

Aquinas College



Student Handbook

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Aquinas College

Student Code of Conduct

Introduction

The Aquinas students, staff, and faculty form a unique educational community dedicated to furthering the College's educational mission. We take pride in our community. In order to maximize each student's college experience and educational potential, all Aquinas community members are expected to adhere to College policies. For students, this means understanding and accepting the Student Conduct Code as the basis for nurturing our community.

The Student Conduct Code's purpose is to outline policies and procedures that protect students and to articulate minimum standards for appropriate behavior. Students, faculty, staff and administration have agreed on this Code; therefore, becoming an Aquinas student means accepting its rules and general spirit of respect and cooperation. We believe that this Code encourages academic and interpersonal integrity. In addition to adhering to College policies and rules, students are expected to

1. Show respect and sensitivity for others;
2. Support open communication to enhance our living/learning atmosphere;
3. Be honest in all academic work and know that cheating, plagiarizing, and giving false information will not be tolerated;
4. Help support enforcing Aquinas rules and regulations, when needed;
5. Respect the College's physical facilities and individual property;
6. Meet all financial obligations.

As a community, we value our students' safety and well-being; therefore, violations of this Code will result in disciplinary sanctions through the Office of Student Affairs. For severe or repeat infractions, the College has the right to dismiss students. All local, state, and federal laws apply to students while on property owned or controlled by the College or when off campus; therefore, disciplinary action may be taken against individuals and/or organizations for misconduct and students may be legally prosecuted. Every student is responsible for knowing and abiding by the Aquinas Student Conduct Code. The College reserves the right to alter or add to this Code. The President may amend this Code after consulting the Student Senate and the Faculty Assembly.

We believe that this Code promotes our students' academic success and personal development. Please take time to familiarize yourself with this Code, as it delineates your rights and responsibilities.

1. Personal Honesty and Behavior

A. Academic Dishonesty

The purpose of an Aquinas education is to instill in the student a quest for knowledge, a love for learning, and a pursuit of truth which comes from being an active member of an academic community with fellow students and faculty. Central to this community is the personal integrity of each member.

Dishonesty in any form is an extremely serious offense and the College has a strict policy regarding academic dishonesty that includes, but is not limited to, plagiarism and any form of cheating on coursework and examinations.

1. Plagiarism

It is understood that all academic work which a student submits to their instructor is the result of the student's own work. When a student submits work claimed to be his or her own, but which in any way uses ideas, organization, wording, or anything else from some other source without an appropriate acknowledgment of that fact, the student has plagiarized.

Plagiarism may take many forms. In general, however, it can be defined as presenting as one's own the words or work or opinions of another.

Students commit plagiarism when they submit as their own work

- Part or all of an assignment copied or paraphrased from another source, such as a book, a magazine, or a manuscript, without proper citation;
- Material prepared by another person or organization;
- The sequence of ideas, arrangement of material, or thought-pattern of someone else. Plagiarism occurs when such a sequence of ideas is transferred from the source(s) to a paper without the process of reflection, integration, and reorganization in the writer's mind, and without proper citation.

Students are accomplices in plagiarism and equally culpable if they:

- Willfully allow their work, such as a paper in outline or finished form, to be copied and submitted as the work of another;
- Prepare a written assignment for another student and allow it to be submitted as the other student's own work.

When in doubt as to the criteria for written assignments, it is the student's responsibility to consult beforehand with the instructor who will receive the finished work.

2. Cheating

Cheating includes, but is not limited to, any attempt by a student to answer questions on a test or quiz by any means other than their own knowledge. Examples of cheating are as follows

- Use of any materials in the process of completing an examination which have not been approved by the instructor;
- Transmission of information, either given or received, during an examination period;
- Intended observation of another's work for hints on materials or technique during a laboratory test without the consent of the instructor;
- Obtaining, in part or in whole, a copy of the examination without consent of the instructor;
- Buying or procuring previous examinations given in the course without the consent of the instructor;
- Submission of identical papers or work for two different courses without the explicit approval of both instructors.

3. Complicity

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

- Students may not allow other students to copy from their papers during an examination or on any assignment;
- Students may not assist other students in acts of academic dishonesty by providing substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to tests that have been administered and returned to students in previous semesters.

Violations of the Academic Dishonesty Policy

If a student is suspected of cheating or plagiarism, the instructor will communicate with the student. If it is confirmed that a violation has occurred, the instructor will determine which of the following penalties is to be applied

- The student may fail the test or paper in question.
- The student may be required to resubmit the work or to do additional work.
- The student may be assigned a grade of ``F for the course.

Reports of Academic Dishonesty

When an instructor knows that academic dishonesty has occurred, they will file a written report with the Department Chair and the Dean of Students. The report will include

- The student's name
- The nature and pertinent evidence of the violation
- The student's response
- Any action taken by the instructor.

Once a report is received, the Dean of Students or designee may impose appropriate disciplinary sanctions. If no further action is requested or deemed warranted by the circumstances, the Dean will simply retain the report. If multiple reports are received regarding suspected or substantiated academic dishonesty by the same student, the Dean of Students will refer the case to the Provost. The Provost has the discretion to take further steps toward disciplinary action which may include expulsion from the College or revocation of degree. (Note: a student may not withdraw from a course in which they have been failed for academic dishonesty.)

If the student feels they have been wrongfully charged with cheating or plagiarism, they may wish to consider filing a formal grievance. The student should contact the Dean of Students or the Provost for more information about this process.

B. Falsification of Information

Students are not to use or provide false documentation to the College or to officials of the College in any form, written or verbal. Students are not to knowingly, misrepresent, or falsify any College records, forms, procedures, or identification.

C. False Reporting of Emergencies

The intentional false report of a bomb, a fire, or other emergency in any College facility or property

controlled by the College in any form – e.g. manual (pulling an alarm), verbal, written, or otherwise-- is prohibited. Maximum sanctions under this Code shall be considered if this policy is violated

D. Disregarding the Directive of a College Official

Students are not to disregard or fail to comply with a reasonable, lawful directive; (including a verbal or written request to show student ID), of a College official acting within the scope of their prescribed duties or the police or other law enforcement officers acting in the performance of their duties.

E. Failure to Abide by Judicial Action

Failure to pay an assigned fine or to do assigned work or to obey any other directive or sanction following a properly conducted disciplinary action is a separate violation of College rules. If students are not otherwise informed, all conditions of any disciplinary sanction must be satisfactorily completed within two months after the sanction was applied. Any unpaid fines are doubled after this time.

F. Personal Conduct While Not on College Property

The College may discipline a student for acts of personal misconduct or criminal acts that are not committed on College property if the acts arise from College activities that are being conducted off the College campus, or if the misconduct undermines the security of the College community or the integrity of the College or its educational process, or poses a serious threat to self or others.

Aquinas College is committed to the promotion of a civil community both on campus and off campus.

Aquinas College regards off-campus activity, including but not limited to College-sponsored events, as an integral part of a student's academic, personal, and professional growth. Thus, the College recognizes the right of all students to expect that the College will subject individuals to the same responsibilities and disciplinary procedures when conduct

1. Adversely impacts the College's mission, or the tenets of this Code, such as altering academic transcripts, harassment of any kind, trafficking in term papers, use of a computer or other electronic device to obtain unauthorized access to information;
2. Presents a clear danger to the personal safety of any person or the protection of any person's property, such as alcohol and drug offenses, arson, battery, fraud, hazing, participation in group violence, rape, sexual assault, stalking, or theft;
3. Violates policies of an academic program and related facilities, including but not limited to an off-campus clinical, field, internship, or in-service experience, or an overseas study program.

G. Violation of State, Federal, Municipal Law, or College Policies While on College Property

Any student, who violates any state, federal, or municipal law while on property owned or controlled by the College shall be subject to College judicial action for the offense(s) and to sanctions prescribed by this Code. The College may also refer the student to the appropriate city, state or federal authorities for possible enforcement of civil or criminal consequences.

H. Violation of State, Federal, Municipal Law, or College Policies While NOT on College Property

Living off-campus is a natural part of the experience that many students will have during their tenure at Aquinas College. However, students who rent properties off-campus or otherwise live or

engage in activities off-campus are expected to respect the communities where they are residing and represent themselves in a manner that does not negatively impact or reflect on the College. Aquinas College is committed to being a good neighbor to the communities that surround our campus. Therefore, the College recognizes the importance of establishing and enforcing acceptable community standards of behavior. Members of the College community are informed that they will be held accountable for their off-campus actions and/or behaviors as they relate to established laws and regulations of federal, state and local agencies, as well as policies of Aquinas College. Additionally, the College reserves the right to initiate campus judicial action against any student who violates any state, federal or municipal law off campus, where notice of court adjudication is received by the College. Aquinas will also follow up on police reports and may adjudicate these reports through the student conduct system.

- I. Local Address and Living in Compliance with Applicable Zoning Ordinances for Occupancy
Students at Aquinas College should heed noise levels, observe and honor parking requirements and address parking issues when notified, honor agreements with landlords and their respective community associations, and observe city ordinances that address community welfare (snow removal, trash/recycling etc.) It is imperative that Aquinas citizens are sensitive to the needs of both their on-campus and off-campus neighbors.

In Grand Rapids, no more than four unrelated people may reside at a given resident; Kentwood ordinances are based on square footage (check with your landlord).

Living in compliance with applicable zoning ordinances is an expectation of all Aquinas College students living off-campus. Ordinances vary by municipality so students are expected to work closely with landlords to ensure compliance. Students are encouraged to contact the Campus Life Office for assistance in working with landlords who may try to circumvent required city ordinances.

The College will take the following steps in support of our surrounding cities and neighbors:

1. The College requires an accurate and current local address for all students living off campus. Each fall semester, all off-campus residents will be required to electronically register their local addresses. Failure to submit this address by the second Friday in September will result in a late notice. A \$50 late fee may be added to the student's account, as well as having a financial "hold" placed on the account. The hold will be lifted once a student reports a local address. In Spring students must provide updated information by the fourth Friday in January.

Furthermore, students must verify via digital signature their acknowledgement of applicable zoning ordinances on occupancy (e.g. no more than four unrelated adults may reside in most residential housing units in the City of Grand Rapids; Kentwood zoning is based on square footage and number of bedrooms; etc.) The Campus Life Office is available to assist students in learning more about zoning ordinances and working with various community resources to assist students with compliance issues.

2. Students should be aware that Aquinas College will affirm the registration status of students if requested by city authorities who are formally investigating specific violations of occupancy ordinances. Apart from any current or future college response, students face consequences from city authorities as defined in zoning ordinances, including evictions and other civil penalties for non-compliance.

3. Students who provide false information during the local address and compliance/non-compliance registration will be subject to further disciplinary action by the College.

2. Disruption, Obstruction, and Noise

Aquinas College, as an academic community, requires that each individual respect the needs of others to study, learn, work and sleep in a peaceful atmosphere.

A. Excessive Noise

Disruption of study, sleep, work or any other appropriate activity through excessive noise is prohibited.

B. Disruptive Behavior

Disruption of study, sleep, work or any other appropriate activity through disorderly behavior or other activity which is inappropriate given the time and circumstances is prohibited.

C. Disruption of Academic or Operational Functions

Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly in designated areas, petition and association. Students and student organizations may examine and discuss all questions of interest to them and express opinions publicly as well as privately. They may support causes by lawful means, which do not disrupt the operations of the College, or organizations accorded the use of College facilities.

Any person, who interferes with an academic, research, administrative, disciplinary, or operational function of the College will be asked to cease and desist. Failure to cease and desist will be subject to judicial action against the individuals. Furthermore, if the person does not comply, the following steps will be taken:

1. The individual who is interfering with the academic or operational functions of the College will be asked to identify him/herself.
2. If the individual refuses to identify him/her or to cease and desist, they will then subject him/herself to arrest and will, after being identified by the police, be charged with appropriate civil law violations.
3. The individual who is interfering with academic or operational functions of the College, who refuses to identify him/herself or to cease and desist, will also subject him/herself to immediate suspension from the College and be informed of the opportunity for an appeal hearing to be established at the earliest feasible date.

Conduct which by itself, or in conjunction with the conduct of others, disrupts or impairs the carrying on of normal College functions, and which the student knew or reasonably should have known would result in such disruption or impairment, will be subject to disciplinary action.

D. Community Standards

We expect our students to honor and value their community. Disruptions to other students, faculty and/or staff will not be tolerated. Behavior that violates this value includes, but is not limited to:

1. Causing a community disturbance, inconvenience, annoyance, alarm to others, or disrupting the peace, through behavior which includes yelling, cursing and/or using abusive or insulting language, or fighting.

2. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of Aquinas College and/or infringes on the opportunities of the members of the College community;
3. Leading or inciting others to disrupt activities in the classroom or in any campus building or areas.
4. Behavior causing disruption to the living or learning environment of others.
5. Maintaining a healthy and clean community is the responsibility of all who live, work and study there. Therefore, students who improperly dispose of trash/recycling/composting will be adjudicated through the student conduct system. This includes off-campus students that dispose of waste in Aquinas College dumpsters.
6. As a Catholic College, Aquinas College encourages its students to adhere to Christian moral teachings in their personal interactions. With regard to physical acts of affection, the College expects its students to act with appropriate modesty and in a spirit of mutual respect. The College enjoins unmarried students to refrain from sexual contact.

3. Safety

Aquinas College holds students accountable for their behavior and holds all members of the College community to the same behavioral expectations. The behavior of individuals must conform to community standards of health, safety, and noninterference with the living and learning environment of others.

A. Behavioral Misconduct and Harassment

Aquinas College holds students accountable for their behavior and holds all members of the College community to the same behavioral expectations. The behavior of individuals must conform to community standards of health, safety, and noninterference with the living and learning environment of others.

Students are not to exhibit behavior which harasses, violates the rights of, or threatens any person; harms, or causes to place in harm, any person or property of the person; or to conduct themselves in a lewd, indecent, obscene, or disorderly manner.

Harassment

Harassment is communication, whether spoken, written, physical, or pictorial, that could reasonably be understood as (1) having the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) having the purpose or effect of interfering with an individual's work or academic performance or access to College activities and programs; or (3) adversely affecting an individual's employment or educational opportunities or access to College activities and programs.

Harassment is considered a violation of College policy when it has the purpose or effect of demonstrating disregard for the rights of or respect for others; when it shocks the sensibilities of the average person; or when it occurs after a warning that such communication or behavior is considered offensive.

Harassment includes, but is not limited to, abusive or humiliating speech or conduct relative to sex, race, national origin, age, disability, sexual orientation, physical or personal traits.

Non-discrimination Policy – It is the policy of Aquinas College that no person on the basis of race, color, religion, ethnic origin, age, sex, sexual orientation, marital status, or disability shall be

discriminated against, excluded from participation or employment in, or be otherwise subjected to discrimination under any program or activity for which Aquinas College is responsible. The Title IX coordinator at Aquinas College is Benjamin Amponsah, AVP of Human Resources, and he can be reached at 616-632-2498 or email bka001@aquinas.edu.

Intentionally inflicting bodily harm upon any person, taking any action for the purpose of inflicting harm on another person; taking any action (physically or verbally) with reckless disregard that harms another person; taking any action that creates a substantial risk of harm to another person; or the verbal, written, or other transmission of harassment or threatened use of force to inflict harm to another person is strictly prohibited.

All students are prohibited from engaging in conduct which threatens, harasses, intimidates or in any other way retaliates against any person involved in a complaint or judiciary hearing.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when they have the purpose or effect of interfering with or creating an intimidating, hostile, or offensive working, living, or educational environment. Such behavior is subject to disciplinary action, up to and including expulsion from participation in all programs of the College and restriction from access to the College's campus and other properties under its control.

If a student believes s/he has been the victim of harassment by a student, faculty or staff member of the College, or a third party affiliated with the College, s/he is encouraged to discuss the matter with a trusted College official, such as an Area Coordinator, someone in the Counseling Services Department or the Dean of Students. That person will assist the student in filing a report with the Associate Vice President of Human Resources and Title IX Coordinator, Benjamin Amponsah. If the reported harassment is by a student at the College, a report of such harassment should be filed with an Area Coordinator, the Director of Residence Life, Campus Safety or the Dean of Students.

B. Hazing

Hazing is prohibited. Hazing is defined as any action or situation, regardless of the person's willingness to participate, that (1) humiliates, degrades or risks emotional and/or physical harm, (2) destroys or removes public or private property, (3) involves the consumptions of alcohol or drugs, or the consumption of other substances to excess, or (4) violates any College policy for the purpose of initiation, admission into, or affiliation with any organization or group.

C. Physical Assault/Battery

Physical assault or battery is prohibited. It includes any unwanted physical contact or threat of contact, with harmful intent or result, by an Aquinas student against another individual. This includes, but is not limited to: attempting or committing an act that causes fear of injury; assault with a deadly weapon or with intent to murder, rape, or rob; physical harm against another person; insulting or provoking physical contact; threatening to commit a crime of violence or damage property and/or threatening another person with physical harm.

D. Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Sexual Misconduct/Exploitation.

POLICY

Aquinas College is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct of any form. Sexual assault, domestic violence, dating violence, and stalking violate the standards of conduct expected of every member and visitor within the College community and are strictly prohibited, as do related offenses such as sexual misconduct and sexual exploitation as defined by this policy.

This policy provides guidance concerning nature of such violations, as well as the educational, support, reporting, and disciplinary procedures for such violations.

Definitions

a. Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor. The existence of such a relationship shall be determined based on a consideration of: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

b. Domestic Violence

A felony or misdemeanor crime of violence committed by: (a) a current or former spouse or intimate partner of a victim/survivor; (b) a person with whom the victim/survivor shares a child in common; (c) a person who is cohabitating with or who has cohabitated with the victim/survivor as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or (E) any other person against an adult or youth victim/survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

c. Sexual Assault

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, including:

1. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
2. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

- d. Consent
"Consent" is the freely, affirmatively communicated willingness to participate in sexual activity, expressed by words or unambiguous actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity. Silence cannot, in and of itself, be interpreted as consent. Consent must be present throughout the sexual activity by all parties involved. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Consent may never be obtained through the use of force, coercion, or intimidation, or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed because of the existence of a dating relationship between the persons involved or due to the existence of a previous sexual relationship between the persons. The perpetrator's or the victim's use of alcohol does not diminish the perpetrator's responsibility.
- e. Sexual Misconduct/Exploitation
Sexual misconduct means sexual contact which does not meet the definition of sexual assault, dating violence, domestic violence, or stalking, but involves the intentional touching of another person's private body parts or the clothing immediately covering the immediate area of such body parts another violation of this policy without the person's effective consent, if such touching can reasonably be construed to have occurred in a sexual manner for (i) revenge; (ii) to inflict humiliation, or (iii) out of anger.
- Sexual exploitation means conduct that does not constitute sexual assault, dating violence, domestic violence, or stalking, but involves the a person taking non-consensual or abusive sexual advantage for the person's own advantage or benefit, or to the advantage or benefit of anyone other than the person being exploited. Examples include, but are not limited to: publishing or disclosing sexual activity with another person without that other person's consent; prostituting another person, nonconsensual video or audio recording of sexual activity, going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex) voyeurism, and/or knowingly exposing another person to HIV or an STD.
- f. Stalking
A course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer emotional distress. Stalking may include repeatedly following, monitoring, surveilling, harassing, threatening, or intimidating or communicating to or about another by telephone, mail, electronic communication, social media, or any other action, device, or method.

Reporting

The College strongly encourages persons who believe they have been the victim of sexual assault, domestic violence, dating violence, stalking, or other violation of this policy to bring this to the attention of appropriate College authorities in accordance with their wishes for privacy or confidentiality as outlined in this section of the Policy. Immediate reporting is encouraged. It is extremely important to preserve any physical or other evidence that may assist in proving that an alleged criminal offense occurred, or that may be helpful in obtaining a protective order. Should a sexual assault or an incident of dating violence, or domestic violence occur on campus, Aquinas

encourages the survivor/victim to report the incident immediately to Campus Safety, who will assist the survivor/victim by providing first aid as needed, and by directing the survivor/victim to medical care. Campus Safety may also assist the survivor/victim, if he/she desires, in reporting the crime to the appropriate law enforcement agency.

The College provides multiple resources that can receive reports and complaints of sexual assault, domestic violence, dating violence, stalking, and other violations of this Policy. This is to ensure a prompt response and to provide options that meet the needs of the reporting individual. Regardless of the reporting resource utilized, a reporting individual shall be provided with information on and advice regarding medical, law enforcement, counseling, and other resources that are available to him or her.

a. Types of Reporting Resources

Whenever a report is made under this policy, the College will seek to protect confidentiality for all parties involved in instances of sexual assault, domestic violence, dating violence, stalking, or other violations to the extent possible and allowed by law. However; different College employees have different abilities to maintain confidentiality. This section of the Policy is intended to make the College community aware of the various reporting options available so that individuals can make informed choices about where to turn should they become a victim of sexual assault, domestic violence, dating violence, stalking or other violation, or should they become aware of an alleged violation. The College encourages victims to talk to someone identified in one or more of these groups.

1. Completely Confidential Resources

Professional, licensed counselors and pastoral counselors who were hired to and are acting in the role of providing mental-health counseling or pastoral care to members of the College community are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. The following is the contact information for these individuals:

- a. College Chaplain (Fr. Stan Drongowski):
Business Hours: (616) 632-2491
After Hours: (812) 327-5696
- b. Aquinas College Counseling Office (On-Call Counselor)
Business Hours: (616) 632-2905
After Hours: (616) 632-2462

2. Private Resources

Some college employees, such as Health Center staff, can receive information from a victim without being required by law to disclose any personally identifying information to the Title IX Coordinator. These employees are generally only required to share a limited report to inform the Title IX Coordinator of the date, time, general location, and nature of the sexual assault, dating violence, domestic violence, or stalking. The limited reports do not include information that would identify the victim. Personal identifying information remains confidential unless the victim requests that it be disclosed.

3. Responsible Employee Resources

A Responsible Employee is a College employee who has a duty to report, or the authority to address, sexual assault, domestic violence, dating violence or stalking or other student misconduct, and includes persons whom a student could reasonably identify as having

this authority or duty. Responsible Employees are available and trained to assist persons who believe they have been subjected to conduct prohibited by this Policy. When a Responsible Employee becomes aware of any information related to a report of sexual assault, domestic violence, dating violence or stalking, the Responsible Employee, as a general matter, must share all relevant details about the alleged incident with the Title IX Coordinator. This information includes all the details necessary for the College to determine what happened, including the names of the reporter, victim, the respondent, and any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report. A Responsible Employee will not share information with local law enforcement without the victim's consent, or unless the victim has also reported the incident to law enforcement. Responsible Employees include: Campus Safety Officers, the Director of Residence Life, the Dean of Students, Area Coordinators, faculty members, coaches, or any other trusted College official.

Investigations and Disciplinary Procedures

Complaints of sexual assault, dating violence, domestic violence and/or stalking will be processed through the College's Judicial Process for Sexual Assault, Dating Violence, Domestic Violence, and Stalking. Complaints of sexual misconduct or exploitation will be processed through the general Judicial Process for student complaints, unless the complaining student requests the Dean of Students to use the more formal Judicial Process for Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

External Remedies

Sexual assault, domestic violence, dating violence, and stalking are criminal acts which may also subject the alleged perpetrator to criminal and civil penalties under federal and state law. Nothing in this Policy shall prevent the complainant or the accused from filing a complaint with the appropriate local, state, or federal agency or in a court with jurisdiction, or require that he or she do so.

Education and Prevention Programs

The Title IX Coordinator, Title IX Deputy Coordinator or a designee shall have oversight for a College-wide education and prevention program on sexual assault, domestic violence, dating violence, and stalking, which includes:

- New student, faculty, and employee orientation programming, and ongoing prevention and awareness programs for current students, faculty, and staff;
- Training of counselors, student life staff, campus judicial board members, Campus Safety officers, and Responsible Persons to respond effectively to sexual assault, domestic violence, dating violence, and stalking;
- Providing of crisis intervention counseling and referrals;
- Disseminating literature that defines sexual assault, domestic violence, dating violence, and stalking and their prohibition by the College;
- Providing information on positive and safe options for bystander intervention;
- Providing information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks and violence; and

- Providing students and employees with a written explanation of existing counseling, health, mental health, victim advocacy, legal assistance, visa/immigration assistance, student financial aid, and other support services available both on campus and in the community;
- Providing written notification to victims about:
 - options and assistance in requesting changes to academic, living, transportation, and working situations;
 - available accommodations or protective measures upon request and if reasonably available regardless of whether the victim chooses to report the crime to campus safety or law enforcement;
 - the College's disciplinary procedures applicable to sexual assault, dating violence, domestic violence, and stalking violations;
 - upon the victim's report of an incident of sexual assault, dating violence, domestic violence and/or stalking, whether such alleged incident occurred on or off campus; of victim rights and options.

Notices and statistics of reported incidents of sexual assault, domestic violence, dating violence, or stalking will be reported to the College community as required by law or as otherwise appropriate.

Non-Retaliation

No officer, employee, or agent of Aquinas will retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising rights or responsibilities under this policy. Any suspected retaliation should be reported to a resource identified in this policy, so appropriate corrective action may be taken.

E. Student Pregnancy

In the event that any woman is, or becomes, pregnant while enrolled as an Aquinas student, the College will act in support of the physical, emotional, and spiritual health of the mother and child. The College advises that pregnant women seek adequate prenatal care. Confidential pregnancy testing and pre-natal care is available at the Health Center. Confidential personal counseling for the woman and man is available at the Counseling Center and/or Campus Ministry Office.

No pregnant student shall be prohibited from participation in any class or College function unless such participation presents a significant hazard to the child or mother; any reasonable accommodations for completing academic requirements shall be provided.

Residential students who are pregnant are requested to inform the Director of Residence Life in order to facilitate appropriate medical care in the event of an emergency. This information will be held in confidence. A resident student who is pregnant may request release from her housing contract, but is not required to do so. Although infants and children are not permitted to reside in the student living areas, the mother may remain in campus housing throughout her pregnancy and return after, pending no medical contraindications exist.

F. Alcohol Policy

Aquinas College complies with federal, state, and local laws including those which regulate the possession, use, and sale of alcoholic beverages and controlled substances. Additionally, the College complies with all regulations of the "Drug Free Workplace Act of 1988" and the "Drug Free Schools and Communities Act Amendment of 1989."

The legal drinking age in Michigan is 21; College policy regarding alcohol is based on Michigan Law. Only students of legal age defined by the state statute may possess and consume alcoholic beverages in approved designated areas of the College adhering to the following College restrictions regarding alcohol consumption.

Excessive use of alcohol under any circumstances is not condoned by the College. The misuse and abuse of alcohol beverages is judged to be unacceptable behavior and will be viewed as a serious threat to the health, safety, and well-being of the individual and the community. Students who drink to excess, attend class under the influence of illegal drugs or alcohol, or cause a disturbance of any college related event may be required to attend counseling and/or education programs, in addition to any other discipline that may be appropriate to the circumstances. Recurring incidents could result in required assessment and treatment at a substance abuse treatment or rehabilitation center (at the student's expense).

In accordance with the Aquinas College parental notification policy, the College reserves the right to contact a student's parent or legal guardian when students are found to be responsible for a violation of the College alcohol policy through the student conduct system. Flagrant or repeat offenses could result in a student's dismissal from the residential community and/or the College.

Students who desire help with any substance abuse problem are encouraged to use the counseling programs offered by Aquinas College and various community agencies. For more information, contact Counseling, Health and Wellness Services.

Please refer to definitions in Residence Hall Regulations for room, visitor and guest.

The following regulations are in effect:

1. Students under 21 years of age shall not possess, consume, or transport alcoholic beverages. Having empty alcohol containers will be considered possession of alcohol for the purposes of this policy.
2. Residential students 21 years of age or older may drink alcoholic beverages in residential rooms with the door closed and with no minors present with the exception of the roommate(s) assigned to the occupied room. Such beverages may only be transported to and from rooms in covered, sealed containers.
3. Alcohol may be stored in shared space only if it is unopened, corked or sealed.
4. In campus housing, students under 21 years of age may not be present in residential rooms where alcohol is being consumed, with the exception of their own assigned room when the only individual(s) consuming alcohol are legally aged roommate(s).
5. Students of legal age may not consume, transport, or possess alcoholic beverages in open containers on College property unless permission is granted as specified at a specific event (i.e. homecoming).
6. Students are prohibited from possessing kegs, "bubble-kegs," "trash-cans," punchbowls, beer bong, rapid consumption paraphernalia, or mass quantities of alcohol on college property.

7. Students of legal age may not supply by any means any alcoholic beverage to students of less than legal age.
8. The display of alcoholic beverage containers or commercial promotional material in windows or on the exterior of room doors is prohibited.
9. Consumption of alcohol, regardless of age, that results in other violations of policy or the law is prohibited.
10. There shall be no possession or consumption of alcoholic beverages at any student activity, sporting event, or other student gathering on College owned or controlled property unless permission is granted by the Director of Campus Safety or Office of Student Affairs.
11. The manufacturing, sale, or unauthorized distribution of alcohol is prohibited.
12. The abuse of alcohol and high risk drinking activities are prohibited. High risk drinking activities include, but are not limited to, drinking large quantities of alcohol, consuming alcohol at an accelerated pace, participation in drinking games, use of beer bongs, and/or any activity that promotes irresponsible drinking.
13. Driving while under the influence of alcohol is prohibited.
14. Public intoxication on College property or at College sponsored events is prohibited.

G. Use of and Possession and/or Distribution of Controlled Substances

The laws of the State of Michigan prohibit the possession, use, sale, or distribution of any federally controlled drug, narcotic, barbiturate, hallucinogen, marijuana, or amphetamine. College policy regarding drugs and controlled substances is based on Michigan law, but not limited to the state interpretation of prohibited substances. Aquinas College reserves the right to prohibit any chemical substance, compound or combination which may be used to induce an altered state, including any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its intended use.

The possession, misuse, abuse, sale, or distribution of illegal or prohibited drugs is judged to be unacceptable behavior and will be viewed as a serious threat to the health, safety, and well-being of the individual and the community.

Any drug-related incident on campus may result in dismissal from the residential community and required assessment and treatment at a substance abuse treatment facility (at the student's expense) as a condition of remaining as a student at Aquinas College. Flagrant or repeat offenses may result in a student's dismissal from the College.

Students who desire help with any substance abuse problem are encouraged to use the counseling programs offered by Aquinas College and various community agencies. For more information, contact Counseling, Health & Wellness Services. All inquiries will be confidential.

NOTE: Participation in the Michigan Medical Marijuana Program and/or possession of a MMMP patient registration card shall not exempt any person from the prohibition of possession or use of marijuana or related paraphernalia in or near Aquinas College residences. Students who possess an MMMP card can contact the Office of Student Affairs for further information regarding the compliance of Aquinas policy.

Legal Sanctions Under Local, State, and Federal Law For Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

The City of Grand Rapids regulates the possession and distribution of all alcoholic beverages by ordinance. These ordinances prohibit the following: consuming alcohol in public places not licensed by the Liquor Control Commission, false representation as to age, using false or altered identification, the transportation of open, unwrapped, or unsealed alcohol in a motor vehicle, and the furnishing of alcohol to anyone under 21 years of age. Violation of any of these ordinances can result in a fine of up to \$500 and/or 90 days in jail or both for each offense. These are criminal violations of the law, and a record of them will be kept indefinitely in local police and court files and in a statewide file maintained by the State Police.

Penalties for the unlawful use, possession, and distribution of controlled substances (drugs) vary under state and federal law. The minimum penalty provided for under state law is a criminal fine of up to \$100 or a jail sentence of 90 days or both for the use of marijuana. Penalties for the unlawful use of other controlled substances can result in fines of up to \$2,000, a jail sentence of up to one year, or both. Penalties for unlawful possession and distribution of controlled substances under both state and federal law can be quite severe. Unlawful possession or distribution of controlled substances can result in fines of \$1,000 to \$2,000 and/or a jail or prison sentence as long as life. Controlled substances include such drugs as marijuana, cocaine, "crack," "Ice," LSD, heroin, fentanyl (synthetic heroin), codeine, and such "common" drugs as prescription tranquilizers, "diet" pills, and many "pain killers" or analgesics.

1. No person shall possess, use, sell, or distribute any federally controlled drug, narcotic, barbiturate, hallucinogen, marijuana or amphetamine on College premises or property controlled by the College, except as authorized by law and allowed under College regulations.
2. Drug use paraphernalia is not permitted on College property without the expressed consent of the Director of Campus Safety or Office of Student Affairs.

H. Parental Notification of Alcohol and Other Drug-Related Incidents

In response to the passage and implementation of the Higher Education Amendments of 1998 and subsequent revisions, Student Life personnel at Aquinas College shall adhere to the following criteria in regards to notification of students' parents or legal guardians in or following an alcohol or other drug-related incident. The parent or legal guardian of an Aquinas College student may be notified of that student's participation in an alcohol related incident when:

1. The student is a legal minor, having not yet attained his/her 18th birthday.
2. The student is involved (actively or passively) in an alcohol related incident, upon the rendering of a "responsible" by a Student Conduct Review Officer or Board. (This section applies to all students under 21 years of age.)
3. The outcome of a campus student conduct hearing may result in residence hall suspension, academic suspension, or expulsion. The appropriate hearing officer shall send notification by mail (and possibly by other means, after consultation with the Dean of Students).
4. The ingestion of alcohol or another drug results in hospitalization (admission for treatment and/or observation).

I. Medical Amnesty Policy

A student needing medical assistance during an alcohol or drug-related emergency will not face disciplinary action for the mere possession or use of alcohol and/or drugs if they contact the police,

Campus Safety or a member of the residence life staff for help. The student receiving medical assistance will be required to meet with a member of the counseling staff for an assessment within five (5) College business days of being released from the hospital or from when the event occurred if no hospitalization is necessary. As long as the student complies with all directives, they will not face disciplinary actions for the alcohol and/or drug violations. This policy refers to isolated incidents only. A non-disciplinary record of the incident will be kept on file. If repeated incidents occur, disciplinary action can be taken. In the event that the student fails to meet a counselor in the time allotted, or fails to complete the required directives, they will be referred to the student conduct system.

J. Good Samaritan Policy

The Good Samaritan Policy acknowledges that as members of this community, students have a responsibility to each other. We expect students to take active steps to protect the safety and well-being of our community. Therefore, student(s) or student organizations may directly seek medical amnesty for another person during an alcohol or drug related emergency. The Good Samaritan student will not face disciplinary action for the mere possession or use of alcohol or drugs provided that s/he remains with the individual until medical assistance arrives and the person can be assisted. In order to qualify under the Good Samaritan Policy, these individuals or representatives from organizations must contact the police, Campus Safety or a member of the residence life staff. They may also need to schedule an appointment with a Residence Life Professional Staff Member and adhere to specific non-disciplinary educational mandate(s).

The Good Samaritan and Medical Amnesty policies apply only to alcohol or drug related medical emergencies but do not apply to other prohibited conduct such as assault or property damage. If other prohibited conduct occurs, then a student will be held responsible for those violations. The use and/or abuse of alcohol or drugs will not be considered a mitigating circumstance for any other violation of the Code of Student Conduct. In cases where an individual fails to seek emergency medical assistance when it is clearly needed, disciplinary action may be taken against the individual/organization. The Good Samaritan and Medical Amnesty apply only to the College's response to a medical emergency. Criminal/police action may still occur separately from the Student Code of Conduct.

K. Proximal Complicity

If a student enters an area where a violation of policy is occurring, or a violation is initiated in an area that s/he is in, the student should immediately leave. Otherwise, by choosing to remain, the student assumes responsibility for all behavior and items in that room, regardless of his/her participation, unless it can be clearly demonstrated that the student had no knowledge of the incident.

L. Possession or Use of Weapons

Possession of or the use of any firearm, ammunition, explosive device, air soft gun, bow and arrow, or other *weapon (or weapon look alike)* on College owned or controlled property is strictly prohibited.

M. Possession or Use of Prohibited Items

Possession of or the use of the following items on College owned or controlled property, including during travel to and from college sanctioned activities, is strictly prohibited unless authorized in writing by the Director of Campus Safety or Office of Student Affairs for a specific one-time educational purpose.

1. Hoverboards
2. Drones
3. Fireworks or other explosives
4. Use of hookahs, e-cigarettes, chewing tobacco or other like smoking or tobacco related items
5. Any item deemed unsafe or inappropriate

N. Environment

Fundamental to the protection of the individual is the maintenance of an environment that is physically safe and predictable. As members of a group, each individual has a responsibility to ensure that safety and/or security hazards are eliminated, fire equipment is maintained, and fire procedures are followed.

1. No person shall create, or help to create, a safety or security hazard. Prohibited behaviors could include, but are not limited to, tampering with fuse boxes.
2. Littering in and around campus property is prohibited.
3. Tampering with fire equipment, and the use of such equipment for other than the prevention or control of fire (Fire equipment includes, but is not limited to, smoke detectors, fire alarm mechanisms, extinguishers, fire hoses, and any other firefighting devices) is prohibited.
4. Setting fires on College property is prohibited.
5. All occupants must evacuate a building after a fire alarm has been sounded.
6. Going onto the roof of any campus building is prohibited.
7. Unless an emergency warrants it, it is prohibited to throw or drop anything out of a window from a campus building, enter or exit a campus building via a window, remove windows or window screens, sit on window sills, or going onto the roof of any campus building.
8. All students must follow the established guidelines for entrance to campus facilities. Students may not allow any other person to use their key or access card, nor prop locked exterior doors open.

4. Property

A. Theft of Property

The theft of College, private or public property and/or possession thereof is prohibited.

B. Destruction or Misuse of Property

Students are prohibited from destruction, damage, and misuse or defacing of College property or equipment of any type or nature.

C. Unauthorized Alteration or Use of Emergency or Safety Equipment

The unauthorized alteration or misuse of any firefighting equipment, safety equipment or other emergency device is prohibited.

D. Unauthorized Entry

Forcible or unauthorized entry or entry by deception into any building structure, facility or room therein on the premises of College owned or controlled property is prohibited.

E. Unauthorized Keys

Using, possessing, making or causing to be made, any key(s) for any College building room are prohibited on the premises or on properties owned or controlled by the College, or facility, except as authorized.

5. College Wide Policies

Students must adhere to all College policies including the campus smoking and idling policies. For a list of additional policies please see <https://www.aquinas.edu/about-aq/college-policies>.

- A. Minors on Campus Policy
https://www.aquinas.edu/sites/default/files/minors_on_campus_policy.pdf
- B. Acceptable Use Policy (Includes illegal downloading of any material such as movies/videos/songs while using the College's network and/or hardware.)
<http://www.aquinas.edu/about/pdf/aup.pdf>.
- C. Campus Idling Policy
https://www.aquinas.edu/sites/default/files/tobacco_free_policy.pdf
- D. Registered Student Organization Manual
To be posted on <https://www.aquinas.edu/campus-life/registered-student-organizations-rsos>
- E. Student Athlete Handbook
To be posted on <https://www.aqsaints.com/>
- F. Tobacco-Free Policy
https://www.aquinas.edu/sites/default/files/tobacco_free_policy.pdf

Aquinas College

Residence Life Information

Residence Life Mission Statement

The Department of Residence Life provides residential learning environments which support the holistic growth of Aquinas College students toward lives that reflect the Dominican charisms of prayer, study, community and service.

We will promote student success and development through:

- Individual interaction with residents
- Social and educational programming
- Opportunities for service and leadership
- Individual and community accountability
- Maintenance and improvement of the residential facilities

Residence Life Information and Staff

Our campus student residences are an integral part of Aquinas College. Each residence provides a living/learning environment with opportunities for scholastic achievement, social interaction, and healthy recreation, as well as spiritual, cultural and civic activity. A high level of maturity is expected of all residents in mutually enjoying the privilege of living on campus. The Residence Life Staff strives to assist you in your personal development.

Residence Life Office

The Residence Life Office in Regina Hall #005 is typically staffed Monday through Friday from 8:30 a.m. until 12:00 p.m. and 12:30 p.m. until 5:00 p.m. Please contact us at reslife@aquinas.edu or (616) 632-2944 or visit us in Regina Hall #005.

Front Desk Operations at Regina and St. Joseph Halls

The Front Desk is a student-staffed service center, open 24 hours/day when classes are in session, which provides change, games, vacuum cleaners, and general information about the residence hall. Also offered are the following services to the resident community:

- Selling stamps and providing change
- Sorting of mail into mail boxes
- Checking out games, recreation equipment, and other common-use items
- Distributing toilet paper
- Posting information on upcoming events
- Referral to on-duty staff for assistance
- Refunding of vending and laundry machine losses
- Signing in all guests and visitors

Regina Hall Front Desk: (616) 632-2949

St. Joseph Hall Front Desk: (616) 632-2957

Who's on Duty?

Each residential area has at least one RA on duty every evening. This individual is available for any problems or emergencies that may arise. The phone # is posted on each RA door. There is also a professional staff member on call each evening and the Campus Safety Office is open 24/7 to assist and support in any circumstance as needed.

Campus Safety (Main Office): 616-632-2462

Campus Safety (Emergencies): Ext. 3333 (only when dialed from an on-campus phone)

Resident Assistants

Resident Assistants (RAs) are undergraduates specially trained in all aspects of residence hall living with the experience and know-how to answer all of your questions or to help you find the answers. They are responsible for maintaining an environment that is conducive to studying, and promote a sense of community among residents. The RA acts as a peer advisor to residents and is available to discuss academic, social, and personal concerns.

Area Coordinators

Area Coordinators are Master's level professional staff members who reside on campus and are responsible for the daily operation of the residential community. Their major responsibilities include supervising and training the student staff members, working with program development, administering the student conduct review process, responding to campus incidents, management of the facilities, and providing student support.

Administrative Assistant

The Administrative Assistant works in the central Residence Life Office in Regina Hall and is responsible for providing customer service and assistance with the overall administration of the Residence Life Office.

Director of Residence Life/Assistant Director of Residence Life

The chief administrators for provision of services to resident students and the operation of residential facilities are the Director and Assistant Director of Residence Life, whose offices are located in the lower level of Regina Hall.

Campus Housing Information**Regina Hall**

This hall is home for approximately 300 residents, primarily first-year students. Centrally located on top of "the bowl" outdoor recreation area and next to the Cook Carriage House, Regina is divided into two wings, east and west. Regina Hall is also home to a fitness area, multi-purpose room, computer room, prayer room, and the Residence Life Office.

St. Joseph the Worker Hall (St. Joe's)

Located between Wilcox Park, St. Thomas Parish, and the Sturris Sports and Fitness Center on the west side of campus, St. Joseph the Worker Hall houses approximately 150 residents, primarily first-year students. Residents have access to a computer room, a reading and group study room featuring broad-spectrum lighting, and a fitness area.

Hruby Hall

Home to 70 students on the north edge of campus, Hruby Hall also houses many student services offices. This predominately sophomore and upper-class hall offers students single rooms, and nearby parking directly off Fulton Street. It is named after the second president of Aquinas College, Dr. Norbert J. Hruby.

Dominican Hall

Dominican Hall is home to 70 primarily upper-class students. Located just east of the soccer/lacrosse field, this building is arranged in four sections. Each quadrant has four large four-student rooms, two bathrooms, a kitchenette and community lounge.

Apartment Community

The Apartment Community houses 170 upper-class residents in two- and four-person apartments separated into five buildings (Ruth Rasmus Eberhard Hall, Fr. Bartolome de las Casas Hall, St. Catherine of Siena Hall, St. Martin de Porres Hall, and St. Rose of Lima Hall). Aquinas students who live in the Apartment Community can expect living arrangements that combine the perks of apartment living with the conveniences of living on campus.

Living-Learning Communities (LLCs)

A unique living environment for our students exists within our living-learning communities (LLCs). Living-learning communities offer the opportunity for groups of students with similar goals, passions, and interests to apply to live together in a house. Students create an academically oriented theme, initiate programming which focuses on that theme, and work closely with the LLC Area Coordinator. Living-learning communities benefit students in providing the chance to live in a close-knit community, become more involved in campus life, learn valuable life skills, build leadership experiences, and develop relationships with Aquinas faculty and staff. The LLCs are located in six different houses along the north, east, and south boundaries of campus. These houses provide unique small community living experiences for single sex groups of eight to 16 students. Locations include Knappe House, Willowbrook, Meijer House, Woodcock House, and Sister Mildred Hawkins Hall.

Policies and Procedures

Aquinas College Residency Policy

For students matriculating in the Fall 2015 semester or after, Aquinas College has a residency requirement for all traditional full-time enrolled (registered for 12 or more credit hours) first, second, and third year students that are not residing with their parents or legal guardians within a 45-minute commute. For students matriculating before the Fall 2015 semester, Aquinas College has a residency requirement for all traditional full-time enrolled (registered for 12 or more credit hours) first and second year students that are not residing with their parents or legal guardians within a 45-minute commute.

Transfer students and/or students who first enter Aquinas being at least 20 years of age or older by May 1st if classes are begun in August or by October 1st if classes are begun in January have the option of living off-campus for the duration of their time at Aquinas.

For students who have already commenced residency who wish to request exemption for subsequent semester(s) can petition the college for an exemption based on the following criteria:

1. Completion of six (6) semesters living in Aquinas or other college/university residence halls (excluding summers);
2. Having been out of high school for at least three (3) years;
3. Residing with parents or legal guardians at their primary residence in Kent County (or in a neighboring county, if at a location within a reasonable driving distance-45 minutes);
4. 22 years of age or older by the first day of class in the fall semester of the academic year for which an exception is requested;
5. Legally married;
6. Parents of dependent child(ren);
7. Time served as a member of the United States armed services;
8. Medical, psychological, or physical requirements that cannot be accommodated by the college. In compliance with Section 504 of the Rehabilitation Act of 1973, as amended with the Americans with Disabilities Act of 1990 (ADA), and with the ADA Amendments Act of 2008, students with diagnosed disabilities who may need some form of disability-related housing consideration should submit their request to the Aquinas Disabilities Coordinator. In rare circumstances when the college is unable to make an accommodation, the student will be granted an exemption from the residency requirement.
9. Evidence of extreme, unanticipated, financial hardship (must provide documentation and consult with the Aquinas College Financial Aid Office).
10. Non-admission, withdrawal, or dismissal from the College.
11. Participation with Aquinas College off-campus study abroad or internship programs.
12. Graduation

More information regarding the exemption request process can be obtained in the Residence Life Office.

Housing Contracts and Releases

Housing contracts are binding for the full academic year, or the remainder thereof, and students are required to fulfill this obligation. You and your parents are released from this obligation at the end of the fall semester only if you are not returning to the College or if you participating in an off-campus study program in the spring semester. The contract requires that you vacate the residence hall within 24-hours of your last final exam at the end of each semester or by the announced closing time, whichever comes first. If you are returning for the spring semester, your belongings may be left in your assigned room.

Students wishing to request a release from their housing contract must submit the Residency Exemption/Contract Release Form and any documentation to support the request. Requests are reviewed by the housing exemption/contract release committee. All decisions made by the committee are considered final unless new information is added to re-submit a request.

If permission is granted to be released from a housing contract (to live off-campus or commute) during an active contract period, the refund amount is based on the following percentages of the room payment. Depending on the circumstances, the student may forfeit the goodwill deposit (\$100).

- Prior to the opening of residence halls = 100% refund
- During the first two weeks of the semester = 100% refund
- During the 3rd week of the semester = 90% refund
- During the 4th week of the semester = 75% refund
- During the 5th week of the semester = 70% refund
- During the 6th week of the semester = 60% refund
- During the 7th week of the semester = 55% refund
- During the 8th week of the semester = 50% refund
- After the 8th week of the semester = Full charges apply

If permission is granted to be released from a housing contract (to live off-campus or commute) during an active contract period, food service will be terminated and charges pro-rated from the day of checkout, unless the student requests to continue food service.

Decisions regarding refunds are made in each case by the Director of Residence Life when prompt application for a refund is made in writing.

Withdrawing from Campus Housing

If you withdraw from the College, you are required to check out of the residence hall within 24 hours of your withdrawal date. Contact the Residence Life Office to verify your departure and complete the necessary forms. Additionally, students must complete an official check-out with a Residence Life staff member.

Consolidation of Vacancies

If vacancies occur in the halls during the year, residents without roommates may be given the option of moving to another room, accepting a new roommate, or, when space permits, paying a fee to reserve a designated single room. The Residence Life Office reserves the right to administratively assign, re-assign, and adjust the occupancy of rooms at any given time.

If a student has a vacant space in his/her room, he/she must be prepared to accept a new roommate when assigned. Students exhibiting grossly inappropriate behavior intended to discourage prospective roommates or to otherwise manipulate the housing assignment process will face serious ramifications, including possible referral to Student Conduct.

Students with a vacancy in their room at the end of the fall semester must leave their room with adequate space for an incoming student to move in for the spring semester.

Room Assignments or Changes

Room assignments for new students are made by the Residence Life Office. Requests for a specific roommate are honored whenever possible, if the request is mutual. In some cases, it may be necessary to assign you to a temporary room until withdrawals and cancellations permit transfer to a permanent room.

All residential students are required to complete a roommate agreement at the beginning of the year. Roommate agreements encourage roommates to discuss acceptable behaviors in shared living and to reach a mutual resolution that emphasizes respect and consideration for each other. In the event of a

conflict between roommates, it is expected that students make a bona fide effort to reach a mutual agreement. Resident Assistants and Area Coordinators are trained in mediation and are available to help students address conflicts.

Unless an immediate room change is requested and approved by the Area Coordinator, a request for a room change will only be approved if it is evident that the student has made an effort to resolve the problem and housing space is available. Room changes are not permitted until after the second week of classes in each semester and must be requested through the Area Coordinator. Room changes are also not permitted during the last two weeks of the spring semester. A \$20 charge may apply for administrative purposes.

Room assignments or room change requests based on religion or race will not be considered, as such discriminatory requests are contrary to the philosophy, policy, and tradition of Aquinas College. Students assigned to a room will not be moved in order to honor the request of another person.

Missing Person Reporting

If anyone (a roommate, professor, friend, parent, etc.) reports that a campus resident is missing, Campus Safety will conduct a search. If 24 hours goes by and the resident is not found, the student will be declared missing and that student will be the subject of a missing person report. If the person has been missing for more than 24 hours, the College is required to initiate the emergency contact procedures that the student designates. Students have the option of confidentially identifying an individual to be contacted by Campus Safety no later than 24 hours after the time the student has been determined to be missing. In the absence of a designee, the college may contact a parent or legal guardian listed in college records. If you will be away from campus overnight or any extended time, please notify your roommate and suitemates or your Resident Assistant of how to reach you and when you expect to return.

Social Gatherings

Occasionally, a group of students may wish to host a social event which is too large to be accommodated in their rooms. With the approval of the Area Coordinator, students may reserve certain lounges, recreation rooms, or other spaces. No alcohol beverages may be served in these areas. Students scheduling the social event are responsible for the activity, as well as for all cleaning and damages.

Room Goodwill/Reservation Deposit

All students requesting campus housing must submit a completed application, a signed contract and a goodwill deposit. This deposit, minus any outstanding charges or breakage and damage charges against your account, is returned when you permanently leave the residential facilities.

Vacation Periods

Per the Aquinas College Housing Contract, all campus housing is closed during extended vacation periods, which include Fall Break, Christmas Break, and Spring Break. (Note: Housing remains open during Thanksgiving and Easter Breaks as those are just 4-day breaks.) Students are required to vacate their rooms/apartments unless permission is granted by the Residence Life Office. Anyone in the residence hall without permission during vacation periods will be considered a trespasser and subject to a \$50 fine, plus the normal nightly fee for each day in the hall, and possible referral to student conduct. All residential facilities close for breaks at 6:00 p.m. on the Friday before the break period and re-open at 1:00 p.m. on Sunday before classes resume. Dates for the 2017-2018 academic year are as follows:

Fall Break

- Closing: Friday, October 20, 2017 at 6:00 p.m.
- Opening: Sunday, October 29, 2017 at 1:00 p.m.

Christmas Break

- Closing: Friday, December 22, 2017 at 6:00 p.m.
- Opening: Sunday, January 7, 2018 at 1:00 p.m.

Spring Break

- Closing: Friday, March 2, 2018 at 6:00 p.m.
- Opening: Sunday, March 11, 2018 at 1:00 p.m.

All students with unique circumstances needing to reside in the residential facilities (residence halls, houses, and apartments) during a break period must request permission by the Residence Life Office to remain in their housing assignment. Requests are submitted via the online request form found on the Residence Life web site before each break (<http://www.aquinas.edu/reslife/>). Requests are typically due one week prior to the start of a break period. Residents granted permission to remain in the halls during breaks are assessed a nightly rate, as the semester room charge does not include break periods.

No residence hall stays are permitted during the Christmas holiday when the College is closed without expressed written approval from the Director of Residence Life and/or designee.

Mail is not forwarded during break periods and dining services are typically not available during break periods. Guest visitation during vacation periods is restricted. All College rules and policies remain in effect during break periods. The College reserves the right to use all community areas of residential buildings at any time.

When the residential facilities close for a break period, students are required to comply with the closing procedures listed below. All rooms are inspected by Residence Life Staff to ensure compliance with closing procedures and the absence of any safety/security concerns. While the purpose of closing inspections is not to search for policy violations, we are obligated to report any and all violations observed in “plain view” during the course of completing inspections.

Closing Procedures

- Clean room, vacuum, and sweep.
- Remove perishables and empty trash.
- Close and lock windows. Keep curtains open on upper floors and closed on first floor.
- Take valuables home with you.
- Unplug everything. Because Christmas break lasts several weeks, you must empty and defrost room refrigerators during Christmas break.
- Fish tanks can be plugged in if you have a self-feeder. Otherwise, take fish home with you.
- Turn off lights and close and lock the door.

Insurance for Personal Property

Aquinas College does not take any responsibility for loss or damage to the personal property of residents for any reason. Each student should be sure that his/her family carries sufficient insurance to cover student property losses due to theft, flood, fire, etc.

Room Information

AQnet and Residential Computer Labs

AQnet is Aquinas College's wireless network which allows you to connect your personal computer to the Internet while on campus. For more information, visit www.aquinas.edu/aqnet. For devices that require a wired network port, students will need to purchase a wireless adapter before they will be able to connect their device to AQnet. Small computer terminals are available in Regina and St. Joseph Halls for use by residents only. Use of a computer may be limited to two hours during busy times.

Carpets

Most residence hall rooms are carpeted. You are expected to give the carpeting and all furnishings in your room proper care. Vacuum cleaners are available at the Front Desk (or from another central location in residences without front desks) for your use or you can bring your own. If the carpet becomes soiled or wet, report it to your Area Coordinator or maint.requests@aquinas.edu immediately.

Construction

To comply with the requirements of the Michigan Building Code related to structural characteristics, fire hazards, and general safety in residential areas, College policy cannot allow the following forms of construction in student rooms since these forms of construction are considered safety hazards:

- Raised Floors
- Lowered Ceilings
- Room Partitions

Any construction in the form of room furnishings must be approved by the Director of Residence Life and must be free-standing and non-permanent; non-damaging to floors, walls, ceilings, and carpet; and disassembled and removed from the living unit at the end of the academic year or at any time you move from the room.

Furnishing of Rooms and Public Areas

Each student room is furnished with enough bedroom and study furniture to accommodate the appropriate number of residents. You are not to remove furniture without the approval of your Area Coordinator. (Note that storage may not exist to remove furnishings, even if students contract for a designated single or under-occupied room.) Permanently attached furniture may not be moved or removed under any circumstances except by College maintenance personnel.

The lounges and recreation rooms in your residence hall are for the use and enjoyment of all residents and their guests. You are encouraged to help keep these public areas in good condition. Public area furniture may not be moved to a student's room.

Inspection

Aquinas College reserves the right to have personnel who are authorized by the chief personnel officer enter student rooms at any time for maintenance or repair purposes, and when deemed necessary to check on the health or safety of the residents, or to check for a suspected violation of College regulations. This right is exercised with conscientious restraint.

The College may also make periodic room inspections to insure the maintenance of acceptable standards (i.e., conditions not detrimental to the residents' health, safety, and general welfare in a group-living situation).

Lofts

Non "Aquinas system" lofts may not be used in any residences. All lofted modular system furniture must be dismantled and returned to the standard bunked configuration before the final exam week begins at the end of the academic year.

Maintenance/Housekeeping Requests

Standard requests for general maintenance or housekeeping can be submitted through the RA. Work Orders (e.g. replacing a light bulb, fixing a leaky faucet or a squeaky door, etc.) can also be submitted directly via the link on the Physical Plant Office web site (<http://www.aquinas.edu/physicalplant/>), or you may call the Physical Plant Office at # (616) 632-2102. Requests for keys/locks should be directed to the Campus Safety Office at # (616) 632-2462 or visit the website at: http://www.aquinas.edu/campus_safety/key.html. If you need immediate assistance (e.g. heat, water, electrical or problems with door locks/keys) after office hours, see a Residence Life staff member or contact the Campus Safety Office.

Microwave Ovens

Only microwave ovens with a maximum energy draw of 11.0 amps or less are permitted. Please remember that if circuit overloading becomes a problem, students may be required to remove any electrical appliances from the residence halls. The College reserves the right to inspect any or all appliances, and to confiscate or require removal of any malfunctioning or non-complying unit.

(IMPORTANT NOTE: Microwave ovens are advertised in terms of cooking energy output, not maximum energy draw. Generally, microwave ovens must have 800 watts output or less with no browning elements or turntables to meet this requirement.)

Refrigerators

You may have a small (5 cubic feet maximum size) portable refrigerator in your room.

Painting Your Room

Residence hall rooms are painted on a rotating basis. Painting walls with College provided paint is only permitted with prior written authorization from both the Director of Residence Life and Physical Plant/Housekeeping.

Smoke Detectors

All Aquinas residence hall rooms are equipped with a smoke detector. Anyone sounding a smoke detector, tampering with the devices, or conducting an unauthorized test of a detector is in violation of the Student Conduct Code and Michigan State Law. The College generally inspects all residential smoke detectors three times each year.

Telephones

Aquinas College requests current cell phone information from all resident students for use in urgent communications. Please contact the Residence Life Office if you change your cell phone number. You may register for a land-line telephone service by bringing your student ID to the Physical Plant Office in AB 057. A \$25 fee is required for hookup. You may then provide your own phone or use a

phone provided by the College. If you use a College-provided phone, you must return the phone upon move-out.

Television Usage

The TVs in residential lounges are for the use and enjoyment of all hall residents. Priority is given to reserved programming—special events that are sponsored by RAs, ACRC, etc.

Residents may request to reserve the use of a lounge television screen for a limited time and any available video game console at the front desk, at least one day prior to use. Additional reservation information is available at the front desk of Regina and St. Joseph Halls. Content viewed in public spaces should be respectful to the greater community.

Trash, Recycling, and Composting

As part of the zero waste initiative, the College provides centrally located receptacles for waste disposal, recycling, and composting. House and apartment residents are responsible for taking all trash to the appropriate exterior bin. Do not empty trash in the restrooms or hallways. Large boxes, including pizza containers, should be folded or broken down before being deposited in the appropriate location. Students are expected to participate in the campus recycling and composting programs.

Laundry/Vending Machines

Washing machines, dryers, snack and soft drink vendors are located in each major residence. You are asked to immediately report any malfunction to the Front Desk or the Area Coordinator so that a repair request can be issued. Theft, tampering or vandalism involving these machines is cause for conduct review and sanctions. Laundry machines are for use by resident students only.

For Your Safety

Bicycles and Motorcycles

Bicycles should be parked and chained to the racks outside each residence, not chained to trees or parked in front of hall entrances. There are bicycle storage rooms available on campus. Contact aqbikes@aquinas.edu if you wish to store a bike. Bicycles should be removed from campus upon moving out of the residential facilities.

A Grand Rapids city ordinance requires that all bicycles be registered to aid in establishing ownership of a bicycle if it is lost or stolen. Motorcycles and mopeds may be parked in campus parking lots with an appropriate permit. Under no circumstances are motorcycles or mopeds allowed in the residence halls.

Building Access Policy

Building Residents gain access by swiping their ID card through the card reader unit. Students should carry their ID card with them at all times. If locked out of a building, students should call Campus Safety at # (616)-632-2462 for assistance.

Courtesy phones are available in most buildings for visitors to call residents. Visitors (individuals who are not currently enrolled as Aquinas students) must be registered at the Regina or St. Joe's front desk and need to be escorted by a resident at all times. No one shall be admitted into a residence hall without proper identification.

All hosts are responsible for the behavior of their visitors and are responsible for informing visitors about College policies. Aquinas reserves the right to remove visitors from campus for disruptive behavior or any violation of College policy.

You are required to cooperate in maintaining security by not propping locked doors and by immediately reporting any suspicious person or activity to the Area Coordinator or staff member on duty. Residents who prop open exterior doors decrease security within the buildings and, therefore, are subject to fines or other sanctions. You should lock your room doors when sleeping or leaving your room for any period of time.

Identification Cards

Aquinas College ID cards are used to provide official identification for students living in the residence halls and should be carried on your person at all times. You must present your ID card to gain access into your residence hall and when directed to do so by any College personnel acting in an official capacity. If you lose your ID card or it stops functioning correctly, you may obtain a replacement at the Campus Safety Office.

Keys

Room and house keys assigned for resident student use remain the property of Aquinas College and may not be duplicated. No keys should ever be exchanged with another student except through your Area Coordinator or the Residence Life Office.

Students who are locked out of their rooms may be let into the room by Residence Life staff or a Campus Safety Officer. Multiple lockouts may result in a service charge being applied to the student account for each lockout. If your key is lost, stolen, or misplaced, your lock will be changed and a new key will be issued. The standard charge will be assessed to your student account.

Report of Fire, Theft, Damage to Property, or Harassment

Students are encouraged to immediately report such incidents to their Resident Assistant or to the Campus Safety Office at 616-632-2462. A report will be made and necessary follow-up taken by the Residence Life or Campus Safety Offices.

Severe Weather Procedures

Tornadoes and other potentially dangerous storms occur most frequently in the spring in Michigan. For the safety of hall residents, the following procedures have been instituted.

Tornado watches are alerting messages from the National Severe Storms Forecast Center to areas where there is a possibility that a tornado might develop. The National Weather Service disseminates this information via radio and TV. Tornado watches are meant to alert people to the possibility of a tornado developing over a specified period of time. During a “watch” period you should not interrupt your normal routines, unless a tornado warning is issued.

A *tornado warning* means that a tornado has actually been sighted in the area or indicated by radar. When a tornado warning is issued for the Aquinas College area, all persons should immediately take safety precautions. Everyone should proceed to the lowest level of each building. Avoid any areas with windows. Take a flashlight and a portable computer, phone or radio with you to the shelter area, if time permits. Remain there until an all-clear is given.

Adverse weather conditions are carefully monitored by the College. Students are requested to listen to any area news media to receive any announcements pertaining to classes. Unless otherwise announced, classes will be held.

For day classes:

Information is broadcast by 7 a.m.

For night classes:

Information is broadcast by 4 p.m.

For additional weather information, students may call the Aquinas Weather Hotline at 616-632-2463, or visit The Moose student web portal.

Sharps Policy

Students who need to dispose of used syringes, needles, and lancets have 48 hours upon arriving on campus to get a Sharps disposal container otherwise one will be purchased for them with the cost charged to their student account. Students can request a Sharps container from the Health and Wellness Services, WC 101, 616-632-2969. It is the student's responsibility to immediately dispose of sharp objects after use and to dispose of the full Sharps container through the Health Center.

Vehicle Registrations and Parking Regulations

All motor vehicles operated by persons associated with the College must be properly registered with the Campus Safety Office. Contact Campus Safety at 616-632-2462 or visit their webpage for more information.

Residence Hall Regulations

Preamble

In keeping with the objectives of Aquinas College, students are expected to observe standards of self-discipline in exercising their rights and implementing their responsibilities as members of the Aquinas residential community. Respect for one's own dignity and consideration for the human dignities of others is emphasized. The honor system in effect at Aquinas calls for maturity. It exacts responsibility for one's own actions and the assumption of individual obligations which necessarily flow from personal freedom. It assumes that students have a sincere concern for the welfare of fellow residents. The honor system is not an absence of the rules; rather it imposes a duty to respect the living regulations outlined in the housing contract and in the following document.

Responsibility for abiding by College regulations (and local, state, and federal laws) rests primarily with the student. Out of respect for the right of students to privacy in their rooms, Aquinas College personnel will not search for violations unless there is reasonable cause to suspect a violation of policy. Resident students are responsible for conveying all College regulations and expectations to their visitors.

Since some students from time to time jeopardize their own welfare and that of the College community, Aquinas College reserves the right to dismiss at any time, for stated cause, any student whose conduct is not in accordance with the ideals and standards of the College, and whose presence is considered detrimental to the general welfare. Further, the College has a formal student conduct review process established to ensure that the rights of all students are protected.

The Residence Life Staff are charged by the College to maintain an atmosphere that is conducive to the growth of the total person. As such, the Residence Life Staff must function in many roles: disciplinarian, administrator, and counselor. They are part of the College student conduct review process and will set behavioral limitations or official College sanctions in those instances where a student's conduct requires such action.

Definitions

Room: With regard to all residence hall regulations, a "room," refers to the residence hall assignment. In an apartment, this would include shared space (i.e. kitchen, bathroom, living room), in addition to bedrooms.

Guest: A "guest" is defined as a currently enrolled Aquinas student who is not assigned as a resident of that particular room/building.

Visitor: A "visitor" is defined as an individual not currently enrolled as an Aquinas student.

1.0 Coeducational Visitation

The coeducational visitation policy for students in their residence hall rooms is based upon a sincere concern for student welfare, recognition of the rights of a roommate and suitemates, and the desire to communicate the values of Aquinas College as a Catholic institution. As a Catholic College, Aquinas College encourages its students to adhere to Christian moral teachings in their personal interactions. With regard to physical acts of affection, the College expects its students to act with appropriate

modesty and in a spirit of mutual respect. The College enjoins unmarried students to refrain from sexual contact.

Residents may choose to restrict visitation hours for their floor, following democratic guidelines, not to exceed the following maximum times (Sunday through Thursday: 8 a.m. to 1 a.m.; Friday and Saturday: 8 a.m. to 2 a.m.).

1.1 Students may not have a member of a different sex in their own room past the Coeducational Visitation hours listed above. Prohibited hours are Sunday through Thursday nights: 1 a.m. to 8 a.m.; Friday and Saturday nights, 2 a.m. to 8 a.m.

1.2 Students may not be present in any room with a member of a different sex past the Coeducational Visitation hours listed above. Prohibited hours are Sunday through Thursday nights: 1 a.m. to 8 a.m.; Friday and Saturday nights, 2 a.m. to 8 a.m.

1.3 Overnight guests/visitors of a different sex are prohibited.

2.0 Guest and Visitor Policy

All members of the residence hall community have some responsibility to help secure the community's welfare by communicating to guests the expectations established through these regulations.

2.1 All visitors must be registered at the Regina or St. Joseph Hall Front Desk. A resident host must escort any visitor within a residence at all times. Residents who fail to register their visitors are subject to conduct review and sanctions.

2.2 No guest or visitor may stay overnight on campus for more than three days within a seven-day period. Overnight guests and visitors must be registered with the Front Desk indicating the room and person with whom they are staying. No person shall provide overnight accommodations for guests in the public lounges of the residence hall without the advance written permission of the Director of Residence Life.

2.3 No person shall fail to take responsibility for the behavior of their visitor and for that individual's adherence to all rules and regulations of Aquinas College.

2.4 In no instance shall a guest or visitor become a long-term resident of a residential facility, as that would interfere with the rights of roommates and others in the living unit.

2.5 Residents must also follow the Aquinas college Minors policy regarding all visitors that are under 18-years-of-age.

3.0 Residential Community Behavior

3.1 Students may not play any recreational activities intended for outdoors (e.g., cycling, roller-blading, throwing of balls, water, etc.) inside or within unsafe distance of residential facilities.

3.2 Bikes are not permitted to be ridden, parked or stored in the corridors, rest-rooms, lounges, entry ways, or in any other public area of a campus residence. Bicycles may be kept in designated bike rooms or student rooms with roommate consent.

3.3 Un-approved animals are not permitted to enter a residence hall. Small fish are permitted with consent of the roommate(s). Maximum tank size is ten gallons. Animals that have been approved as assistance or service animals through the Accessibility Services Office are permitted in residence.

3.4 Any type of solicitation or business (whether for profit or charitable purpose) within the residence hall, without the direct permission of the Director of Residence Life, is prohibited.

3.5 Students must comply with all established guidelines for disposing of trash/recycling/composting.

3.6 If a student has a vacant space in his/her room, he/she must be prepared to accept a new roommate when assigned. Students are prohibited from exhibiting grossly inappropriate behavior intended to discourage prospective roommates or to otherwise manipulate the housing assignment process. Students with a vacancy in their room at the end of the fall semester must leave their room with adequate space for an incoming student to move in for the spring semester.

4.0 Social Gatherings

Because of the size of the residential rooms and the potential for disturbing other residents, social gatherings in individual rooms must be carefully controlled. The following stipulations apply to all social gatherings and failure to comply will result in automatic termination of the gathering and possible student conduct action against all individuals involved.

4.1 A social gathering shall be limited to no more than 10 individuals at one time.

4.2 A social gathering shall terminate promptly at 11 p.m. (Sunday through Thursday nights) & 12 MIDNIGHT (Saturday and Sunday nights).

4.3 Individuals acting as host/hostess are responsible for all guests/visitors while attending the social gathering. The Residence Life Staff reserves the right to terminate the social gathering at any time.

5.0 PERSONAL AND COMMUNITY PROPERTY

The protection of personal property is important to the well-being of the individual. Protection of community property protects the investment that all residents make through the payment of their room fee. To provide maximum security for personal property and the condition of the room, rooms should be locked while sleeping or if left unoccupied.

5.1 Tampering with or borrowing, without permission, the personal property of others is prohibited.

5.2 Students may not, without proper authorization, remove any property from its assigned place in a residence hall. This includes both room furniture and public-area furniture. Violators of this policy may be assessed an initial fine and other charges for every day thereafter until the problem is corrected.

5.3 All students must take responsibility for the condition of their assigned room and reimburse the College for all room damages, or loss of, fixtures, furnishings, or properties furnished under the Housing Contract.

5.4 All students must take responsibility for what occurs in their assigned room. (This includes, but is not limited to, social gatherings, loud music, and the like which could occur as a result of an unsecured room. The responsibility rests upon the resident in whose room the incident occurs.)

5.5 Hallways and other community areas (i.e. stairwells, lounges, lobbies, bathrooms, etc.) that are deemed excessively littered and/or damaged by Maintenance, Housekeeping, or the Residence Life Staff will result in a charge to all floor members that will reduce one's goodwill deposit.

6.0 Quiet Hours

Respect for the rights of others regarding appropriate noise levels for study and sleep must be considered at all times.

Students who are bothered by excessive noise are encouraged to first contact the person(s) making the noise and politely request them to lower the noise level. If that request is not honored, then the impacted student(s) should contact the R.A. on duty.

During Quiet Hours and especially during Silent Hours, the right to quiet supersedes anyone's privilege of making noise.

Area Coordinators reserve the right to confiscate recreational equipment, audio devices, and any other materials or items for as long a period of time as deemed necessary should students not adhere to the Quiet Hours Policy.

- 6.1 No person shall violate the outlined Quiet Hours and Silent Hours (below).
- 6.2 No person shall cause or otherwise contribute unreasonable noise in the residence hall or areas immediately surrounding the residence hall.

	Courtesy Hours	Quiet Hours	Silent Hours
Weekdays (Sunday p.m. through Friday a.m.)	24 hours	9 p.m. to 11 p.m. and 9 a.m. to 11 a.m.	11 p.m. to 9 a.m.
Weekends (Friday p.m. through Sunday a.m.)	24 hours		Midnight (12:00 a.m.) to 11:00 a.m.
Finals Week	24 hours	24 hours	Normal Silent Hours

Courtesy Hours: General consideration for the rights of others. A resident has the right to request that another resident limit his or her noise level.

Quiet Hours: Limited sound and controlled noise levels.

Silent Hours: Virtually no noise or sound audible outside the room.

7.0 Approved / Prohibited Items in Residential Facilities

All electronics/electrical appliances must bear a UL (Underwriters Laboratory) approved label, be in good operating condition (wires/plugs), and not left unattended while in use. All electronics must be plugged directly into a socket or power strip/surge protector, which must be rated for continual use, and not into an extension cord. Appliances should use no more than 800 watts at any time in your room or you risk fire. With this in mind, students may bring the following items into residential facilities:

- Amplifiers for audio/musical equipment (used within the parameters of courtesy/quiet/silent hours)
- Artificial, flame-retardant, Christmas Trees
- Air purifiers
- Clocks
- Computers
- Curling Irons/Hair Dryers/Curlers/Straighteners
- Electric Razors
- Electric guitars/musical instruments (used within the parameters of courtesy/quiet/silent hours)
- Fans
- Heating pads (with caution)
- Holiday Lights (with small bulbs and UL Approved) – may only be kept on when student is in room
- Keurig Coffee Makers (or any without a hot plate included)
- Lamps (excluding Halogen lamps)
- Microwaves (maximum 11 amps)
- Refrigerators (maximum 5 cubic feet)
- Stereos/Radios/CD Players
- TV/DVD Players/Video Game Consoles

The following appliances are only allowed to be stored in kitchens in the Ravine Apartments and Houses:

- Coffeepots
- Crock Pots/Slow Cookers
- Popcorn Poppers
- Toasters

Due to the risk of fire due to careless use of electrical appliances or defective appliances or the hazards presented by these items, the following are prohibited from the residential facilities:

- Antennas/Receiver Dishes
- Air conditioners (unless approved by the Director of Residence Life)
- Candles/Candle Warmers/Potpourri Pots/Scented Oil Burners/Incense Sticks & Burners
- Coffeepots/Popcorn Poppers/Toasters (unless they are used in kitchens in the Ravine Apartments or Houses)
- Combustible materials, explosives, caustic chemicals, or acid solutions
- Dart boards of any kind
- Electric blankets
- Electric frying pans/griddles/grills/devices/cake-pop and cupcake makers
- Extension cords (all types)
- Grills (of any kind)
- Halogen and Lava Lamps
- Hot plates
- Heaters (Hot Water/Space)
- Live Christmas Trees
- Lofts (non-Aquinas system lofts or construction which alters room structure)
- Sun Lamps
- Vehicles with combustion engines in a residence
- Water beds
- Additional prohibited items specified in the Code of Conduct

8.0 Break Periods

Rooms may be occupied and vacated only in accordance with schedules published by the Residence Life Office. All campus housing is closed during break periods and students are required to vacate their rooms unless permission is granted by the Director of Residence Life or designee. Those granted permission to stay will be assessed a nightly fee.

8.1 No person shall remain in any campus residence when it is closed during break periods unless permission is granted by the Residence Life Office. Violators will be assessed the nightly fee plus a fine of \$50, and possible referral to student conduct.

8.2 No person shall fail to adhere to all College rules and regulations during break periods.

8.3 Guest visitation during break period is restricted.

Aquinas College

Important Campus Phone Numbers

Office	Location	Number
Campus Safety—Emergencies Only	Behind AB	3333 – <i>Campus Phone Only</i>
Campus Safety—Non-Emergencies	Behind AB	616-632-2462
Residence Life Main Office	Regina Hall #005	616-632-2944
Area Coordinator	Regina & Dominican Halls	616-632-2946
Front Desk	Regina Hall	616-632-2949
Area Coordinator	St. Joseph & Hruby Halls	616-632-2944
Front Desk	St. Joseph	616-632-2957
Area Coordinator	LLC Houses & Dominican	616-632-2955
Assistant Director of Residence Life		616-632-2958
Central Campus RA On-Duty Cell	Regina & Hruby	616-446-7567
East Campus RA On-Duty Cell	Houses, Apartments, & Dominican	616-490-4268
West Campus RA On-Duty Cell	St. Joseph Hall	616-490-4267
Break RA On-Duty Cell		616-490-4269
Maintenance/Housekeeping	AB 57	616-632-2102
Health Office	Wege Center Lower Level	616-632-2969
Academic & Learning Services & TRiO	Wege Center Lower Level)	616-632-2165
Student Leadership & Engagement Office	Cook Carriage House	616-632-2983
Campus Ministry	AB	616-632-2489
Service-Learning	AB	616-632-2490
Campus Chaplain	Wege Center	616-632-2491
Counseling Services	Lower Donnelly Center	616-632-2905
Dean of Student Development & Office of Student Affairs	AB 107	616-632-2171
Dining/Food Service	Wege	616-632-2968
Center for Diversity & Inclusion	Cook Carriage House	616-632-2455
Sports & Fitness Center	Sturuss	616-632-2470