclusion. We are prioritizing strategic effort in these areas to improve the human condition and fully live our mission. Our belonging focus significantly enriches all that we do to engage, understand, and respect one another. The diversity of our identities and life experiences determines how we perceive and contribute to communities. We acknowledge diversity has not always been understood or embraced in our society. Yet at Siena Heights University, we are breaking down barriers and inviting meaningful exchange to create a culture of belonging for the dignity of all. Our commitment to be just and equitable requires a shared responsibility of mutual respect, dedicated professional development, and demonstrated value to one another and aims to facilitate a more diverse and inclusive environment.

As a community, we commit to advance a culture of belonging through a comprehensive strategy and diversity plan that focuses on the recruitment, retention, and success of a diverse student body, faculty, staff, and administration. We recognize to create a community of belonging with JEDI at the heart of what we do, our commitment needs to be continuous. We recognize there will be times where we need to address bias and barriers to respect the dignity of all. We call all faculty, staff, students, alumni, and all Siena stakeholders to commit to our mission with this mindset.

## *University Student Development Model*

All students at Siena Heights have opportunities to learn and grow in many ways. Our student development model has five core areas that highlight the educational journey at Siena Heights. While development in these areas is unique to each student, all students are expected to infuse our University Mission Statement in these core areas. Personal growth in these areas with a mission-centered approach will cast a personal vision for students to go out into the world to be who they should be and set the world on fire.



## *Policy Disclaimer*

Student policies and procedures are listed and described in detail in the current edition of the Siena Heights University Undergraduate Catalog and the in the Siena Heights University Graduate Catalog. The information contained in this handbook applies to **all students** enrolled at the University and was accurate at the time of publishing. Please refer to policy and procedure updates here: <https://www.sienaheights.edu/student-affairs>

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# SIENA HEIGHTS UNIVERSITY STUDENT CODE OF CONDUCT

## STATEMENT OF STUDENT RIGHTS & RESPONSIBILITIES

Siena Heights University is dedicated to assist students in pursuing academic excellence and personal development. We encourage and promote the holistic identity of each person. We also recognize the interdependence of all members of the Siena Heights Community.

For the University to accomplish its goals, we strive to maintain an environment in which all members of the community have the opportunity to develop in creativity, intellect, leadership, citizenship, and identity while also prioritize wellbeing. To achieve this effort, the University seeks to provide an environment conducive to academic endeavors, co-curricular involvement, social growth, and individual self-discipline for each student. To ensure that this environment is maintained, a student conduct system is present. This system is viewed by the University as part of the educational experience, which occurs when a student's conduct interferes with the University's responsibility for ensuring that all members of the University can attain their personal and professional goals.

The primary goal of the conduct system is to determine responsibility, and if applicable, facilitate change. Growth occurs when the individual who made a mistake realizes this mistake, sees the impact of the mistake, and accepts responsibility for personal actions. Members of the University must be concerned with protecting their own dignity and respecting that of all individuals within our community.

## STATEMENT OF STUDENT RIGHTS

Conscious of the University's rights and responsibilities to each individual, and those of each individual here, Siena Heights University includes the following information to acquaint students with their rights. The University affirms the right of each student to be free from discrimination or harassment on the basis of religious creed, race, sex, national origin, age, marital status, physical challenge, or sexual orientation.

1. Students are free to pursue their educational goals; appropriate opportunities for learning will be provided by the institution.
2. Students have the right to establish and elect a student government and appropriate student governance organizations.
3. The student body shall have clearly defined means of participating in the formulation and application of institutional policy affecting academic and student affairs.
4. No serious student conduct sanctions may be imposed upon any student without notice of the nature and the cause of the charges. A fair hearing shall include the right to hear the charges and register a response, to question witnesses in a Conduct Board hearing, as safety permits, to present one's own statement and have the support of a faculty or staff member of the student's choosing, if desired. The University may take immediate action against a student up to and including removal from the premises prior to a hearing in emergency situations. Emergencies may include situations where a student's continued presence at the University poses an immediate threat to the health or welfare of others at the University.
5. Students shall have the right to privacy as guaranteed by the Family Educational Rights and Privacy Act of 1974 and the Health Insurance Portability and Accountability Act as implemented by the University.
6. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They shall always be free to support or oppose causes, by orderly means, which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.
7. The civil rights of the student will be preserved insofar as the University has any responsibility for the maintenance of those rights. Students shall have the right to petition the University to voice concerns, suggest amendments to University regulations, and modification of University policies.
8. Students should be secure in their persons, living quarters, papers, and effects.
9. Students have the right to access their personal records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) following the process established by the University.

**STATEMENT OF RESPONSIBILITIES**

The freedom experienced by all members of the Siena Heights University community does not permit any member to interfere with the personal growth of others.

It is important that each member of the Siena Heights community is cognizant of the rights of others - each person has a responsibility to respect those rights. The impact of our actions when harm is caused to others can be made addressed with Restorative Justice practices. We must continue learning how to respect the facilities of the University, others, and ourselves. Our University functions on the foundation of mutual respect of rights and mutual responsibility to protect such rights. We are uniformly responsible for the continued development of the positive reputation enjoyed by Siena Heights University.

Students are members of the University community. As citizens, students are responsible to the greater Adrian community of which they are a part. The University neither substitutes for, nor interferes with, criminal and legal processes.

**AMNESTY STATEMENT IN STUDENT CONDUCT FOR ACTIVE BYSTANDERS**

Siena Heights encourages students to always serve as active bystanders for other students in need, such as to assist a student who has experienced a sexual assault or is at risk of serious injury. This need for social responsibility to contact Public Safety may come at a time where the assisting student may be violating a University policy themselves, such as underage consumption of alcohol or marijuana use. Siena Heights University allows the Vice President for Student Affairs or designee to grant amnesty on a case-by-case basis for students who help others in need. Students who initiate sexual misconduct assistance and/or medical treatment on behalf of themselves may also receive amnesty for alcohol and/or drug use violation(s). Students who are granted amnesty will still be required to meet with a staff member in Student Conduct to discuss the situation and be provided educational resources. Incident reports that include students with amnesty are still kept on file, but no violation will go on the student's educational student conduct record if amnesty is granted. This amnesty policy is only applicable to Siena Heights University Student Code of Conduct and does not preclude law enforcement agencies from enforcing the law to their determined standards.

## **Article I: Introduction**

As Siena Heights University is a community of scholars, an environment conducive to learning is vital to the success of our students. The Student Conduct Officers or the Siena Heights University Conduct Board will have jurisdiction over all violations of the Student Code.

A student who chooses to enroll at Siena Heights University assumes the obligation for conduct that is compatible with the University's mission as an educational institution. While students have the privilege to enroll at the institution of their choice, choosing to enroll at Siena Heights University requires a student to become aware of and abide by the behavior standards of the University. Ignorance of accepted boundaries of student behavior as contained in the Student Code is not a basis for excusing inappropriate behavior.

Siena Heights University's student conduct process is designed to support an educational community that aspires to be purposeful, open, just, disciplined, caring, and celebrative (Boyer, 1990). The Vice President for Student Affairs (who also currently serves as the Dean for Students) interprets and enforces the Student Code for Siena Heights University. The Student Code is updated annually, but may also be extended or amended to apply to new and unanticipated situations as they may arise.

The University's student conduct process is not equivalent to and does not conform to, criminal law processes. The University's process is designed, in part, to determine responsibility, or lack thereof, for violations of the Student Code only—not guilt or innocence relative to criminal matters. The University conduct process shall be informal in nature to provide substantial justice and it shall not be bound by formal rules of evidence or procedure.

The conduct of students in the educational community is a part of the teaching process and as such, its focus shall be educational. This includes the possible use of suspension or expulsion as student conduct measures as they may prove to be invaluable tools in the educational process of the University community. The student conduct system is not only concerned with the individual student's welfare, but also the welfare of the University community. Any question about the student conduct processes, rules, or policies, or any other concern not specifically covered by the Student Code should be directed to the Vice President for Student Affairs.

Enrollment in the University does not insulate students from their obligation to behave in a manner consistent with local, state, and federal law. Violation of local, state and federal law while on or off University premises is a violation of the Student Code, and students are subject to University student conduct sanctions for violations of the law off campus. At its discretion, the University may inform local authority of potential misconduct.

While any violation of the Student Code is considered a serious matter, certain violations are considered to be of an especially serious nature. These violations include acts of academic dishonesty, any acts that disrupt the functions of the University, and any acts that threaten the health or safety of any member of the University community or any other person. Students involved in these activities are considered a threat to the orderly functioning of the University and their behavior is considered detrimental to the educational mission.

## Article II: Definitions

1. The term "University" means Siena Heights University.
2. The position "Vice President for Student Affairs" also refers to the "Dean for Students" responsibilities as the chief student conduct officer. At times, this responsibility may be filled by his designee.
3. The term "student" includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, distance learning, dual enrollment, or non-degree programs. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University housing, although not enrolled in this institution. This Student Code applies at all locations of the University, including all degree completion centers and online learning environments.
4. The term "faculty member" means any person hired by the University to conduct classroom activities or research.
5. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
6. The term "member of the University community" includes any person who is a student, faculty member, University official or anyone employed by the University. The Vice President for Student Affairs shall determine a person's status in a particular situation.
7. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks). Additional policies apply for University housing.
8. The term "registered student organization" or "club or organization" means any number of persons who have complied with the formal requirements for University recognition.
9. A "computer facility" is any place where the University makes one or more computers available, for public use.
10. The term "Conduct Board" means those persons authorized and trained by the University to determine whether a student has violated the Student Code and to recommend sanctions if deemed necessary.
11. A "sanction" is the result of a finding of responsibility for a violation of the Student Code and is consistent with the educational mission of the University. Sanctions may be used in combination or separately. Sanction determination is based on a student's development, on the severity of the current offense, and/or previous offenses (if any), and/or the current student conduct status of the student found responsible, and/or the threat to the health or safety of any person, and/or any other reasonable factor.
12. The term "Restorative Justice Conference" refers to meetings where instances of conflict or injustice have taken place and the involved parties, directly and/or indirectly, meet as groups or individuals.
13. The term "shall" is used in the imperative sense.
14. The term "may" is used in the permissive sense.
15. The term "Student Conduct Officers" identifies University staff and/or faculty who are responsible for the administration of the Student Code under the direction of the Vice President for Student Affairs. The Student Conduct Officers determine if alleged student conduct incidents will be handled as an appointment or a hearing based on severity of the incident and past student conduct records. In cases where a hearing is necessary, a Student Conduct Officer serves in an advising capacity to the Conduct Board or as an Administrative Hearing Officer(s).



16. The term "Hearing Officer" is a University official authorized on a case-by-case basis by the Vice President for Student Affairs or designee to investigate incident reports, meet with students or other persons involved, and impose sanctions, if any, when a student is found to have violated the Student Code. A Hearing Officer can be assigned to manage student conduct appointments, conduct board hearings, and administrative hearings.
17. When a student has been documented in an incident, a Student Conduct Appointment or pre-hearing meeting will be set up around the student's class schedule and securely emailed to the student's Siena Heights email address via Student Conduct software called Maxient. It is the responsibility of the student to check student email and read the student conduct notifications once delivered.
18. A "Student Conduct Appointment" is any conduct meeting between a Hearing Officer and one or more students to resolve a conduct case that does not involve the possibility of suspension or expulsion as a sanction outcome. If an involved student chooses not to attend a Student Conduct Appointment, the determination of responsibility will still be made using the information available to the Hearing Officer.
19. A "Conduct Board Hearing" is for students usually with alleged violation(s) that if found responsible could lead to severe sanctions like suspension from the University. The hearing process will examine all information deemed pertinent for examination by the Conduct Board. Conduct Board members are comprised of a combination of faculty, staff, and student leaders. Final determinations as to responsibility, or lack thereof, for violations of the Student Code are the result of deliberations based on the information presented in the Conduct Board hearing. If an involved student chooses not to attend a Conduct Board hearing, the deliberation and determination of responsibility will still be made using the information made available for the hearing. Conduct Board hearings cannot take place during the summer term due to a lack of students and administrators on campus during the summer months.
20. An "Administrative Hearing" is an alternative to the Conduct Board Hearing for incidents regarding an alleged violation(s) that if found responsible could lead to severe sanctions like suspension from the University, where a Hearing Officer solely holds the hearing and makes a determination of responsibility and sanctions, if found responsible. If an involved student chooses not to attend an Administrative hearing, the deliberation and determination of responsibility will still be made using the information made available for the hearing.
21. The term "policy" is defined as the written regulations of the University as found in, but not limited to *Student Code of Conduct*, *Handbook for Student Leaders and Advisors at Siena Heights University*, *Title IX*, and *The Siena Heights University Undergraduate and Graduate Catalogs*. For any policy in conflict with itself, this Code of Conduct will be the default document with the latest updates to the Student Conduct Process.
22. The term "complainant" means any person who submits a charge alleging that a student violated this Student Code. When students believe that they have been negatively impacted by another student's misconduct, the students who believe they have been negatively impacted will have the same rights under this Student Code as are provided to the respondent, even if another member of the University community submitted the charge itself.
23. The term "respondent" means any student accused of violating this Student Code.
24. The term "mediation" is an informal, voluntary, confidential, and non-judgmental process whereby all individuals involved in an incident are encouraged to meet with a mediator who will assist in reaching a behavioral or educational agreement to resolve the conflict when a Student Code violation is not present.
25. The "Title IX Coordinator" is the responsible employee of the University with major responsibility for Title IX compliance efforts. These responsibilities include coordinating any investigations of complaints received pursuant to Title IX, identifying and addressing any patterns or systemic problems that arise during the review of such complaints, and the implementing regulations.
26. A "support person" is any person who accompanies a respondent or complainant for the limited purpose of providing support and guidance. A support person may not directly address the hearing body, hearing officer, question witnesses, or otherwise actively participate in the student conduct process.

### **Article III: Student Code of Conduct Authority**

1. In emergency situations as defined by either the Vice President for Student Affairs or the Director of Public Safety, immediate action may be taken against a student up to and including removal from the premises prior to a hearing. Emergencies may include situations where the student's continued presence at the University poses an immediate threat to the health or welfare of others at the University.
2. Hearing Officers assigned by the Vice President for Student Affairs shall determine the composition and selection of Conduct Board members. Violations that do not require the University Conduct Board's involvement or an Administrative Hearing will be handled as Student Conduct Appointments.
3. The Siena Heights University Conduct Board shall consist of at least three members. The membership shall be some combination of at least three faculty, staff, and/or student members. Resident Assistants, Residence Life Coordinators, the Director of Residence Life, Director of Public Safety, and the Vice President for Student Affairs are not eligible to serve on the Conduct Board. Students in good standing who meet the following criteria may be asked to serve on the Conduct Board:
  - a. have a minimum of 2.5 cumulative GPA,
  - b. have been enrolled at Siena Heights University for at least one semester, and
  - c. have no assigned or pending student conduct violation within the previous six months with all assigned sanctions completed.
4. The Vice President for Student Affairs shall develop policies for the administration of the student conduct program and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code.
5. Decisions made by the assigned Hearing Officer, including decisions recommended by the Conduct Board, shall be final, pending the student appeal process. The student appeal process is outlined in Article V: Section H of this document.

## Article IV: Proscribed Conduct

### A. Jurisdiction of the University

The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for their own conduct from the point of acceptance for Admission through the actual awarding of a degree. Note, student conduct is also applicable in any documentation provided to the University for becoming a student (e.g. Admission application, Residence Life Housing and Exemption) before classes begin, after classes end, and during the academic year and between terms of actual enrollment, even if their conduct is not discovered until after a degree is awarded. The Student Code shall apply to a student's conduct even if the student withdraws from school while a conduct matter is pending. The Vice President for Student Affairs has sole discretion to decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis.

### B. Standards of Academic Behavior

The primary responsibility for managing the online and in-person curricular environment rests with the faculty. Students who engage in any prohibited or unlawful acts such as academic disruption or academic dishonesty, may be directed by the faculty member to leave the class for the remainder of the meeting time. Longer suspensions from a course, or action taken on behavioral grounds, may be preceded by a conduct appointment or hearing, as set forth in Article V of this Code. In addition to decisions made by the faculty, the Vice President for Student Affairs has discretion to enact the conduct process for determining alleged violation(s) and appropriate sanctions from the Code of Conduct.

### C. University Conduct Rules and Regulations

Student participation in activities, which develop to a degree that elicits public alarm, disturbs the peace, threatens or endangers personal well-being of the community and its members, or harms public or private property is prohibited. In addition, student behavior that disrupts or interferes with the orderly processes of the University is also prohibited. Orderly processes of the University include, but are not limited to, the holding of classes, the carrying forward of University business, arrangements of properly authorized and scheduled events, and the observance of regulations and procedures.

Individual students who encourage or become involved in disruptive activities will be subject to suitable student conduct action, which may result in suspension or expulsion from the University. Any student found to have committed the following misconduct is subject to the sanctions outlined in Article V:

1. **Alcohol misuse** –
  - a. Use of alcoholic beverages, except as expressly permitted by University regulations or the law.
  - b. Possession or distribution of alcoholic beverages, except as expressly permitted by University regulations or the law.
  - c. Public intoxication on University premises or at University sponsored functions.
  - d. Any other violation of Appendix C.
2. **Conduct system misuse** – Including but not limited to the following:
  - a. Attempting to discourage an individual's proper participation in the conduct system.
  - b. Attempting to influence the impartiality of a member of the Conduct Board or a hearing officer prior to, and/or during the course of the conduct proceeding.
  - c. Influencing or attempting to influence another person to commit conduct system misuse.
3. **Credit card misuse** – The unauthorized use of another person's credit card, debit card, identification/meal card or any other instrument of credit.
4. **Dating violence** – violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with a Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

5. **Destruction of property** – Damage, destruction or defacing of University property or property belonging to others or littering on University property. Students who observe vandalism on campus and who do not report the vandalism to the Department of Public Safety, or a University department, may also be found responsible for damages.
6. **Dishonesty** – Including but not limited to the following:
  - a. Cheating, fabrication, falsification, forgery, multiple submissions, plagiarism, complicity, or other forms of academic dishonesty (See Appendix G).
  - b. Furnishing false information or records to any University official, faculty member or office, including, but not limited to documents, identification cards, forms or procedures.
  - c. Forgery, theft, alteration, or unauthorized use of any University document, record, accounts, computer account, or instrument of identification.
  - d. Tampering or interfering with an election conducted by any Siena Heights University Registered Student Organization or Student Government.
  - e. Acting as an agent of the University without authorization.
7. **Disorderly conduct** –
  - a. Engaging in violent, abusive, lewd, profane, boisterous behavior or assisting another person to breach the peace in such a way on University premises or at functions relating to the University.
  - b. Any unauthorized use of electronics or other device to make an audio or video recording of any person while on University premises without that person's prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures or video of another person in a locker room, restroom, or private residential space. This also includes the distribution of such media without the effective consent and prior knowledge of the subject.
8. **Disruptive behavior** – Behavior by any student, in or out of class, which for any reason materially disrupts the academic environment, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the University.
9. **Domestic violence** – violence committed by a current or former spouse or intimate partner of the Complainant by a person with whom the Complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the State of Michigan; by another person against an adult or youth complainant who is protect from that person's acts under the domestic or family violence laws of the State of Michigan. To categorize an incident as Domestic Violence in Student Conduct, the relationship between the Respondent and the Complainant must be more than two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
10. **Drug misuse** – Use, possession, exchange, manufacture, distribution of drugs or drug paraphernalia, except as expressly permitted by law. This includes the misuse of prescription medicine. This policy also includes illegal synthetic drugs such as K2 or Spice. See Appendix E for more information on drug misuse, including marijuana.
11. **Failure to comply** – Including but not limited to/with:
  - a. Directions from University officials, including Residence Life staff and Public Safety staff, or law enforcement acting in performance of their duties.
  - b. Successfully completing sanction(s) imposed under the Student Code within the set time limits. Failure to complete any sanctions imposed upon an individual within the time limits imposed by the conduct system may not be eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts (official or unofficial) until they comply with the terms of the original sanction and any additional sanctions imposed due to the failure to complete the original sanctions in a timely manner.
  - c. Identifying oneself and/or providing proper identification upon request by University officials.
12. **Fire or safety equipment misuse** – Falsely reporting a fire or other emergency, tampering and/or misusing fire extinguishers, alarms, smoke detectors, or other safety equipment and systems.
13. **Gambling** – Laying an illegal bet for personal gain. Conducting, organizing, or participating in games of chance or gambling outside of officially approved University activities.
14. **Guests** - Students are responsible for the actions of their non-student guests while on campus property and will be sanctioned accordingly.
15. **Hazing** – Any action or situation that endangers the mental, physical health or safety of person, embarrasses, frightens, or degrades a person, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group, organization or team.
16. **Misuse of University property or facilities** – Using or attempting to use University property in a manner inconsistent to its designated purpose and/or incurring financial obligations on behalf of a person, organization or

the University without consent or authority. This includes the telephone system, wifi and internet system, mail system, computer system, bathroom/restrooms, and public areas.

17. **Obscene, harassing, or threatening communication** – Made in-person, through phone calls, texting, email, social networks or any other medium to communicate. See the e-communications policy and the sexual harassment policy listed in the appendices.
18. **Physical abuse and assault** – Physical abuse, assault, coercion and/or other conduct which results in disturbances or distress to others or threatens or endangers the health, wellbeing, or safety of any person through physical means.
19. **Possession of stolen property** – Receiving, possessing, selling, or giving away stolen, embezzled, or converted property.
20. **Sexual misconduct** – Non-consensual sexual activity that occurs as a result of intimidation, threat of force, without active consent, or other coercive behavior on the part of accused, or taking advantage of the mental incapacitation or physical helplessness of another person. Examples of this include but are not limited to circumstances where consent is expressed but ruled invalid due to coercion; and/or circumstances where consent is expressed but ruled invalid due to incapacitation.
21. **Smoking & tobacco use** – The use of tobacco products and electronic cigarettes on Siena Heights University property is prohibited. See Appendix K for more information.
22. **Social conduct** – Students are required to engage in responsible social conduct that reflects credit upon the University community, mission statement, and good citizenship in any community.
23. **Solicitation** – Soliciting or selling for personal or organizational gain without proper University consent.
24. **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. This includes, but is not limited to willful course of conduct (a pattern of 2 or more separate acts) involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, fear for his or her safety or the safety of theirs, suffer substantial emotional distress or molested and that actually caused the victim to feel terrorized, frightened, intimidated, threatened, harassed, fear for this or her safety of the safety of others, or suffer substantial emotional distress.
25. **Student ID Cards** – Student ID's are required for all enrolled students on the Adrian Campus. A student needs to show a Student ID when asked to do so by an official of the University for admittance to student events, meals in the University Center, library book checkout, check cashing, and for investigations within the Department of Public Safety and Residence Life. No student will be able to use their meal plan (at any University dining facility) without their assigned Student ID. Initial Student ID cards are free. Any student who loses a Student ID card can have it replaced for \$5. This fee must be paid in advance to the Office of Residence Life.
26. **Tailgating misuse** – Students are required to follow the University policies and procedures established for tailgating. See Appendix D for more information.
27. **Theft** – Attempted or actual removal of or theft of University property or property belonging to others or the removal of other personal or public property without proper authorization.
28. **Theft or other misuse of University computing resources** – Theft or misuse of University computing resources is prohibited. See Appendix H for more information.
29. **Unauthorized entry or use** – Unauthorized entry into or use of University premises or property, or remaining in any area on University premises, which is officially closed or restricted.
30. **Unauthorized key possessions or use** – Unauthorized possession, duplication, or use of keys, key cards, or other access / security devices.
31. **Unauthorized posting** – Placing of notices, posters, signs, handbills, etc. anywhere on University premises without proper authorization.
32. **Violation of disciplinary probation** – Violation of any part of the Student Code of Conduct while a student is on disciplinary probation. Such violations are serious and may be immediately referred to the Conduct Board.
33. **Violation of the law** – Violation of federal, state or local law on University premises or off campus, or at University sponsored or supervised activities.
34. **Violation of the University policy**– This includes policies not listed in the Student Code, but within the University operations.
35. **Non-lethal weapon possession or use**– Possession or use of non-lethal projectile type weapons such as air soft, orbeez, "bb", paint ball, and the brandishing of any objects in a threatening manner on University premises.
36. **Lethal Weapon possession or use** – Possession and/or use of firearms, knives over 3 inches, ammunition, fireworks, gasoline, and other combustible or explosive items on University premises are not permitted. Local and/or Federal authorities will be contacted.

## D. University Housing Conduct

All students living in University housing have the right to socialize, study, and sleep free from undue interference in or around one's room/apartment and the right to a physical environment that is clean, healthy, safe, and orderly. In addition to the University standards outlined in Article IV, Section C, students residing in or visiting University housing are held to additional standards that are specific to the residential environment:

### 1. Fire Safety Policies

#### a. Appliances –

##### *Residence Halls:*

The following appliances **are prohibited** from being used or stored in the residence halls:

- Appliances with exposed heating elements: among other devices, this includes George Foreman grills, hot plates, toasters, and toaster ovens
- Coffee makers with exposed hot plates
- Electric blankets
- Portable/space heaters
- Lightweight extension cords and multi-plug adapters
- Quartz halogen lamps
- Refrigerators over 4.2 cubic feet
  - a. A maximum of one refrigerator per single or double room, and a maximum of two refrigerators per quad room.
- Microwaves over 900 watts
  - a. Only one microwave is allowed per room.
- Humidifiers, dehumidifiers

##### *Campus Village Apartments:*

All Campus Village Apartments are furnished with a refrigerator, stove, oven, and microwave. Appliances with exposed heating elements (e.g., George Foreman grills, hot plates, toasters, and toaster ovens) may only be used in the kitchen area of the apartment.

The following appliances **are prohibited** from being used or stored in the Campus Village Apartments:

- Electric blankets
- Portable/space heaters
- Humidifiers, dehumidifiers
- Lightweight extension cords and multi-plug adapters
- Quartz halogen lamps

#### b. Candles – Candles with or without a wick, incense, and other objects with an open flame are prohibited.

#### c. Fire Alarms –

##### *All University housing:*

In the event of a fire alarm, residents should proceed immediately and calmly to the University Center. Every time the alarm sounds it must be treated as an emergency. University, state, or city officials may enter rooms to verify evacuation of residents. Siena Heights is not responsible for lost or stolen property at any time. Please lock your door as you evacuate.

- d. **Fire Safety Equipment** – Fire extinguishers, smoke detectors, and pull stations are there to protect the safety of everyone. Under no circumstances should any fire safety equipment be tampered with nor used unless it is an emergency.
- e. **Flammable Liquids** – Flammable liquids, such as but not limited to gasoline and lighter fluid, and any other highly combustible items are prohibited.
- f. **Trees** – Live or cut trees or greens, such as branches and garland, are not permitted in University housing. Artificial trees must be certified as slow burning or fire resistant and limited to four feet.

### 2. Contents, Care & Maintenance of Student Rooms

- a. **Air Conditioners** – The installation and use of a non-approved air conditioner is prohibited. Unauthorized, free-standing air conditioning units are also prohibited under this policy. Unauthorized air conditioner installations will be removed by University staff, stored, and a \$75 fine will be levied to the student who is not in compliance. Any damage resulting from an unauthorized installation of a unit will be repaired at the student's expense. See Appendix O for housing accommodations, including air conditioners.

**b. Bathrooms & Restrooms –**

Residents with suite style or apartment bathrooms are responsible for cleaning them. Suite bathrooms have privacy locks that comply with local fire code. It is against fire code to have bathroom-facing locks. For this reason, it is of utmost importance that residents respect their suitemates by maintaining personal boundaries (e.g., not entering each other's rooms without permission) and not locking their suitemates out of the bathroom when the bathroom is not in use. For residents without a suite-style or apartment bathroom, community bathrooms are available on every floor. Community bathrooms in Archangelus and Ledwidge Halls have the option of using bathroom codes. For the security and privacy of residents, bathroom codes must never be shared with non-residents of that floor. Guest restrooms are available on the ground and first floors for visitors and non-residents. Any person subject to sharing bathroom codes and/or inappropriately using these facilities will be subject to disciplinary action.

- c. Bicycles –** Residents must store their bicycles in their active housing assignment or in the Bike Room located on the ground floor of Ledwidge Hall. Residents may access the Bike Room by checking out a key at the Ledwidge Welcome Desk. Fire regulations prohibit bicycles from being kept, stored, or ridden in hallways, stairwells or any other common area of the residence halls and apartment building.

**d. Decorations –**

*Room Decorations/Personalization* – Residents may choose to decorate or personalize their living space to make it more comfortable and appealing. In order to keep repair costs to a minimum, avoid structural damage to rooms, maintain a safe living environment, and keep in accordance with fire and safety standards, the following guidelines are to be used:

- 1) Combustible materials are prohibited; all materials must be non-flammable. Items such as flags, tapestries, fishnets, beads, and sheets may not be suspended in residents' rooms/apartments.
- 2) The use of screws, tacks, contact paper, glue, duct tape or decals on ceilings, walls, floors, doors or furnishings results in damage to existing surfaces and are therefore prohibited. Masking tape or wall putty is the only permitted adhesive for hanging posters, decorations, etc. Please exercise caution if using products such as "3M Command Hooks" and LED light strips as they may still cause damage to University property for which the resident will be responsible.
- 3) Residents are responsible for any decorations that alter, ruin, or otherwise damage University property.
- 4) The use of paint, wallpaper, and contact paper is prohibited in all residential areas.
- 5) The painting of murals, pictures, messages, or any other form of artwork on the walls, doors, floors, and ceilings of rooms is strictly prohibited. Violation of this policy will result in an automatic charge to the student(s) to have the room/apartment returned to its original state.
- 6) Only dartboards that use plastic safety tips or magnets and have proper backing to the board to prevent wall damage are permitted.
- 7) All door decorations are expected to be in good taste. Door decorations that are deemed inappropriate and counter to the University mission statement may be removed.
- 8) Please take the thoughts and feelings of others into account when choosing your decorations. Residence Life staff may have a conversation with you regarding placement of items and may ask you to move decorations out of the sightline of doorways and windows.
- 9) For fire safety reasons, all door decorations must be at least 24 inches off of the floor.
- 9) Residents are prohibited from running electrical cords from the interior of the room/apartment to the exterior of the room/apartment, including into hallways.
- 10) All holiday lights must be UL listed. Any light string with worn, frayed, broken cords, loose bulb connections, and empty sockets is not permitted. Holiday lights must not have more than three strings of light connected to each other.
- 11) Full and empty alcohol containers and boxes may not be possessed by residents under the age of 21.

*Public Areas* - All regulations pertaining to room decorations must also be followed in decorating public areas. Residents must receive permission from the Director of Residence Life, or their designee, before decorating public areas or common areas. If any of the policies governing room decorations/personalization are violated, the Office of Residence Life staff reserves the right to remove such violations and violators may face disciplinary action.

- e. **Fish tanks** – Fish tanks for non-predatory fish must be kept clean and are limited to 10 gallons or smaller. Multiple fish tanks may be allowed at the discretion of the Director of Residence Life and as long as they do not exceed a combined total of 10 gallons. Snails, turtles, and amphibians are not allowed in a water tank due to harmful bacteria present in these animals. If a fish tank causes clean-up problems or odors, aggravates allergies, or constitutes disturbances of serious proportions to health and sanitary conditions, the student will be asked to remove the fish tank from University housing. During vacation periods, fish must be cared for in an appropriate manner by their owner. This means taking fish home for any vacation of considerable duration.
  - f. **Bed Bunking and Lofts** –Loft bed construction is permitted in Archangelus and Ledwidge Halls with the exception of Ledwidge rooms 251-269. This small amount of rooms already come with lofted beds. Lofts are prohibited in St. Catherine Hall. Residents assigned to all other rooms may bring lofts if they meet the established University loft policies and procedures derived from the Michigan Building Codes for structural safety and fire safety regulations. Loft guidelines and specifications are available on the Residence Life website ([reslife.sienaheights.edu](http://reslife.sienaheights.edu)). Lofts that do not meet listed specifications will result in the removal of the loft. Please note: No University furniture or furniture pieces (i.e., bed ends) may be removed from residence hall rooms nor will they be stored by the University.
  - g. **Pets** – *In all University housing:* In cases of violations to this policy, residents will be given a first warning to remove the pet(s) from University housing within a 24-hour period. If the pet is not removed within 24 hours and/or is found to be back in University housing after the original documentation, the owner may be assessed additional sanctions, including fines. It may be necessary to undertake extermination or deodorization procedures, and such operations will be performed at the expense of the responsible student. Accommodations for students with disabilities will be made outside of the pet policy with the recommendation and joint approval of the Office of Accessibility. Please refer to the Emotional Support Animal policy in Appendix W for additional information.
  - h. **Public Area Furniture** – Furniture found in public areas in University housing must stay in their designated area. Public area furniture should never be removed for personal use.
  - i. **Storage** – Residence Life does not provide storage for University furniture or personal property. All University furniture must remain in its assigned room/apartment throughout the entire school year. Residents who remove furniture from their room/apartment are responsible for any damage incurred to the furniture as well as any replacement costs.
  - j. **Trash and Room Cleanliness** – Residents are responsible for maintaining the overall cleanliness of their room/apartment. Residents are also responsible for taking their trash to the dumpster located behind the residence halls on the north side of the building or the Campus Village Apartment and St. Catherine Hall trash area located near the entrance to the Campus Village parking lot. At no time can residents leave personal room trash in bathrooms, hallways, or stairwells. If trash is found in a common area and no resident is identified, an entire hall, floor, or area of residents may be charged as deemed appropriate by the Office of Residence Life. Additional fining protocols may be enacted by the Office of Residence Life in the occurrence of excessive community trash.
  - k. **Waterbeds** – The use of waterbeds is prohibited due to the possibility of water damage and added weight that would stress the structural integrity of the building.
  - l. **Wall mounts and Light Strips**– Students are prohibited to mounting objects, such as flat screen TV's, projectors, and light strips to the walls or ceilings in all University housing.
3. **Residential Behavior**
- a. **Balconies, Roofs, and Ledges** – Balconies, roofs, and ledges are restricted to students unless instructed by University staff or fire officials in case of emergency. Residents must not throw anything onto the balconies.
  - b. **Community Damage** – Residents are held liable for damages to public areas of University housing (e.g., lounges, hallways, community bathrooms, etc.) when responsible parties cannot be identified. Charges for damages to public areas on a floor may be divided among the floor residents. Damages also include any costs associated with trash clean up in hallways, community bathrooms, balconies, or the courtyard. Residents of suite-style or apartment housing share responsibility for all common areas within their housing assignments, and common area charges for damages and cleaning will be split equally. Other University housing damage charges can be found in Repair and Damage Charges.
  - c. **Exterior doors and after hours entry** – It is important to note that security is compromised when doors are propped open or when residents permit individuals into the residence halls through doors that have been locked. Therefore, doors should not be propped open and all individuals must enter through entrances marked with health screening stations. Campus Village and St. Catherine residents use their exterior door keys to enter. Stairwell doors in St. Catherine Hall are for exit only.



- d. **Keys** – Keys to University housing are the property of Siena Heights University. Keys are for resident students only and must not be shared with others. Keys are not to be copied.
- e. **Noise Policy** – *In all University housing*: Noise that significantly disturbs other residents is not permitted at any time. Amplified sound that disturbs occupants of adjacent rooms/apartments, or sound directed out of windows, is prohibited. If violated, residents may be required to permanently remove stereos, instruments, or other sound-amplified equipment from their room. The following time periods are to be followed:
  - i. **Courtesy Hours**, defined as hours of reasonable quiet, are to be maintained at all times, even during times not designated as quiet hours. Upon request, residents must immediately reduce the noise. Residents are expected to anticipate and respect the needs of other residents to live in an environment with minimum annoyances or obstacles to academic pursuits and personal wellness.
  - ii. **Quiet Hours** take place Sunday through Thursday from 11:00pm to 10:00am. On Friday and Saturday, quiet hours are from 1:00am to 10:00am. The use of headphones is strongly encouraged at this time. If any type of noise is coming within a room/apartment, such as a television, the room/apartment door must be shut. Music, talking, or other sounds are too loud if the sound can be heard by neighbors, in the hallways and stairways, or outside the building.
  - iii. **24-Hour Quiet Hours are in effect at all times during Final Exam Week**. This period begins at 1:00am the Sunday before exams begin and continues until the completion of the final examination period.
- f. **Screens & Windows** – For safety reasons and to avoid damage to screens and windows, residents may not remove or tamper in any way with screens or windows. Nothing may be hung, dropped, or thrown from windows. In the event that a window screen has been removed or tampered with, the resident(s) of the room/apartment will face disciplinary action. In addition, if the screen has been damaged, the resident(s) will be charged for replacing the screen. Replacement of the screen will be conducted by the University Maintenance staff and not by the student(s).
- g. **Sports Equipment & Athletic Recreation** – Athletic recreation must be conducted outside University housing. In addition, games involving balls and Frisbees are not to be played in Trinity Gardens at any time due to the irreplaceable statues and windows around this enclosure. The use of any ball, Nerf® and similar equipment, golf clubs, bicycles, scooters, skates, rollerblades and the like is strictly forbidden in the hallways and rooms. Use of such items can damage furniture, walls, and flooring and can cause a disturbance to other residents who may be studying or resting. The wearing of baseball, golf, or spiked shoes is never permitted inside of the buildings because such shoes damage carpets and floors. The Office of Residence Life reserves the right to confiscate any equipment used in the violation of this policy and individuals involved may face disciplinary action.
- h. **Visitation & Overnight Guests** – A guest is defined as any person not living in a residence hall room or Campus Village apartment. Hosting residential students in rooms or apartments is a negotiable issue with a roommate(s), not an undeniable right, and does not override a resident's right to sleep, study, or use their assigned housing assignment. Overnight guests who are ages 12 and under must have advance permission from the Director of Residence Life. When roommate conflicts arise over visitation, the needs of the residents assigned to the space take precedence over the hosted residential students. University officials from the Office of Residence Life and the Department of Public Safety reserve the right to question, refuse entrance, or to ask any guest to leave if their presence is or has the potential to negatively impact residential operations in any way. All residents must adhere to the following:
  - i. Residential students who host overnight guests must not exceed twice the occupancy of their housing assignment (e.g. a room with two residents cannot have more than four residents at any time).
  - ii. Residential students should only use the bathrooms they are assigned.
  - iii. Residential students are required to always stay with their guests at all times.

## **E. Violation of Law and University Conduct**

1. University conduct proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to any pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Vice President for Student Affairs or his designee. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. Legal Counsel, non-Student Conduct staff, parents, and other family members are only permitted to participate in Student Conduct Appointments, Conduct Board Hearings, or Administrative Hearings, or in any appeals-related meetings if they are designated as the complainant's or the respondent's support person. The support person does not have a speaking role towards the Student Conduct appointment or hearing.
2. When federal, state or local authorities charge a student with a violation of law, the University will not request or agree to special consideration for that individual based on student status. However, if the alleged offense is also the subject of a proceeding before the Conduct Board or Administrative Hearing under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters may be handled internally within the University community.
3. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on any University premises and with the conditions imposed by criminal courts for the rehabilitation of student violators.

## **Article V: Conduct Policies and Procedures**

### **A. Overarching Conduct Policies and Procedures**

1. Any member of the University community may file complaints through the form of an incident report against any student for possible violation of the Student Code. Typically, this complaint is filed by a member of Residence Life staff or the Department of Public Safety. Under the direction of the Vice President for Student Affairs, the assigned Hearing Officer is responsible for the administration of the University conduct system. Any complaint should be submitted as soon as possible after the event takes place, preferably within five days to Public Safety, Residence Life, or an appropriate University official.
2. A Student Conduct Administrator will determine if the report necessitates an appointment or hearing.
3. Alleged student conduct violations shall be presented to the respondent in written form. When suspension or expulsion is possible, hearings shall be heard no sooner than 24 hours after notice is given to the respondent.
4. The Student Conduct Administrator will review all substantiated reports and decide whether or not to refer incidents to the Siena Heights University Conduct Board, an Administrative hearing, or a Student Conduct Appointment to determine responsibility and outcomes, if any.
5. When the Vice President for Student Affairs or designee decides that an incident warrants the potential of a student being removed from housing, suspended, or expelled; the student may or may not have the option to select if the hearing will be heard by a Conduct Board or Administratively.
6. In cases of sexual misconduct or other behavior where the participants' safety is a concern, the assigned Hearing Officer may alter conduct procedures to protect both the complainant and the respondent. These procedures will be clearly stated to all involved parties prior to the hearing.
7. All notification and communication will be conducted through University email. It is the responsibility of the student to read and respond to these emails accordingly.
8. If the respondent fails to attend the appointment/hearing or elects not to participate, they forfeit the right to offer evidence in defense. In such case, however, the appointment/hearing will proceed as scheduled without the respondent's participation. Except in the case of a student charged with failing to set up or keep a Student Conduct Appointment or hearing meeting, no student may be found to have violated the Student Code solely because the student failed to appear. In all cases, the information in support of the student conduct violations shall be presented and considered.
9. Witnesses are defined as having information directly relevant to the incident. The conduct process does not include "character witnesses."
10. Witnesses or persons involved may be asked to meet with the assigned Hearing Officer and possibly appear before a administrative or conduct board hearing, and/or participate in a restorative justice conference. These individuals will be heard one at a time.
11. Conduct Board and Administrative Hearings shall have a single verbatim record made in a format as designated by Vice President for Student Affairs. This record shall be the sole property of the University.
12. Coaches, academic advisors, and other University affiliates may be notified of potential student code violations as well as meeting/hearing outcomes at the discretion of the assigned Hearing Officer.
13. For student conduct appointments and all hearings, determination of responsibility shall be made on the basis of whether a reasonable person would conclude that it is more likely than not (preponderance of the evidence) that the respondent (alleged student responsible) violated the Student Code.
14. Student Conduct appointment and outcome letters will be securely delivered to the student's Siena Heights University email address. Students are solely responsible to follow-up with the Student Conduct Administrator if they have not received a follow-up letter within two University business days of an appointment or hearing.

### **B. Student Conduct Appointment Policies and Procedures**

1. Student Conduct Appointments will be heard by a Hearing Officer: typically the Director of Residence Life, or her designee, in an informal meeting.
2. The goal of the meeting is to get to know the student involved, review the incident report in question, gather the student's perspective, and determine responsibility. Sanction outcomes, if any, may be shared in the appointment or in a follow-up letter at the discretion of the Hearing Officer. Article IV, Section B of this student code contains possible sanctions.
3. In cases involving more than one student, the Hearing Officer will conduct separate Student Conduct Appointments unless the administrator determines a joint meeting is acceptable.
4. The student may request the Hearing Officer to interview witnesses involved before making determinations.
5. Student Conduct follow-up letters will be delivered to the student's University email and will be the sole responsibility of the student to follow-up with their Hearing Officer if they have not received the follow-up letter within two University business days of the appointment.

### **C. Conduct Board Hearing Policies and Procedures**

1. Conduct Board hearings can take place during the academic year from September 15 to April 30. Due to limited faculty, staff and students on campus during the summer months, students will have an Administrative hearing by one Administrator when documentation for an incident is received between April 15 and September 15. Between September 15 and April 30, the Student Conduct Administrator will make the final determination of the format to be conducted either as an Administrative or Conduct Board hearing.
2. The Student Conduct Administrator will notify respondent(s) of the date, time and location of the hearing at least 48 hours prior to the Conduct Board hearing.
3. The respondent will have an opportunity to read the incident report in question prior to the hearing. The Student Conduct Administrator or the Conduct Board Chair will coordinate this process.
4. The Student Conduct Administrator will select a minimum of three (3) Conduct Board members, consisting of at least two faculty or staff members and one student for Conduct Board hearings. The Student Conduct Administrator will provide procedural guidance to the Conduct Board or the Administrative Hearing.
5. The complainant and the respondent have the right to view the names of the persons serving on the Conduct Board prior to the hearing upon request. If a party has reason to believe that one or more members have a bias, the participant, at least 48 hours prior to the hearing, must present a challenge to the Student Conduct Administrator in writing. The Student Conduct Administrator will solely determine the merits of the respondent's challenge and, if necessary, replace the Conduct Board member in question.
6. It is the responsibility of the Conduct Board member to decline their appointment to a particular board if they feel they have personal bias in the case.
7. The Student Conduct Administrator will appoint a chair for each hearing. The chair will be a member of the Conduct Board. If at any time the chair of the Conduct Board is unable to be present at a hearing, the Conduct Board Administrator will appoint a substitute chair from the available Conduct Board members.
8. During the hearing, the respondent will have the opportunity to hear all information presented to the Conduct Board, present a statement, and answer questions from the Conduct Board members.
9. In cases involving more than one respondent, each student may have a separate hearing. The chair of the Conduct Board has sole discretion to make this determination.
10. Respondents and student complainants may each have a support person present at all conduct meetings and hearings. It is the responsibility of the student to make sure that their support person is present at meetings and hearings. Support person availability shall not be sufficient grounds for postponing meetings, hearings, or any steps of the conduct process. The participant must submit the name of their support person to the Student Conduct Administrator at least 24 hours prior to their first involvement in the process. The Conduct Board Administrator must meet with the support person to review expectations before their participation in any steps of the conduct process. Support persons are not permitted to speak or participate directly in any conduct processes. They will not be able to speak on the student's behalf. All communications related to the case (before, during, and after a hearing) shall be directed to the respondent or student complainant and not to any support person.
11. All procedural questions are subject to the final decision of the chairperson of the Conduct Board. If necessary, the chairperson may consult the Student Conduct Administrator for procedural guidance.
12. The chair will invite all involved individuals to enter the hearing room and introduce all of the Conduct Board members as well as the individuals involved in the hearing.
13. The chair will present the written material of each case before those present. It is typical for the Director of Public Safety to give an overview of the incident report(s).
14. The chair may interrupt the presentation of any participant should their information stray from being relevant to the incident(s) in the hearing.
15. The chair may remove any person(s) they believe is disruptive to the hearing. The Conduct Board may overrule the chair by a simple majority vote.
16. The initiator of the incident report or complainant will make their presentation. Witnesses, documentation, and exhibits are permissible.
17. The respondent will make their presentation. Witnesses, documentation, and exhibits are permissible.
18. The Conduct Board may question any complainant, respondent, witness, or other persons involved in the hearing. All participants are expected to uphold the University mission with honesty and integrity in their responses.
19. The respondent and complainant will have the opportunity to make a closing statement.
20. After the presentation of all relevant information, everyone is dismissed.
21. The Conduct Board will meet in closed session to determine the findings and responsibility. Deliberation and voting for the outcomes will be by simple majority vote by all members present, including the Chair. This session is not recorded. If students are found responsible for violations, all prior student conduct records for that student will be shared with the Conduct Board members to determine appropriate sanctioning recommendations.

22. The Conduct Board Chair will deliver the outcomes and sanction recommendations in writing to the Student Conduct Administrator within a reasonable amount of time after the hearing.
23. The Student Conduct Administrator will contact the respondent within a reasonable amount of time to schedule a meeting with the respondent to review the findings and sanctions. It is the responsibility of the respondent to check their email to receive this student conduct correspondence and to attend the finding meeting. If the respondent is not present at the finding meeting, the outcome letter will be sent using University email promptly upon non-attendance. The respondent is responsible for the findings and sanctions given, regardless of attendance at the finding meeting.
24. In cases alleging sexual misconduct or other violation where the safety of the complainant is a concern, both the complainant and the respondent shall be informed of the outcome of the conduct proceeding.
25. Students who are suspended or expelled from University housing will have 24-hours to make arrangements to remove their belongings and properly check out of University housing.
26. Students suspended or expelled from Siena Heights University as part of conduct sanctions will be issued a no trespass order for all Siena Heights University campuses. Any violation of the no trespass order may result in an immediate arrest by law enforcement. The Student Conduct Administrator or the Vice President for Student Affairs will inform appropriate faculty and staff of these decisions when academic withdrawals are necessary. When a student has been removed from housing, suspended, or expelled, tuition and room/board refunds (if applicable) are subject to the same refund schedule set by the University and the Department of Education.

#### **D. Administrative Hearing Policies and Procedures**

An Administrative hearing follows a similar format to the Conduct Board Hearing policies and procedures (listed above). Rather than a board, an individual Student Conduct Administrator will be appointed by the Vice President for Student Affairs. Administrative Hearings will always be the case between April 30 and September 15 and when students accept responsibility to violations in the pre-hearing meeting anytime during the year. Between September 15 and April 30, the Student Conduct Administrator will make the final determination on if the hearing will be conducted Administratively or by a Conduct Board.

#### **E. Sanctions**

The primary aim of Student Conduct outcomes is to help facilitate the growth and personal responsibility of students. The following sanctions are intended as guidelines, which may be modified based upon extenuating circumstances and may be imposed upon any student found to have violated the Student Code.

Sanction determination shall be based on the severity of the current offense, previous offenses (if any), the current conduct status of the student found responsible, the threat to the health or safety of any person, the impact on the community, and/or any other reasonable factor. Sanctions shall be determined as a discrete and separate part of the hearing process and only after a finding of responsibility has been reached.

Any student who fails to complete any sanctions imposed within the time limits imposed by the conduct system may not be eligible to register for classes, receive financial aid, receive a diploma, or obtain any transcripts (official or unofficial) until they comply with the terms of the original sanctions. Additional sanctions may be imposed due to the failure to complete the original sanctions in a timely manner. These are possible sanctions:

- a. **Statement of Concern:** Although this particular sanction does not require a violation of the student code of conduct, this concern is meant to guide the student's holistic success.
- b. **Written Warning:** An official written notification of the assigned student code violation(s) that gives notice this behavior must stop immediately and permanently. Written warnings also include notice that future violations, whether the same or different, will likely result in more serious sanctions.
- c. **Discretionary Sanctions:** Service to the University or community, attendance at educational events (with possible fees), written assignments, or other activities deemed appropriate to the violation(s) incurred. The student is required to submit written proof of participation in and/or completion of the discretionary sanction to the Hearing Officer.
- d. **Restorative justice and conflict resolution:** A restorative justice conference may be sanctioned when a conduct officer senses a mature willingness of accepting responsibility and accepting that harm has potentially been done to others in a direct and indirect way. Situations where Restorative Justice has proven most helpful with past incidents have been from theft, damage, use/possession of university or another person's property,

community disturbances and disruptions, and abusive conduct that threatens or endangers the physical or psychological health, safety, or welfare of others (Adapted from Conflict Resolution and Student Conduct Services, Colorado State University, 2011). Conflict Resolution meetings may also be sanctioned in cases where behavior has caused conflict to roommate living situations, teammates, and other student leaders.

- e. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. **Restrictions/Loss of Privileges:** Denial of specified privileges for a designated period of time. Examples of privileges that can be denied include, but are not limited to: campus registration of an automobile; parking in a specific area or during specific time periods; access to a building or portion of a building; access to a program; oncampus living; holding of an office in a Registered Student Organization; participation in or exclusion from co-curricular activities; deactivation from a group; representation of the University on athletic teams or in other leadership positions; entrance into University housing or other areas on campus; contact with specific person(s); access to a particular group(s); or any other privilege the conduct body deems appropriate to deny.
- g. **No Trespass Order:** Siena Heights University Public Safety has the authority to place a no trespass order against Siena Heights University students, guests, or others which will restrict the movement and/or presence of an individual(s) in and/or around University housing or other areas of campus. Any individual(s) violating this sanction are subject to arrest from the local police. In the event that such an order is placed against students or guests, the Hearing Officer or Public Safety will notify individuals in writing as to the parameters of the order and the timeline of its implementation. If an individual is found to be in violation of a no trespass order, the local authorities will be immediately contacted and the individual will be arrested. In addition, the student may face additional on campus disciplinary action, including suspension.
- h. **Disciplinary Probation:** Restrictions placed on a student limiting activities while still attending the University. Probation requires that a student's conduct be reviewed and continually evaluated for a designated period of time. If during this period the student is found to be in violation of any institutional policy or rule, additional, more severe educational sanctions shall be applied up to and including suspension.
- i. **Deferred Suspension:** Involuntary separation of the student from University housing and/or the University if conditions of continued enrollment are not met. A student can be given a series of tasks to complete (discretionary sanctions such as counseling, keeping a journal, attendance at certain events or classes) in a given time period. If the student is found responsible for Failure to Comply (completing sanctions) during any part of the deferred suspension, the student is automatically suspended and the case does not need to be reviewed by the Conduct Board again. Conditions of continued enrollment may also include adherence to all University policy. Should a student allegedly violate a University policy during any part of their deferred suspension, they will be processed through the student conduct system to determine responsibility. It is at the discretion of the Hearing Officer or Conduct Board Administrator to process the alleged violation through a student conduct appointment or a Conduct Board/Administrative Hearing. Should the student be found in violation of a University policy, the student is automatically suspended.
- j. **Suspension:** Involuntary separation of the student from University housing and/or the University for a definite period of time, after which the student is eligible to return. During this time, the student under suspension shall not have access to University housing or the University premises without written permission from the Vice President for Student Affairs or Department of Public Safety. They shall forfeit all rights of their student status for the duration of their suspension. The Department of Public Safety will confiscate the student's student ID at the time of issuance of the suspension and related no trespass order. Conditions for readmission and/or continued enrollment after re-admittance may be specified. All conditions for readmission must be satisfied, completed, and certified to the Office of Student Conduct prior to re-admittance. Also, a written plan for adhering to conditions of continued enrollment after re-admittance from a suspension shall be provided to the Office of Student Conduct for review and approval.
- k. **Expulsion:** Permanent separation of the student from the University, when behavior indicates that the student is unfit to continue within the University community. An expelled student shall be excluded from all academic and social functions, shall have no access to University premises and shall forfeit all rights of student status immediately and permanently upon expulsion.

- l. **Revocation of Admission and/or Degree** – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining a degree, or for other serious violations committed by a student prior to graduation.
  - m. **Withholding Degree** – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. The sanctions outlined in this section, 1a. through 1e., may also be assigned to student groups or organizations for any single violation. Additional sanctions that may be imposed on student groups and organizations include loss of selected rights and privileges for a specified time period; and leading up to permanent deactivation.
  3. In each case in which the Conduct Board determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator or designee. The Student Conduct Administrator may adjust the final sanctions to match the severity of the Student Code violations.

#### **F. Student Conduct Record/Files**

Individual student conduct files that contain cases that have suspension or expulsion as a final outcome shall be kept permanently on file with the Vice President for Student Affairs Office. All other individual files shall be kept for seven years after any sanctions expire unless they are expunged. Expungement requests shall be at the sole discretion of the Vice President for Student Affairs and shall require the entire record to be expunged or none of it to be expunged (i.e., no partial expungements shall be allowed.) Students may request to have their student conduct record expunged by the Vice President for Student Affairs provided these conditions can be met:

- a. Application for expungement shall occur only upon completion of all degree requirements and degree attainment.
- b. Expungement may only occur for students who have not been suspended or expelled from the University.
- c. Expungement decisions shall be made based on obvious long-term improvement in behavior, or lack thereof, (e.g., no violations of the student code for two or more consecutive semesters prior to graduation,) and/or evidence, or lack thereof, of cooperation in previous student conduct matters (such as utilizing Restorative Justice or Conflict Resolution), and/or any other reasonable factors.

#### **G. Interim Separation**

In certain circumstances, the Vice President for Student Affairs, or his designee, may impose an interim separation with the University or on campus housing prior to a Conduct Board Hearing. An interim separation may be imposed only:

- to ensure the safety and wellbeing of members of the University community; and/or
- 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 separation, students shall be denied access via a no trespass order to University housing and/or to the campus (including classes, both residential and online) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs may determine to be appropriate.

Students placed on an interim separation are entitled to a subsequent hearing within a reasonable time.

A student shall remain under an interim separation until the appeal period is exhausted, or after the appeal deadline passes or the Vice President for Student Affairs determines otherwise.

## **H. Appeals**

1. All respondents have the opportunity to appeal the outcome of a Student Conduct Appointment, Administrative hearing, or Conduct Board hearing within five (5) business days of receiving their sanction letter. By 5:00pm on the fifth University business day, the appeal must be filed using the appeal form that is hyperlinked in the Student Conduct outcome letter. Questions about this process can be directed to the Vice President for Student Affairs, at 517-264-7601. The sanction(s) will be in effect during the appeal process.
2. The following are the only accepted basis for appeal:
  - a. The student asserts a procedural error that impaired their right to a fair opportunity to be heard;
  - b. New information that was previously unavailable at the time of the hearing/appointment should be evaluated;
  - c. The student asserts the sanction(s) are too severe for the violation(s.)
3. The student must present written rationale in the appeal form on why they believe that one or more of the above hold true.
4. The Vice President for Student Affairs will review the student's appeal and the hearing notes. If the Vice President for Student Affairs deems it necessary, an appeal meeting will be scheduled. Legal counsel is not permitted to participate in these appeals. Otherwise, the Vice President for Student Affairs will make a decision based on the contents of the written appeal. The Vice President for Student Affairs is not required to conduct a new hearing and no new evidence will be considered outside of that given appeals circumstance. Should the Vice President for Student Affairs deem that an appeal request does not fit the above criteria, he will communicate that decision to the student and the case will not be considered for appeal.
5. The Vice President for Student Affairs may take any of the following actions in response to an appeal: review the case and uphold the sanction(s) from the previous level; review the case and modify the sanction(s); or review the case and require that it be heard again by the Conduct Board or Hearing Officer.
6. The Vice President for Student Affairs will notify the student in writing of his decision within a reasonable amount of time and that decision is final. No other appeals are available.
7. Decisions made by the Hearing Officer and/or Conduct Board shall not be final until the appeal deadline has passed or when the appeal process is concluded.
8. A complainant will also have the right to appeal in cases of sexual misconduct, dating violence, domestic violence, stalking, or other behaviors that resulted in the complainant's increased risk of safety. Procedures for a complainant's appeal shall be the same as the respondent.



## **Article VI: Student Care Team**

### **A. Mission**

The Student Care Team is committed to keeping the Siena Heights' community as safe, supported, and successful when students are experiencing difficulties or need to be away from campus for extended periods.

### **B. Overview**

The best way to meet our mission commitments is by identifying and intervening in lives of individuals who are precipitously moving towards or actively in crisis. The Student Care Team will react to problems, but we also strive to prevent problems from occurring. The Student Care team operates optimally when the University community shares information appropriately. Anyone can submit a student referral to the Care Team at the following link found on the Quick Links of MySiena: [https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout\\_id=5](https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout_id=5).

The Student Care Team provides an opportunity to refer students exhibiting distressed, threatening, or dangerous behaviors and situations. Care Team's intention is designed to assist students before and/or if getting to the point where students can no longer be enrolled for academic, emotional, or behavioral reasons. The Student Care Team does not replace faculty classroom management, student conduct processes, Office of Accessibility protocols, and/or Department of Public Safety responses to incidents. We also have processes in place for optimizing retention levels.

### **C. Structure**

The Vice President for Student Affairs chairs the Student Care Team. The permanent team consists of the Vice President for Student Affairs, the Director of the Counseling Center, the Director of Residence Life, the Senior Director for Student Success, and the Deputy Chief of Public Safety (who also serves as a Title IX Investigator). In the absence of the Vice President for Student Affairs, a designee will be selected from the permanent team to serve as interim chair. Consulting members participate on an "as needed" basis depending on the individual situation and may include, but not limited to, Coaches and Athletic Trainers, Director of Student Health, Advisors, Director of Student Support Services, the Director of Student Engagement, Career Services, Faculty Mentors, University Administrators, and third-party evaluators.

### **D. Instances Requiring Student Care Team**

Throughout this Article, the Vice President for Student Affairs shall be defined as him or his designee.

At its discretion, the Student Care Team shall provide identification, prevention, assessment and referred assessment, management, and/or reduction of interpersonal and behavioral threats to the safety and wellbeing of the Siena Heights University community. Instances that may require intervention include, but are not limited to:

1. Instances where a student engages, or threatens to engage in behavior which poses a danger of causing physical harm to self or others;
2. Instances where a student is hospitalized or evaluated for hospitalization as the apparent result of alcohol use, drug use, severe depression or suicide attempt;
3. Instances where a student engages in non-lethal self-injurious behavior (e.g. suicidal ideation, alcohol and drug use);
4. Noticeable and dramatic changes in day-to-day behavior (e.g., suddenly begins missing classes, grades significantly drop, declining personal care);
5. Life changing events such as a death of a loved one, break-up, or divorce;
6. Writings, including online postings, which communicate dangerous intentions to self or others;
7. Instances where a student's behavior is perceived as erratic, not appropriate, or is sufficiently disturbed or disturbing so as to interfere with the educational process and the orderly operation of the University.

A University employee or student who becomes aware of a situation stated in the above instances or has similar concerns should fill out a Student Care Team referral form unless it is an emergency. **If a student or University member is in IMMEDIATE danger of harm to self or others, call the Department of Public Safety at 517-264-7800 or 911.**

The procedures for the Student Care Team do not preclude a student's removal from the University, or any unit, class, or program, for conduct reasons in accordance with the Student Code of Conduct. The Vice President for Student Affairs may consult with the appropriate Academic Dean, the Counseling Center, and/or the Department of Public Safety to determine whether a student accused of violating the Student Code of Conduct should be diverted from the student conduct process and be considered for involuntary withdrawal in accordance with these procedures. Conversely, the Vice President for Student Affairs may consult these departments to determine whether a student referred for consideration of an involuntary withdrawal might be more appropriately handled through the student conduct process.

#### **E. Involuntary Referral for Evaluation**

The Vice President for Student Affairs shall designate qualified professionals for a mental health assessment and/or a threat assessment. The Vice President for Student Affairs may authorize the Director of Counseling or an external evaluator (e.g. Community Mental Health, physician, psychiatrist, psychologist, nurse or counselor) to provide an initial mental health assessment of the student's condition. The student will need to provide written consent to share mental health assessment with the Student Care Team. If the student chooses not to share the outcomes, the student will not be able to continue as a student unless an alternative outcome is offered by the Student Care Team.

For threat assessments, the Vice President for Student Affairs may authorize the Chief of Public Safety or external evaluator to conduct a threat assessment and report the results of the assessment to the Student Care Team. The evaluator is empowered by these regulations to share general information and the outcome of the evaluation with the Student Care Team through the Vice President for Student Affairs.

#### **F. Parental/Guardian Notification**

As a University founded on the beliefs of the Adrian Dominican Sisters, we believe that family plays an essential role in the educational process. The University therefore will, at its discretion, inform parents or legal guardians of serious matters affecting the educational development of their dependent children at Siena Heights University.

Specifically, it is the policy of Siena Heights University to inform parents/guardians of students under the age of 21 when they have been found responsible for violating institutional policies related to alcohol and drugs that (1) required hospitalization or emergency treatment, (2) involve state or local authorities, and/or (3) show a pattern of abuse.

Additionally, Siena Heights University will inform parents/guardians if the University is concerned about the personal safety or wellbeing of a student. Exceptions will be made under extreme circumstances if the Vice President for Student Affairs or his designee determines that informing a parent would be dangerous to the well-being of the student.

#### **Medical Withdrawal Policy and Compassionate Withdrawal Policy**

Siena Heights University recognizes that students may find it necessary to withdraw from the University due to serious and compelling medical reasons for themselves or an immediate family member. In these situations, students should contact the Vice President for Student Affairs for policy and procedure information.

#### **Campus Notifications from the Vice President for Student Affairs for Extended Absences and Student Updates**

Students or their families are encouraged to report upcoming student absences of greater than one day to the Vice President for Student Affairs. While this does not excuse students, it helps the University support students' health, safety, and success with coordinated communication. Please contact the Vice President for Student Affairs at 517-264-7601 or submit a [Care Team referral](#) to share this information. The Vice President for Student Affairs or designee will notify appropriate faculty and staff with a general reason for the absence, update faculty and staff on when the student expects to return, and maintain contact with the student and supporters if necessary while away.

Please note this policy does not apply for Officially Excused Absences for University Travel, which is outlined here. In those cases, the student is expected to communicate directly with appropriate faculty and staff in advance of travel to make appropriate arrangements.

#### **Article VII: Interpretation and Revision**

1. Any question for interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs for final determination.
2. The University may change the Student Code at any time with proper notice to students. A formal review of the Student Code shall be conducted annually by the Vice President for Student Affairs and his designee.
3. In consultation with Faculty, Staff, Administrators, and Student Government, policy proposals for revisions and additions are welcomed.

Any discrepancies between handbooks and any other University published material shall always defer to the Student Code of Conduct located under Student Code of Conduct at <https://www.sienaheights.edu/student-affairs/>.

## Office of Residence Life

### Residential Community Policies and Procedures

#### Acceptance Agreement

Residents at Siena Heights University make a contractual agreement to live on campus throughout the academic year. Residents are expected to understand this agreement and uphold the Siena Heights University mission and values at all times. Every resident of the Siena Heights' community is entitled to the following rights and freedoms of an individual. To ensure these rights, everyone in the community abides by each of the corresponding responsibilities as well:

**The Right:** to read, study, and sleep free from undue interference in or around one's room.

**The Responsibility:** to control noise and other distractions that disrupts another's study or sleep.

**The Right:** to have recreation in and around University housing.

**The Responsibility:** to modify recreation so that it does not interfere with the rights of others or create the potential for damage to the facilities.

**The Right:** to personal privacy.

**The Responsibility:** to give others around you the privacy that is given to you in return.

**The Right:** to a physical environment that is clean, healthy, safe, and orderly.

**The Responsibility:** of the University to maintain such an environment and for students to assist in this effort.

**The Right:** to recourse, according to prescribed conduct procedures, against anyone who unduly infringes on one's rights or property.

**The Responsibility:** to conduct oneself in a manner that does not infringe on the rights of others; to initiate action should the circumstances warrant.

**The Right:** to participate in the process of shared governance through Student Government.

**The Responsibility:** to be active in respectfully voicing opinions and ideas appropriately.

### Housing Assignments

#### A. Residency Requirement

For full-time students beginning at Siena Heights University, students must live on campus for three years or until the student reaches senior status or 21 years of age (by September 1st). The first-year students under the age of 21 must reside in the residence halls. The second and third years, students may opt to live in Campus Village or continue to live in the residence halls. Housing registration for all University housing takes place in descending class order and is based on availability. The University will exempt students from this residency requirement if one of the following are met:

1. The student lives at the permanent fulltime address of a parent, legal guardian, or University approved family member within 35.0 driving miles of the University as determined by: <http://maps.google.com>.
  - a. "University-approved family member" is defined as, grandmother, grandfather, aunt, uncle, brother, sister, cousin. Approved family members must be at least 25 years old at the time of the student's move in.
2. The student is 21 years of age or older by September 1<sup>st</sup> of the academic year requested.
3. The student is at senior level status (88 semester credits or more).
4. The student is married.
5. The student is caring for a dependent child.
6. The student is a United States Veteran.
7. The student has Independent status through the Office of Financial Aid.

A Housing Exemption Application must be submitted to the Office of Residence Life every year during open housing enrollment periods to qualify. Students who do not submit a housing exemption request form, do not meet the requirements for being exempt, or attempt to falsify information on the Housing Exemption Form will be charged full room and board for that academic year. Incoming transfer students and international students must meet the residency requirement listed above and may also apply for an exemption if desired.

### *Extenuating Financial Circumstances for Housing Exemption*

There are rare occasions where a student may have extenuating financial circumstances to warrant an exemption from our Housing Requirement. Students requesting an exemption must have a completed FAFSA on file. Applications for Extenuating Financial Circumstance must be submitted with proper documentation including statements from both the students and their parents/guardian along with documentation of extreme hardship. Because Extenuating Financial Circumstances are outside of the Standard Exemption Categories, the application process is considered an appeal. No further appeals will be available. Note: Requests for residing off campus for financial savings is not a valid reason for a financial hardship.

### **B. Room Assignments**

Upperclassmen are assigned to rooms during the housing selection process, by set procedures that are implemented towards the end of each winter semester. Those residents who have completed the necessary requirements to participate in the housing selection will be cleared to choose their housing assignment for the following year. Once upperclassmen returning residents have had an opportunity to apply for a room assignment, new student assignments are made according to the date the room deposit was received, the preferences stated on the housing request form, and the availability of space. Campus Village residents are typically juniors and seniors. Priority in the Campus Village housing registration process is given to existing residents and then students by class standing.

### **C. Room Changes**

Residents are encouraged to develop and exercise interpersonal skills to promote successful and enjoyable living experiences. Residence Life staff engages with students about their living situations during the first few weeks of school and continues if support is needed. For additional support, professionals from Residence Life as well as conflict resolution and restorative justice services are available to assist in resolving disputes between roommates or neighbors. Room changes are sometimes possible, usually after less drastic options such as mediation have been attempted to help facilitate more compatible living situations and to the extent that alternative room space is available.

A two-week room freeze will be in effect beginning the first day of classes each semester. Residents will not be permitted to change rooms during this period. After the room freeze has ended, residents will be able to switch rooms in accordance with the room change procedures indicated below.

Residents wishing to make a room change must first contact their Resident Assistant or Community Living Assistant to initiate the room change process. It is the sole responsibility of the residents requesting the room change to complete and follow through with all room change paperwork and procedures properly. Final approval for all room changes will be at the discretion of the Director of Residence Life or her designee. If a room change is approved, residents will need to coordinate their move to a new room within a 48-hour period of notification, or the room change will be void. The new occupant will need to follow all appropriate checkout and check-in procedures. Residents who exchange keys or move without permission will be subject to disciplinary action and/or required to move back to their assigned housing. Residence Life will not discriminate by conducting room changes on the basis of race, color, religion, national origin, age, disability, or sexual orientation.

### **D. Summer Housing**

Limited housing, on a first come first served basis, is available for students during the summer. Interested students can request summer housing by completing a Summer Housing Application in the Office of Residence Life. Students will be notified of their summer room assignment in writing prior to the end of the winter semester. Residents must complete their room changes into their summer housing assignments within a 24-hour time period and must properly check out by the assigned due date to avoid improper checkout fees. The Office of Residence Life will establish room change timelines and communicate all necessary information to students via their Siena Heights email address. It is the students' responsibility to check their University email and follow the instructions provided.

#### **E. Room Deposit**

First time residents must pay a \$100.00 room deposit that is non-refundable after May 1 of each year. Residents permanently moving out of the University housing at the end of the semester and wish to receive their deposit must inform the Office of Residence Life in writing before the first day the next semester's classes. Refund cards are available in the Office of Residence Life. If damages are assessed to residents who are leaving the University, the charges may be taken from the deposit. The remainder will be returned to the student or billed to the student. Students who are removed from University housing, suspended, or expelled from the University automatically forfeit their room deposit.

#### **F. Housing Contract Terms**

All students living on campus must sign a one-year housing contract and conditions binding them to payment of room charges. Residents withdrawing from the University due to reasons other than behavioral suspension will be reimbursed according to the refund chart listed below. If a student can show special circumstances why they must leave University housing during the semester, their refund may be pro-rated. Otherwise, the refund breakdown is:

Prior to the first day of the semester	100% refund, deposit forfeited
During the 1st week of the semester	90% refund
During the 2nd week of the semester	90% refund
During the 3rd week of the semester	80% refund
During the 4th week of the semester	70% refund
During the 5th week of the semester or later	0% refund

\* Please note this refund policy differs from the tuition refund schedule during the first week of classes.

In addition, any student who continues as a student at the University but no longer resides in University housing will be charged a contract breakage fee of \$500. This fee will be deducted before any refund is given after move-in. For more information about the contract breakage fee, see your Housing Agreement.

Student residents will not be eligible for a refund of room and board rates if, as a result of a public health emergency, the University and/or residence halls close, access is restricted during the term of the Housing Agreement, or if the length of Housing Agreement is adjusted to align with the University academic calendar. Student residents will not be offered relief from housing agreement obligations based upon periods that in-person instruction will not be offered. Housing Agreements will otherwise run in full and only those cancellation requests that follow the University standard process will be considered.

One-page written appeals can be submitted to the Vice President for Student Affairs, or their assigned designee, and must be received within 5 business days of checking out of University housing. An appeal does not guarantee exemption from this policy. Appeals can be denied or refunds given on a partial or full basis.

#### **G. Early Arrival Agreement**

Any student checking-in to University housing prior to the official room and board contract beginning date will be subject to the early arrival agreement. Should a student separate from the University prior to the first day of classes, they will automatically forfeit their \$100 room deposit and be subject to a \$25 per day fee for room and board costs. Should a student leave University housing and continue to be enrolled at the University, they will automatically forfeit their housing deposit, be subject to a \$25 per day fee for room and board costs and be subject to the \$500 contract breakage fee.

#### **H. Suite Arrangements**

Residents who are housed in suite rooms, rooms that are connected by a shared bathroom, may opt to move all room furnishings into one room and use the adjoining room as a study or common area. Residents in suites and only suites are allowed to make these arrangements as long as the following criteria are met:

1. All residents in these rooms are in agreement with the new arrangement.
2. Residents notify the Director of Residence Life.
3. All residents agreeing to special arrangements in their suite will be held responsible for any damages that occur in the suite rooms.
4. No furniture is removed from outside of the two adjoining rooms.
5. The suite is returned to the original configuration at checkout.

**I. Theme Housing Floors & Wings**

On an annual basis, selected floors/wings may be designated to accommodate special interest or special need populations at the University. Speak with the Office of Residence Life for more information about these theme options, which include Honors Housing and S-STEM Housing.

**J. Consolidation of Vacancies & Room Reclassification**

The University reserves the right to reassign residents to other residence accommodations, in the event the University, in its sole discretion, determines the reassignment to be in the best interest of both the University and the student or, if necessary, to best utilize residential facilities efficiently.

Any student with occupancy vacancy in their room at the beginning or end of any semester will likely be reassigned to a new room or have additional student(s) assigned to those vacant spaces. If space is available, Residence Life will offer the student the opportunity to buy the entire room at additional cost before reassignment or roommate pairing. The Office of Residence Life reserves the right to place another resident in that room without notice to that resident. Space for the occupancy must be kept open and clean at all times until the new roommate(s) are assigned.

Any resident's attempt to block, discourage, or add undue pressure to a roommate specifically assigned to a given space may result in disciplinary action including that resident's removal from their current room assignment and/or charged for the open vacancy.

**University Housing Procedures**

**A. Check-In**

Prior to occupying any University housing, all residents and a Residence Life staff member must first complete a Room Condition and Inventory form to record the condition of the room itself and its furnishings. Residents are responsible for any damages that occur during the period of occupancy.

Should a student wish to check in before their scheduled time in the fall, the Office of Residence Life would charge the student \$25 per day until their scheduled day of arrival. Permission to move in early is granted solely by the Office of Residence Life and can only occur when the student's room assignment is available.

**B. Check Outs**

Residents must formally check out of their rooms/apartments whenever they change rooms/apartments, permanently leave at the end of the semester, or graduate. Room changes cannot occur during the first two weeks of classes for each semester. The Director of Residence Life must approve all room changes prior to the student(s) moving. Unless otherwise noted, the resident will have 24 hours to complete the room change. Anytime a resident checks out of a room/apartment, they must schedule an appointment with a Resident Assistant or Community Living Assistant to have the room inspected and to complete the original Room Condition and Inventory form. The room and key must be returned to the University in the same condition it was received for a proper check out to occur. Failure to checkout properly may result in loss of personal property, financial restitution for damaged/unreturned university property, a \$50.00 improper checkout fee, a lock change fee, and/or forfeiture of the \$100.00 damage deposit. Checkout procedures for University breaks and summer vacation will be provided to the necessary residents. At the end of each semester, residents are required to check out within 24 hours of their last examination. Once a student officially checks out of University housing, all personal property left behind will be reallocated to the University or donated to a local organization.

**C. Missing Student Notification Policy**

For students residing in University housing on the Adrian Campus of Siena Heights University, there is a confidential missing person notification program. To establish a confidential contact person, complete the "Confidential Missing Person Contact" form with the Department of Public Safety during check-in. For guidelines on missing students in University housing or to report a missing student, please contact the Department of Public Safety immediately at 517-264-7800 (available 24/7/365) or the Director of Public Safety at 517-264-7194.

**D. Room/Apartment Lock Outs**

Residents are responsible to take their room/apartment keys with them at all times. If a resident is locked out of their room/apartment, the resident may either request a Resident Assistant/Community Living Assistant to open the room/apartment or the resident may check out a loaner key in the Office of Residence Life or Campus Village Residence Life office. If a resident forms a habit of room/apartment key-in assistance, a student conduct meeting may occur and possible sanctions may apply.

**E. Breaks**

*Residence Halls:*

The residence halls will remain open throughout the academic year with the exception of Christmas Holiday Break (Fall Semester) and Spring Break (Winter Semester). During these two break periods, the only residents permitted to stay on campus are in-season athletes, student teachers, Public Safety and Residence Life staff scheduled to work. All other residents, at the discretion of the Office of Residence Life, must turn their room keys into the Office of Residence Life during these breaks or be charged a lock change fee.

*Campus Village Apartments:*

Campus Village Apartments will remain open throughout the academic year as well as during Christmas Holiday Break (Fall Semester) and Spring Break (Winter Semester). Residents shall be asked to notify the Office of Residence Life if they plan to occupy their apartment during break periods when the University is closed.

**F. Spare Keys**

At check-in, one key is provided per resident, per room. Lost keys must be reported promptly to the Office of Residence Life. A spare key is available for use by residents for a period of three (3) days if desired. If the original key is not found within the 3-day period, the lock will be replaced and new keys will be issued at the resident's expense. Failure to return room keys at any time when requested will result in the key and lock replacement at the resident's expense.

**G. Exterior Doors**

*Residence Halls:*

The Ledwidge Lobby entrance is the primary entrance to Ledwidge and Archangelus Halls and is open at all times. All other exterior doors to these residence halls are locked and considered exit only to provide greater security for the residential students. The St. Catherine Hall Lobby entrance is the only entrance into the residence hall. The lobby door is locked at all times and residents of this building will each have a key to this door. Residents must report the loss of an exterior door key immediately and may be responsible for the costs associated with replacing the locks and keys. Stairwell doors are exit only.

*Campus Village Apartments:*

All exterior doors to the Campus Village Apartments are locked each evening to provide greater security for the residential students. Residents must report the loss of an exterior door key immediately and may be responsible for the costs associated with replacing the locks and keys.

**H. Theft Protection & Personal Property Insurance**

The best security for residents is to keep their doors locked at all times! Before opening the door, residents should ask the caller(s) to identify themselves. Window blinds should be closed after dark, even when someone is in the room. Money and expensive jewelry should be kept in a safe place. Clothing should never be left in a laundry room unattended. All clothing should be marked distinctively some place other than on the labels. The Department of Public Safety can engrave most valuable electronics that can be brought to the Ledwidge Welcome Center. Anything that has a serial number should have the number recorded and kept in safekeeping. Windows should be closed and locked whenever residents are away from the room.

The University makes a reasonable attempt to prevent personal property loss or damage due to theft and mechanical failure but cannot assume any responsibility if they occur. The University does not carry insurance on personal property, and in many cases, students away from home are not included in their parents' insurance policies.

As a commitment to our students, Siena Heights University has provided \$25,000 of Liability Insurance coverage from GradGuard to each residential student. Liability Insurance protects you financially if you were



to cause unintentional damage to your place of residence or unintentional bodily injury to others. This coverage is not subject to a deductible. Liability Insurance can help protect you from the cost of unintentional damages, such as unintentionally causing a fire in your place of residence, unintentionally setting off a sprinkler in your hall/apartment, unintentionally damaging other students' property, and unintentionally injuring another student. The policy cost of \$15 per semester is charged to students' accounts. A student may opt-out of this insurance policy only if they provide documentation of other liability insurance coverage of equal or greater coverage. Forms to submit an application to opt-out are available in the Office of Residence Life. The University recommends residents make sure that their belongings are included in their parents' policy or obtain their own personal property insurance and fire insurance. Additional insurance, including personal property insurance, is available through GradGuard.

#### **I. Health & Safety Inspections**

The University respects residents' right to privacy and residents' responsibility to maintain the health and safety of their personal environment. The University also has the responsibility to provide an environment that is safe, clean, and healthy to current and future residents. Failure to satisfactorily comply with health and safety inspections may result in referral to the student conduct process.

#### **J. Appliances and Electronics**

##### *Residence Halls:*

Residents may use the following appliances in their rooms: clocks, radios, stereos, televisions, fans, hair dryers, curling irons, flat irons, razors, computers, popcorn poppers, coffeemakers (without a hotplate,) microwaves, and refrigerators. As a general guideline, most approved items have an approved UL label. Clocks, radios, stereos, televisions, fans, hair dryers, razors, and computers do not require the UL listing. Specifically, heating units, large refrigerators, humidifiers, dehumidifiers, coffeemakers with exposed hot plates, toasters, toaster ovens, electric skillets/fryers, George Foreman grills, and hot plates are considered hazardous for use and are consequently not permitted in the residence halls. If unsure about a specific electrical item, contact the Office of Residence Life to determine if the appliance is permissible. Residence Life reserves the right to remove any electrical violation not meeting the established fire and safety codes. Special rules apply for approved equipment, as follows:

- Refrigerators must be less than or equal to 4.2 cubic feet in size and run at less than 1.5amps. and microwaves must run at or less than 900 watts.
- Always be present when popcorn poppers and coffeemakers are in use and unplug immediately afterwards. Only store these items when they are cool enough to touch. Also, be attentive when using your microwave.
- Law prohibits storage of bicycles, chairs, desks, and other items in all exit ways, including window egress. Residents should use power strips whenever possible and plug in appliances needing more than 600 watts directly into the wall to avoid power outages. As a last resort, the only acceptable means electrical extension permitted in residential rooms are industrial-strength extension cords. Siena Heights University strongly suggests that residents use surge protectors. Installation or alteration of electrical equipment is prohibited. If violations of the above policies are discovered, the Residence Life staff has the right and responsibility to confiscate such items.

##### *Campus Village Apartments:*

All Campus Village Apartments are furnished with a refrigerator, stove, oven, dishwasher, and microwave. Appliances with exposed heating elements (e.g., George Foreman grills, hot plates, toasters, and toaster ovens) may only be used in the kitchen area of the apartment. Heating units, large refrigerators, humidifiers, dehumidifiers, toasters, toaster ovens, electric skillets/fryers, George Foreman grills, and hot plates are considered hazardous for use and are consequently not permitted in the apartments. If unsure about a specific electrical item, contact the Office of Residence Life to determine if the appliance is permissible. Residence Life reserves the right to remove any electrical violation not meeting the established fire and safety codes.

#### **K. Air Conditioners**

Any student with a medical condition that requires air conditioning in a non-air conditioned room assignment must follow the policy outlined at the Office of Accessibility, <https://sites.sienaheights.edu/accessibility/housing-accommodations-office-of-accessibility/>. Personal air conditioners are prohibited. Please see Appendix O for more information on Housing Accommodations.

**L. Room Damage**

Every attempt is made by the Office of Residence Life to make University housing feel like a home away from home. As such, it is expected that residents treat their rooms and apartments with care and keep the contents free from damage, whether caused by themselves or others. Assigned occupants of each room/apartment are financially responsible for their rooms/apartments.

*Residence Halls:*

The cost of any room damage (such as nail holes, broken screens, tape-damaged walls) or extra custodial services will be charged to the account of the residents living in that room. When two or more residents occupy the same room and individual responsibility cannot be determined, the cost will be divided and assessed equally between the residents.

*Campus Village Apartments:*

Campus Village residents are responsible for all damages to their assigned bedroom and corresponding bathroom. The cost of damage to the apartment's community living spaces will be divided and assessed equally between the residents of the apartment.

**M. Residence Hall Search & Seizure**

Siena Heights University respects a resident's right to privacy. Nevertheless, safety and policy enforcement must take precedence. A University official has the right to enter any part of the University premises to assess the condition of the room or apartment, identify maintenance needs, and in the case of an emergency or suspected violation of University policy.

A University official, upon approval from the Vice President for Student Affairs or his designee, may enter and search University premises without notice if there is reason to believe that federal, state, local, or University policies are being violated. All guests in a room/apartment at the time of an initiated entry and search may be relocated to another area for the duration of the search and supervised by a University official. Residents may remain in the room/apartment at the request of the University official. Residents may also be asked to leave while a search is in progress. In cases where residents of a room/apartment are unavailable, the Vice President for Student Affairs or his designee must approve an entry and search after that person has heard the related facts and believes an entry and search is necessary. The search will be conducted in the presence of another University official. Once initiated, the University has the right to seize any property that violates University policy. Depending upon the nature of the search, the University official may be as thorough or as general as necessary in order to conduct a reasonable search. In the event that more serious items (drugs, weapons, stolen property, etc.) are found, the University will notify local authorities. Law enforcement officials may enter, search, and seize evidence in accordance with the law. All residents of an assigned room/apartment are responsible for the contents of their room/apartment until the responsible individual(s) can be identified.

**N. Suspension from University housing**

Residential students who are suspended from University housing or the University must make arrangements to remove belongings and to vacate University housing within 24 hours of notice. The Director of Residence Life or a Residence Life Coordinator will work with the student to insure that they vacate the halls/apartments within this timeframe or any other specified time as deemed appropriate by the Director of Residence Life or their designee. Failure of the student to abide to the suspension terms may result in further disciplinary action, improper checkout charges, and/or the Department of Public Safety escorting the student off campus. Residence Life is not responsible for personal possessions left in the room/apartment.

## University Housing Services and Meal Plans

### A. Facilities & Services

- **Bicycle Room** - The Bicycle Room is located on the ground floor of Ledwidge Hall near the main entrance. An access key can be checked out for up to ten minutes from the Welcome Center Desk. Residents are required to register their bicycle with the Department of Public Safety at the Welcome Center Desk.
- **Computer Lab** -The Residence Hall Computer Lab is located on the ground floor of Ledwidge Hall across from the Laundry Room. It is equipped with desktop computers and a laser printer. In addition, two desktop computers are located in the Ledwidge Lobby for student use. A computer lab is also located on the second floor of St. Catherine Hall, equipped with two desktop computers and a laser printer.
- **Cable TV** – Television access is available in rooms at St. Catherine Hall and Campus Village. Lounge TVs are available for residents in Ledwidge Hall. Residents are responsible for bringing their own TVs and cable cords.
- **Game Room** - Located across from Ledwidge Ballroom, the lounge has been equipped with furniture and equipment including a big screen TV, pool tables, ping-pong table, air hockey table, and a foosball table. Residents are required to check out gaming equipment from the Welcome Center Desk by leaving their student ID.
- **ID's** - All students are provided with their first Siena Heights University ID Card at new student registration days, transfer student registration days, during welcome week, or by appointment free of charge. A replacement card can be purchased from the Office of Residence Life for \$5.
- **Kitchenettes and SHU Food Pantry** –A kitchenette for residential and commuter students is in Ledwidge Hall. There is also one in St. Catherine Hall exclusively for St. Catherine residents and guests. To access the Ledwidge location, please check out the key from the Welcome Center. The University Center kitchenette contains a SHU Food Pantry for students experiencing food insecurity. All students are expected to clean up after themselves. For those with questions on the SHU Food Pantry, please make a request in the Office of the Vice President for Student Affairs.
- **Laundry Facilities** - A centralized laundry room is located on the Ground Floor of Ledwidge Hall and on the first floor of St. Catherine Hall. 10 washers and 10 dryers are available for use in Ledwidge Hall and 2 washers and 2 dryers are available for use in St. Catherine Hall. These are commercial Maytag machines that are operated by an app on their phone. Two machines in Ledwidge Hall remain quarter-operated. Students must download the PayRange app on their phone in order to use the laundry machines. Students are responsible to place funds on their account via the app. Funds may be added to the app account at any time. The cost for each cycle (\$1.00 per wash and \$1.00 per dry cycle) will be debited from the app account as the app is used to start the machine. It is highly advised you stay with your laundry at all times while washing and drying it. Residence Life is not responsible for lost, stolen, or damaged items.
- **Ledwidge Ballroom** - The ballroom in Ledwidge Hall is used to host a wide variety of events to entertain and educate. Please call 517-264-7617 to reserve the ballroom. Parlor rooms adjacent to either side of the ballroom may be used for student use as well. Computers and study tables are available in these areas.
- **Ledwidge Lobby** – Outside of Residence Life and Public Safety offices, the Ledwidge first floor offers space for students and visitors to campus. State law requires shoes and shirts be worn in these areas at all times.
- **Maintenance & Repair** - Residents may report all maintenance requests to their RA/CLA, the Office of Residence Life, or contact the Maintenance Department directly. The Maintenance staff reserves the right to enter rooms for purposes of maintenance and repair. Emergency maintenance requests should be directed to the Office of Residence Life from 8:00am-5:00pm on weekdays. In the evenings and weekends, residents should contact the RA/CLA on Duty or Public Safety.
- **Mailboxes & Mailing Address** - Mailboxes for all students, commuter or residential, are assigned through the Office of Residence Life. The mail is usually delivered to these boxes by 3:00pm on weekdays. There is no mail delivery on weekends. Per University policy, only individually addressed mail, with rare exceptions, may be placed in these mailboxes.

All student mail is delivered to the first floor of Ledwidge Hall. Packages or envelopes that do not fit in mailboxes are delivered to the Mail Room, located below Benincasa Hall. Students are given a package notification slip if they have a package waiting for them. Packages may be claimed during Mail Room hours. The mailing addresses for residents is:

**Your Name**  
Student Mail  
Siena Heights University  
1247 E. Siena Heights Drive  
Adrian, Michigan 49221

- All students, including commuters, who graduate, withdraw from classes, or leave the institution should fill out a change of address card upon leaving to ensure proper forwarding of mail. In accordance with U.S. mail guidelines, failure to submit a change of address card will result in mail being returned to sender. Change of address cards can be picked up in the Office of Residence Life, Campus Village Office, or Mail Room, and must be returned prior to leaving the institution.
- **Room Furnishings** - Rooms (including bedrooms within Campus Village apartments) are furnished with a bed, dresser, study desk and chair, closet area for clothing, cable ready outlet, and window coverings. It is suggested that residents provide their blankets, pillows, linens, towels, desk lamps, and other personal effects. All University housing furniture must remain in the student's room/apartment at all times. Residents may bring personal furnishings such as chairs, bookcases, and futons. The Director of Residence Life may prohibit personal furnishings that are considered too large or potentially dangerous for the room/apartment. At the time of checkout, residents must remove all personal property and return the room/apartment to its original condition. Summer storage of personal belongings is not available. Failure to check out properly may result in loss of personal property and/or improper checkout fees.
- **Vacuums** - Vacuum cleaners may be checked out from the Office of Residence Life for up to 30 minutes in exchange for a student ID.
- **Vending Machines** - Pop machines are located in Ledwidge Hall on the ground floor outside of the Game Room and ground floor of Campus Village.
- **Welcome Center** - The Welcome Center, located in Ledwidge Hall, is operated by the Department of Public Safety and is open 24 hours a day, 365 days per year. It offers engraving for electronics, bicycle registration, parking permits, game room equipment check-out, and other Public Safety services.

#### **B. Computer Networking**

Residential students have internet connectivity via a wireless network. This network covers the entire campus. Wireless networks by their very nature are subject to interference from certain devices. We have found that the following devices cause unacceptable interference and are therefore prohibited from being used in the Residence Halls: all appliances operating within the 2.4 GHz frequency range including wireless cameras, wireless keyboards and mice, routers and personal wireless access points. The Office of Residence Life reserves the right to remove any devices that fall within this category. Devices connected via Bluetooth are permitted. If you have any questions about a specific device, please contact the Office of Residence Life.

#### **C. Dining On Campus**

All students residing in University housing must purchase a meal plan from Chartwell's, the University's food service provider. Students with special dietary needs should consult the Chartwells General Manager food services to make arrangements that meet their needs. Meal plans can only be changed during the first week of each semester. The following is a brief description of the different board plans:

Option 19\* – This plan consists of 19 meals every week, which covers every weekly meal served at University Center Dining Hall. The Option 19 plan comes with \$200 in Flex Dollars per semester, which can be used in the SHU Shop or to purchase additional meals for guests. First-year students are placed on the Option 19 meal plan by default.

Option 14\* – This plan consists of 14 meals every week. A resident can choose to use these meals at any of the 19 meals offered each week. The Option 14 plan comes with \$200 in Flex Dollars per semester, which can be used in the SHU Shop or to purchase additional meals for themselves or guests.

Block 100\* – This plan, available to Campus Village residents only, consists of any 100 meals and \$200 in Flex Dollars per semester, which can be used in the SHU Shop or to purchase additional meals.

Campus Village residents must purchase a Block 100 plan but may choose to upgrade to a larger plan. Residence hall residents are not eligible to purchase the Block 100 plan.

Commuter meal plans are available. Individual meal costs are subject to change and are posted at the dining hall register. *Any remaining balance in meals or Flex Dollars will not carry over from first to second semester.* Flex Dollars can be used to purchase food and beverages from the SHU Shop or additional meals in the dining hall.

During breaks and holiday weekends, an updated schedule will be posted for special hours of operation.

The following policies and procedures are enforced in University Center Dining Hall:

1. You must swipe your ID card on the card reader or pay with cash upon entry.
2. Once you swipe your ID card or pay for a meal, you may not exit and re-enter during the same meal period unless you let the cashier know before exiting.
3. Students should only take what they plan to eat.
4. Personal beverage containers may not be filled at the beverage stations within the Dining Hall.
5. Dining Hall food is to be consumed in the Dining Hall. However, on occasion, students have a short time between classes in which to finish a full meal. For this reason, students are allowed to take out a portable dessert item (not requiring utensil or disposable container): a piece of fruit, cookies or an ice cream cone. No beverages are allowed to be taken out of the dining hall. Plates and eating utensils must never be removed from the dining hall.
6. All used plates and related eating utensils are to be taken to the dish return area after each meal.
7. Shirt and shoes must be worn at all times. No rollerblades, skateboards or recreational scooters may be used in the dining room.

### Residence Hall Room Repair and Damage Charges

When damages occur to University property in individual rooms, replacement costs or damage charges will be assessed to the occupant(s) of that room. Repairs or replacements will be conducted by the University Maintenance staff or University-contracted professionals only and not by the student(s). Below is a chart of some of the replacement and repair costs. Please note that these are the current charges at the time of publishing and that the University reserves the right to change these costs at any time and add additional damage charges will be added as needed. Understand that this is not an all-encompassing list. Additional charges can assessed for damage not listed below.

Tape Residue, Mounting Strips, or Hooks in Wall/Ceiling	\$20.00 or higher based on damage
Room Key Replacement	\$75.00
Mailbox Key Replacement	\$25.00
Broken Floor Tile	\$15.00 per square
Improper Room Clean-up Fee	\$25.00 if less than an hour of staff time (\$25/hr. thereafter) **See Checkout Form for a breakdown of fees
Broken Towel Bar	\$10.00 each
Broken Toilet Seat*	\$25.00
Shower Head Replacement*	\$15.00 if replacement is needed
Dirty, Damaged, or Missing Shower Curtain*	\$10.00
Missing/Damaged Furniture	Charge for repair or replacement dependent on actual cost **Ranges from \$220 to \$550 depending on item damaged
Nails in wall or unfilled nail holes	\$10.00 per hole/nail
Larger Wall Holes	Charge for repair dependent on actual cost
Broken/Cracked Window	\$150.00
Mattress Replacement	\$140.00
Improper Checkout Fee	\$50.00

\* For suite and private rooms only

\*\*Residence Life is not responsible for personal items left behind in University housing. These items may be donated or reallocated to University use.

### Apartment Repair and Damage Charges

When damages occur to University property in individual apartments, replacement costs or damage charges will be assessed to the occupant(s) of that apartment. Repairs or replacements will be conducted by the University Maintenance staff or University-contracted professionals only and not by the student(s). Below is a chart of some of the replacement and repair costs. Please note that these are the current charges at the time of publishing and that the University reserves the right to change these costs at any time and additional damage charges will be added as needed. Understand that this is not an all-encompassing list. Additional charges will be assessed for damages not listed below.

Room/Furniture	Cleaning Charges	Replacement Charges
Bathroom Sink	\$10.00	\$10.00
Shower/Tub	\$30.00	\$40 (scratch) \$300 (chip)
Toilet	\$15.00	\$125
Bathroom Cabinets	\$10.00	\$150.00
Bathroom Floor	\$15.00	\$200.00
Dresser & Drawers	\$15.00	\$280.00
Desk & Drawers	\$15.00	\$275.00 (desk) \$125.00 (chair)
Mattress	\$10.00	\$160.00
Kitchen Cabinets	\$50.00	\$120.00 each
Kitchen Floor	\$25.00	\$250.00
Refrigerator	\$25.00 - \$50.00	\$400.00
Stove	\$15.00 (top) \$25.00 (oven)	\$25.00 (pans) \$300.00 (oven)
Microwave	\$15.00	\$200.00
Dishwasher	\$15.00	\$150.00
Washer/Dryer	\$15.00	\$300.00 each
Dishwasher	\$15.00	\$350.00
End Table, Coffee Table, Barstool	\$15.00	\$50.00 (end table) \$125 (coffee table) \$50.00 (barstool)
Living Room Furniture	\$10 per spot	\$230.00 (Chair) \$350.00 (Sofa)
Carpet	Varies	\$25.00 (small repair/spot) Up to replacement cost
Walls	Minimum \$10.00 charge	Nails holes: \$2.00 Holes: \$10.00 per inch

\*Residence Life is not responsible for personal items left behind in University housing. These items may be donated or reallocated to University use.

## Office of Student Engagement

The mission of the Office of Student Engagement at Siena Heights University is to build a campus community in which all students and student organizations are encouraged and supported in the cultivation of social, cultural, intellectual, recreational, and leadership programming. Within the Office of Student Engagement, all students will find a place where their voices are heard, and they are empowered to becoming more competent, purposeful, and ethical members of the Siena Heights community. A wide range of programs and events are sponsored through the Office of Student Engagement throughout the Academic year.

The Office of Student Engagement is home to Siena Heights' student organizations. These organizations provide programming and an opportunity for students to be involved in their college experience outside of academic classrooms. If you cannot find an organization that meets your interests, **START A NEW ONE!** The Office of Student Engagement works side-by-side with students to bring new organizations to campus and assist in the registration process!

### Responsibilities of Organizations

Siena Heights University supports a wide range of student organizations that make substantial contributions to the social and academic life on campus. All organizations are responsible for registering with the Office of Student Engagement and Student Government. **Registration does not imply University endorsement of the purposes of organizations.** All student organizations are responsible for adhering to the policies in the *Student Code of Conduct*, the *Student Organization Handbook* as well as local, state, and federal laws. These responsibilities apply to all student organizations:

1. It is the responsibility of each student organization to submit required paperwork each semester. All paperwork requirements are listed in the *Student Organization Handbook*. Additionally, the Director of Student Engagement will provide each student organization with a copy of the *Student Organization Handbook* at the beginning of the academic year and paperwork deadlines.
2. Each student organization shall operate according to a constitution, by-laws, or policy guides.
3. It is the responsibility of each student organization to submit any changes in officers, advisors, or members, and revisions to the constitution, by-laws, or policy guides to the Office of Student Engagement within one week of changes.
4. Student organizations will be granted "active status" when they register and meet all requirements.
5. All student organizations must maintain active status to enjoy the benefits of scheduling and presenting programs for the campus community, use of university facilities, property, services, funding, or personnel.
6. Membership in student organizations will be limited to enrolled full-time students at Siena Heights University and in good academic standing. In accordance with Siena Heights University policies and procedures, no student organization may discriminate based on age, race, gender, sexual orientation, religion, disability, marital status, or national origin.
7. It is the responsibility of each student organization to select at least one advisor who is a full-time member of the Siena Heights University faculty or staff. The advisor is responsible for approving all financial operations and disbursements and should attend each student organization function and meetings.
8. Any student organization found in violation of any policy listed in the *Student Organization Handbook* or the *Student Code of Conduct* will be placed on probation for one semester. If another violation occurs during the probation period, the club or organization will be placed on suspension for one year. Any organization that ceases operation will be placed on inactive status for the remainder of the academic year.

### Guidelines for Fundraising

Student clubs, organizations, and departments/offices are encouraged to sponsor fundraising events. All fundraising events must be cleared through the Office of Student Engagement. Selling and solicitation for personal student gain is not permitted on campus, including in the residence halls. Guidelines for student club and organization fundraisers include:

- Only recognized student organizations and SHU departments/offices may sponsor fundraisers on campus.
- The fundraising activity must have an educational, charitable, or cultural purpose consistent with the purpose of the University and its status as a tax exempt, non-profit institution. Fundraising for personal gain is prohibited.
- The sponsoring student organization or department/office must obtain permission from the advisor, supervising University administrator and the Office of Student Engagement.
- Requests to hold a fundraiser must be submitted at least two weeks in advance to the Office of Student Engagement. Fundraisers within the residence halls must also be approved by the Director of Residence Life.



### **Participation in Co-Curricular Activities**

Siena encourages all students to participate in a wide variety of co-curricular activities. However, to prevent such activities from interfering with a student's progress toward graduation, students who are not in good academic standing (2.0 cumulative G. P. A.) are ineligible for the following: (1) to participate in intercollegiate athletic competition, (2) to participate in musical or theatrical performances not carrying academic credit, (3) to serve as an officer or committee chair of any student organization.

### **Policies for Alcohol Use**

See Appendix C

### **Policies for Tailgating**

See Appendix D

### **Posting Policy**

Several types of posting areas and bulletin boards are provided in Siena Heights University buildings to provide information to students, faculty, and staff. Posted or displayed materials do not necessarily reflect the opinion of Siena Heights University.

- All material posted by student organizations or outside sources must be approved and stamped by the Office of Student Engagement. Residence Life staff posting fliers in University housing for their programs are exempt from having materials stamped.
- Materials may not be posted on windows, doors, floors, walls, or bulletin boards designated for specific department use or in academic classrooms.
- All posted or displayed materials must have the organization or individual sponsoring the event clearly indicated on the materials. Postings may not be for personal gain or outside of student organizations and departments unless, on rare occasion, approved in advance by the Director of Student Engagement.
- All posted materials must be taken down 24 hours after the event.
- Any organizations wishing to put flyers on cars or erect, attach, post signs, banners, posters of exceptional size on any part of campus property are responsible for obtaining prior approval from the Office of Student Engagement.

Failure to abide by the above listed policies may result in the loss of privileges to post or distribute materials on campus and/or referral to the Student Conduct process.

### **Hazing Compliance Policy**

**Michigan State Law defines hazing as a** "means of intentional, knowing, or reckless act by a person action alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health of safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization or team." (Section 750.441t, August 2004)

[http://www.legislature.mi.gov/\(S\(yaqrma45n5w1dz550l50fq11\)\)/mileg.aspx?page=getobject&objectname=mcl-750-411t](http://www.legislature.mi.gov/(S(yaqrma45n5w1dz550l50fq11))/mileg.aspx?page=getobject&objectname=mcl-750-411t)

**Siena Heights University defines hazing as** "any action or situation, *whether on or off University premises*, which:

- endangers the mental health, physical health, or safety of a person,
- embarrasses, frightens, or degrades a person,
- destroys or removes public or private property
- involves alcohol or any illegal substances

for the purposes of initiation, admission into, affiliate with, or as a condition of continued membership in a student organization, group, or team *regardless of an individual's willingness to participate.*"

Siena Heights University's definition of hazing includes, but is not limited to, activities that would fall with the Michigan State Penal Code Law definition of hazing as defined below. In accordance with Siena Heights University's policy hazing means any action taken or situation created as an explicit or implicit condition for initiation into, admission into, affiliation with, or continued membership in a group, club, organization, fraternity or sorority, or athletic team (hereinafter collectively referred to as "organization" unless otherwise noted) that:

- could be seen by a reasonable person as endangering the physical health of an individual or causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment;
- destroys or removes public or private property.
- involves the consumption of alcohol or drugs, or the consumption of other substances.
- disrupts University or community activities.
- engages in morally degrading or humiliating games or activities; or
- violates any University policies, regardless of the consent of the new member(s) or whether the activity is presented to the member as optional.

Such activities may include, but are not limited to:

- Line-Ups
- Wearing of apparel in public which is conspicuous and not in good taste
- Forced chores
- Forced, or strongly encouraged, drinking
- Paddling in any form
- Branding
- Kidnapping

#### **Acceptance of an Activity; "Voluntary" Behavior**

The definition of hazing applies whether the participants or others perceive the behavior as "voluntary." The implied or expressed consent of any person toward whom an act of hazing is directed is not a defense.

Assertions that the conduct or activity was not part of an official organizational event or was not officially sanctioned or approved by the organization are also not a defense. This definition applies to behavior on or off University property or organizations premises.

#### **Retaliation**

Retaliating directly or indirectly against a person who has in good faith filed, supported, or participated in an investigation of a complaint of hazing as defined above is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint or provide false or misleading information, or otherwise engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Depending on the circumstances, retaliation may also be unlawful, whether the complaint is found to have merit.

## University Policies, Statements, and Procedures

Students are expected to adhere to Policies, Statements, and Procedures outlined throughout the University. The following webpages include many of our University policies and resources:

- Academic Catalog: <https://www.sienaheights.edu/academics/resources/academic-catalogs>
- Accessibility and Accommodation Policies for Students: <https://sites.sienaheights.edu/accessibility>
- Campus and Public Safety's Annual Safety Handbook and Policies: <https://www.sienaheights.edu/who-we-are/campus-safety>
- Family Educational Rights and Privacy Act (FERPA) of 1974: <https://www.sienaheights.edu/academics/registrars-office>
- Information Technology Related Policies and Documents: <https://sites.sienaheights.edu/doit/policies>
- Residence Life Policies and Procedures: <https://sites.sienaheights.edu/reslife>
- Siena Heights University Complaint, Fraud, and Misappropriation Forms: <https://www.sienaheights.edu/who-we-are/resources/complaint-fraud-or-misappropriations>
- Student Engagement: <https://sites.sienaheights.edu/engage>
- Title IX Policy: <https://www.sienaheights.edu/who-we-are/title-ix>

Failure to comply with any of the policies and procedures within these pages may result in a Violation of University Policy through the Student Conduct process and/or ramifications as outlined on these pages.

## Appendices

### Appendix A: Alcohol and Tailgating Policy

1. Students or guests under the age of 21 may not possess or consume alcoholic beverages anywhere on campus, including individual housing assignments in the residence halls and Campus Village.
2. Open containers of alcohol are only permitted in student residence hall rooms/apartments assigned to resident(s) over the age of 21.
3. Alcohol consumption is not permitted on University grounds outside of student housing, except when approved by the University for tailgating and special events. Responsible drinking is always required.
4. If a residence hall room or Campus Village Apartment is shared by residents over and under 21 years old, alcohol must be consumed only by those 21 years or older. Alcohol may only be consumed by students who are of age while in the room/apartment assigned to at least one of-age student. If there are minors present where alcohol is being consumed, there may not be more open containers than the number of people who are of legal drinking age.
5. Guests and visitors of legal age may consume or possess alcohol only in the residence hall room or Campus Village Apartment of a host (resident) 21 years or older. Guests of legal age who are drinking must at all times be with their legal age host.
6. Mass quantities, or Common Sources of Alcohol, including kegs, trashcans, and/or other large containers holding alcohol are prohibited.
7. Students and guests violating the policy will be asked to dispose of alcohol in the presence of Residence Life or Department of Public Safety staff.
8. All documented incidents that involve Adrian City Police or University officials will also be subject to processing through the University conduct system.

### Tailgating Policy

The Tailgating Policy guides the successful, positive atmosphere represented at Siena Heights University on game days. Public Safety manages policy enforcement and may designate Champions of Character Leaders to help participants adhere to tailgating policies and promote sportsmanship. The following regulations apply to tailgating:

- All tailgating participants must demonstrate responsible behavior at all times. Siena Heights fans are expected to demonstrate sportsmanship that reflects our University mission. Siena Heights students are expected to respect the dignity of all and failure to meet these policies may result in conduct action.
- Siena Heights University reserves the right to immediately close tailgating activities and/or remove individuals in its sole discretion.
- The following items and actions are prohibited:
  - Glass containers
  - Kegs or mass quantities of alcohol
  - Drinking game structures and/or paraphernalia
  - Alcohol in the stadium
  - Bonfires, fire pits, or charcoal grills
  - Tents or canopies larger than 10' x 10'
  - Stakes or horseshoes
  - Generators
  - Couches or upholstered furniture
  - Overnight parking
  - Fireworks
  - Weapons
- Designated tailgate locations and times may be restricted by University staff on an event by event basis.
- RV's, busses, and oversized trucks should seek prior approval for the Department of Public Safety to ensure space availability (517-264-7799).
- One parking space is permitted per vehicle.
- Siena Heights University is a smoke-free, tobacco-free (including vaporizers and eCigarettes) campus at all times, including our tailgating events. Please refer to Appendix K for more information on the smoking policy.
- Propane grills are permitted; propane tanks that are 15 gallons or less are acceptable.
- Tailgating participants are expected to keep an orderly site and clean up after tailgating to return it to the condition it was originally found.
- Carrying an open container of alcohol on public streets or campus walkways is prohibited regardless of age. When you leave the tailgating area, please leave your beverage behind. Michigan laws for alcohol possession, use, or distribution apply as well as our University policies.
- Violators may be removed from Siena Heights property and could face criminal prosecution.

## **Appendix B: Drug Policy**

Siena Heights University does not condone the use of any illicit drug. Therefore, the possession, consumption, sharing, or sale of marijuana, narcotics, illegal synthetic drugs, non-prescribed prescription drugs or other illegal drugs is prohibited. Note, marijuana remains classified as a Schedule 1 drug under federal law. As a result, regardless of state and local law changes, Siena Heights University continues to abide by the Drug Free Schools and Campuses Act to prohibit marijuana possession, use, or distribution by students, faculty, and staff on campus.

There are reasons other than legal implications that warrant the University's concern about drugs. The availability of drugs in any large group setting subjects members to potentially serious security risks. The potential for drug use will continue to attract non-members of the University community who are interested in drugs for reasons of personal profit.

Student involvement in such matters is of concern to the University, whether it occurs on or off campus and irrespective of any action of civil authorities. Involvement may subject the student to disciplinary action.

If illegal drugs are suspected in a resident's room or apartment, authorization for a search will be requested by Public Safety from the Vice President for Student Affairs or his designee and Public Safety staff may enter the room/apartment and conduct a search. If illegal drugs are identified in the search, the Adrian City Police will be summoned to test the substance, confiscate the substance if it is found to be illegal, and issue citations when appropriate.

Siena Heights reserves the right to confiscate illegal drugs or drug paraphernalia that are discovered in students' rooms/apartments, possessions, or public areas of the campus. If drugs or drug paraphernalia are found, the incident will be documented. All documented incidents of illegal drug use or possession will be processed internally through the Siena Heights University Student Conduct process.

## **Appendix C: Guest Speaker and Performer Policy**

Speakers and artists are welcome at Siena Heights University. The University recognizes its role as an educational stimulus and welcomes the opportunity to raise questions within the forum of the University community. When the speaker or performer is potentially in controversy with the University Mission, the Vice President for Student Affairs or another member of the President's Cabinet is expected to work with the planning student, faculty, or staff group in advance.

The University acknowledges its responsibilities to insure, as much as possible, the respect for persons invited to campus for purposes of learning, leisure, and/or worship. Groups of persons not invited by the University, but who use the University for various specified purposes agreed upon by means of contract or lease of University space, should be assured a similar degree of respect.

The following guidelines insure proper respect is afforded guests of the University or sponsoring group(s) within the University:

- The University seeks to provide a forum open to all.
- The University neither has nor desires authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations on behalf of causes they support, as long as it is understood that these individuals do not represent the University, or the position of the University.

## **Appendix D: HIV/AIDS Policy**

A person living with HIV/AIDS does not have to disclose their status with employers, school officials, medical practitioners or staff. Considering the current medical opinion, there is no basis for routinely excluding or dismissing employees or students because they are living with HIV/AIDS, or AIDS-related complex. The right to privacy of all individuals will be respected and protected, and the confidentiality of any records that may be required, will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of a roommate, classmate, or employee to share with them any information regarding a student or employee living with HIV/AIDS.

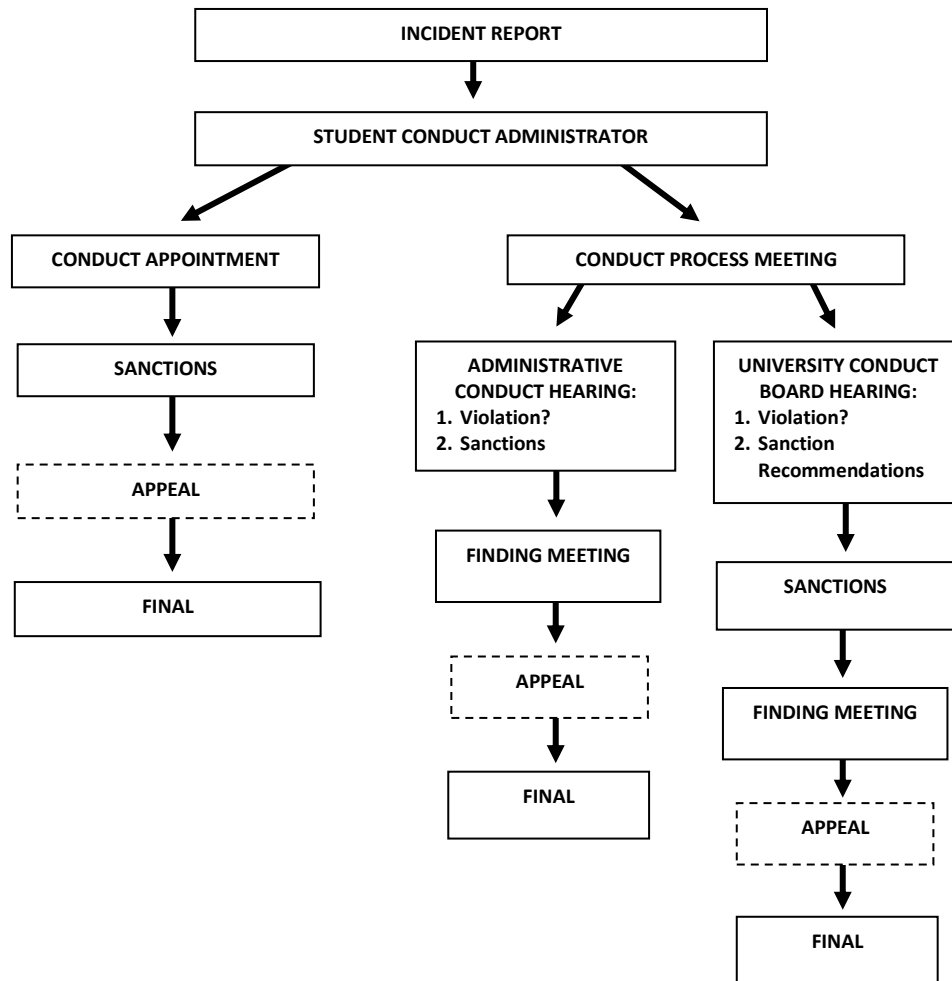
Anyone with questions about HIV/AIDS may contact the Director of Student Health. It is important to know your HIV status. Free, anonymous, HIV testing is available at the Lenawee County Health Department.

**Appendix E: Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

The Health Insurance Portability and Accountability Act of 1996, or HIPPA, includes a privacy rule that creates national standards to protect individuals' personal health information. Siena's Student Health Clinic, Counseling Center, and Sexual Assault Support Services comply with these standards. Protecting students' health information is not only a legal requirement, but also an important ethical obligation. No one will have access to health records without the written consent of the student, including their parents/guardians, if the student is of legal age (18 years or older). Information from a student's health record will not be disclosed except in cases of extreme urgency of "need to know" as determined by the University. Students have the right to access their personal health information and have the right to correct or remove any inaccurate, irrelevant or out-of-date information.

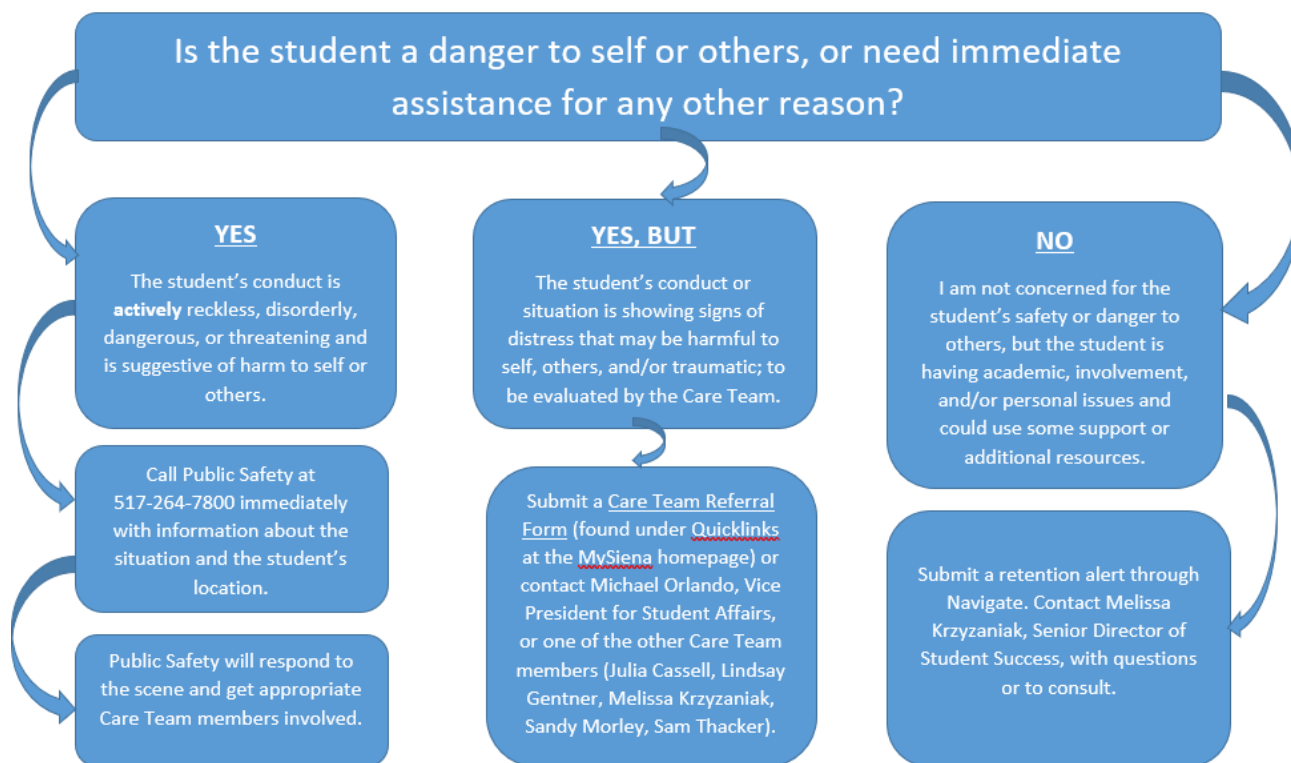
## FIGURES

Figure I: Student Conduct Process Flowchart for Non-Title IX Cases



**Figure II: Siena Heights University Student Response and Care Team Protocol**

Follow the chart to determine what to do when faced with student who is distressed, disruptive, or in need of a student success intervention.



Flow chart inspired from UC Irvine's See Something. Say Something. Do Something. Folder for assisting faculty and staff working with distressed or disruptive students.

\*To make a referral to the student care team, see the quick link on MySiena or go to:  
[https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout\\_id=5](https://publicdocs.maxient.com/reportingform.php?SienaHeightsUniv&layout_id=5)