

**MARYGROVE COLLEGE**  
**RESIDENCE LIFE HANDBOOK**  
**2016-2017**



Florent Gillet Hall  
A Residential Community of  
*Competence, Compassion and  
Commitment*

## Welcome to Florent Gillet Hall!

Selecting a college is a big decision, and deciding where to live while you attend college is as well. We are excited that you are thinking of living with us. We are prepared to provide opportunities for you to *live*, develop as an independent person, find moments and opportunities to *laugh*, join our learning community and *learn* with fellow residents all while you *make life-long friends*.

Living on campus is more than living in an apartment; it is an experience that for most students is not comparable to living off campus or at home. This is a time when you learn skills that are: Transferable to the workplace or relationships (confrontation, compromise, listening); Beneficial in your personal development (cleaning, doing laundry, dishes); and Develop of yourself as an individual and define “who am I” (living or meeting people different than you, budgeting, making personal choices); And finally, it is a place where you have the opportunity to be involved, be challenged by fellow residents and have staff members available to help when needed.

As a resident you will be part of a group that continues to define what it means to be a residential student at Marygrove , including student, student leader, athlete, friend, student employee, program participant but most importantly ... a Marygrove community member.

*We look forward to you being a part of our community.*

*You are responsible for all the information in this handbook. Please read it carefully and feel free to ask any staff member if you have questions. Thank you!*

Every effort has been made to ensure the accuracy of the information contained in this document; *however the College reserves the right to make corrections and/or updates*. Any modifications will be emailed to the residents, and notices posted within the residence hall.

If you have any questions about the information contained in this document, contact the Residence Life Office, 8425 West McNichols Rd. Detroit, MI 48221

## **Office of Residence Life**

The Office of Residence Life is part of the Student Success Services and Student Life department of the College. Our primary mission is to provide support to our residents. There are other campus offices and staff that can assist residential students with questions, concerns and issues such as academic advising, tutoring, financial aid, counseling, etc. The Residence Life staff can assist residents by making referrals to other campus offices or staff.

## **Residence Life Staff**

Residence Life staff members are committed to providing the best possible living experience for all residents. Residents are encouraged to get to know the staff as they are a valuable source of information about the College and the many services available.

## **Director of Residence Life**

Professional staff member provides leadership and supervision for all aspects of Residence Life. Residents are encouraged to utilize the Director as a resource.

Students who want to meet with the Director should schedule an appointment by contacting the Front Desk or calling 313-927-1650.

## **Resident Assistants (RAs)**

Resident Assistants (RAs) are students who reside in the residence halls. One of their major roles is to create and maintain an environment on their assigned floor that promotes academic and personal success for the residents. They are responsible for promoting and assisting in the organization of Residence Life programs and services as well as serving as an informational resource. The RAs are trained to assist when conflict or crisis occurs, to manage policy and procedure violations, to assist with maintenance or service requests and with general College and community issues.

## **Desk Aides (DAs)**

Desk Assistants (DAs) are Campus Safety and Security staffs who are employed by Campus Safety and Security to work at the Front Desks. One of their major roles is to create and maintain a safe environment within the building which includes reporting concerns and managing guest registration. In addition, DAs are responsible for answering telephones, answering general questions from guests and parents, completing maintenance/work order requests and managing equipment and supply delivery to residents.

### **Abandoned Space**

If a resident fails to return from a break or is found to be absent from the residence hall after a period of 14 days, without prior notification to the Director of Residence Life, the space may be deemed “abandoned” and the college may terminate the resident’s contract. Any items left in the resident’s space may be disposed of.

### **Academic - Student Success**

Residence Life has a vested interest in your academic success and recognizes that the transition to college and living on your own can be a difficult one. In order to partner in your academic success we have implemented the following policy to assure resident students are taking advantage of the resources available.

### **Academic Probation**

Residents whose grade point average (GPA) is 2.0 or lower will be placed on academic probation for a period of one semester. Residents on academic probation will be contacted to discuss campus resources and services that can assist their academic performance. Available resources and/or referrals include but are not limited to: academic advisors, financial aid staff, tutoring and other support services and campus social workers.

If the student fails to raise his/her GPA to a 2.0 by the end of the probationary semester, he/she will no longer be eligible to live in campus housing. As a result, their housing contract will be cancelled and they may be required to move out.

### **Appeals:**

Students have the right to due process and may appeal a decision by filling a formal appeal with the office of residence life, Non-Academic Appeal process will be heard by the college judicial committee (see student handbook for details).

### **Billing Dates**

Payment dates are outlined in the Housing Contract. If a current resident fails to pay by the billing date outlined in the Housing Contract they will be expected to move out. New residents who fail to make payment by the payment date, before Move-In, will not be allowed to move in.

### **Break Housing**

The Residence Halls close during the Winter Break and Spring Break.

## **Cable**

Each suite is equipped with free limited cable service both in the common living area and in each bedroom.

## **Collection of Payments**

The resident agrees that if the College utilizes legal counsel, a collection or other agent to enforce this contract, the resident will pay the collection costs, attorney's fees and court costs in obtaining payment amounts due under this agreement and interest at the rate of 1.5 percent monthly on any unpaid balances.

## **Communication**

Residents are expected to check their Marygrove email regularly for important information that will be sent out by Residence Life and other offices on campus. Important information may also be posted on resident doors, around the building, or put in residents' mail boxes.

## **Computers & Printing**

There are computers available for your use on the first and second floor of the building.

## **Contract**

Your residence hall contract is not transferrable which means you may not transfer your contract to any other individual. *Only* the individual student who signs the residence hall contract is permitted to reside in the room/suite. The contract is legally binding and you will be held responsible to the terms of the contract for the entire contract period.

The College is committed to providing students a safe living and learning environment; consequently, the College reserves the right to deny or terminate housing for any person whom the College feels may pose an unreasonable risk, would cause disruption to the community, or violates College rules or policies. *The College reserves the right to deny, modify, or cancel housing contracts or assignments.*

## **Contract Modification**

Each resident must indicate on the residence hall contract the contract term they are selecting. Options include: Fall and winter; Winter only

If a student is suspended or expelled (for any reason), or fails to meet eligibility requirements and is required to vacate housing, the student will still be responsible for the terms of their housing contract including the \$500 cancellation fee.

## **Contract Termination**

The College may terminate a resident's housing contract and take possession of a student's assigned space at **any time** for violation of any of the provisions herein or when it is in the interest of the community or College. The student's housing contract will be cancelled if the student's enrollment at Marygrove College is terminated through withdrawal from the College, academic suspension, or administrative dismissal. **The resident remains responsible for housing charges.**

If the contract is terminated, the student agrees to vacate student housing within 24 hours unless, written permission has been obtained from the Director of Residence Life or designee.

## **Credit Load**

Residents must register and be continuously enrolled in at least 12 credit hours in the Fall and Winter semesters.

## **Damage Deposit Refund**

To request a refund of your Damage Deposit you must fill out a Damage Deposit Refund Request within **30 days after vacating housing**. This form is available at the front desk and online, **this may not be done over the phone**. *Please note: this process may take up to six weeks following the end of the term.*

## **Damage to Residence Hall:**

Should a residence hall be destroyed or damaged sufficiently to prevent the use of the facility, in the event of a public emergency or other unforeseen occurrences beyond the control of the College which result in residents being displaced, the Housing Contract may immediately be terminated. In this event you will only be responsible for charges up to the date of termination. The College shall not be liable for any expenses, damages or loss which you incur for relocation or inconvenience as a result of such termination. We encourage residents to purchase Renter's Insurance as a protection for personal belongings.

## **Dining Service**

All residents are required to choose a meal plan, Plans start at 14 meals per week or at 19 meals per week.

The campus food service provider posts hours of operation for each location at the start of each academic semester.

**Doors/Locks/Theft** the College provides safety measures to protect the welfare of all residents and safeguard their personal belongings. However, the College cannot be held responsible for loss of personal property; residents are encouraged to take the proper precautions themselves. Residents **should not leave their suite or their bedroom door open if they are not present in the room.**

**Doors should not be propped** using the deadbolt; in addition to being a safety hazard it may also damage the door lock. Ultimately, the college is not responsible for lost, stolen, or damaged items.

### **Exam Weeks**

In an effort to create an atmosphere conducive to studying, during the week of exams each semester we enforce 24 –Hour Quiet Hours and restrict visitors during the hours of 8am to 10pm.

### **Financial Aid**

Residents wishing to utilize financial aid to pay for housing must have sufficient verified financial aid (i.e. federal, state, local scholarships, grants, Pell Grant, Stafford Loans, etc.) to cover tuition and housing on file in the Financial Aid Office **prior** to the date that housing payments are due. Outstanding tuition and housing payments will be deducted from available financial aid prior to aid being disbursed to the student. The availability of financial aid does not relieve the student of financial responsibility for all sums due under the contract. Any amount not covered by financial aid is due in accordance with the payment dates in the contract. If you have questions regarding financial aid refer to the financial aid website or visit Student Services in The Liberal Arts Building

Applicants should note that the Financial Aid process can take several months and proper time should be allotted for applications to be reviewed and approved.

### **Fire Alarms**

Whenever an alarm sounds , persons within the hall are **required** to evacuate the building immediately.

All individuals are directed to the fifth (5<sup>th</sup>) full set of parking spaces (second set of lights) in the parking lot due to safety concerns. Students that fail to comply with this will be documented by staff and can be issued state and/or local fines, or ticketed by police. Re-entry into a building before an “all-clear” signal is given by staff is prohibited. State law prohibits the use of elevators during a fire alarm.

**If you see fire please pull the fire alarms as you evacuate the building. The alarm will automatically alert the proper authorities.**

**Falsely pulling a fire alarm can result in judicial sanctions or fines.**

### **Keys**

All residence hall keys and IDs are the property of the College and are distributed by Campus Safety and Security. Residents may not copy, loan, sell or transfer a Residence Life key or ID to any person.

Residents must report lost keys or IDs to the service desk.

Residents must return assigned keys and IDs at the termination of their housing contract or upon demand.

## Mail Service

The US Postal Service delivers all student mail to Shipping and Receiving in Campus Services. Marygrove staff distributes the mail that is delivered to the mailboxes during the business week.

Residents that receive packages larger than the mailbox will receive a package notice and can pick up their package by bringing their package slip and student ID to Campus Services.

Each resident is assigned a mailbox located in the Liberal Arts building

### Please have your mail directed as follows:

Your Name

Residence Hall Box # \_\_\_\_\_

8425 West McNichols Road.

Detroit MI 48221

At the end of the year, or whenever you may move out of campus housing, **you must change your address with both the College, via e-Services, and the United States Postal Service.** Failure to do so will result in disrupted mail service or returned mail. **All mail received for non-residents will be returned-to-sender.**

### Meetings – Building, Floor, Individual and Suite

During the year Residence Life staff will host meetings to share information and discuss community events and issues. Attendance at these meetings is necessary to ensure that all individuals are aware of pertinent information, upcoming events, and deadlines. Residents who are unable to make these meetings are expected to make arrangements with the appropriate staff member to get the information provided at the meeting. *These meetings are necessary and integral to maintaining communication within our residence community. As such, disciplinary action may be taken if residents fail to attend mandatory meetings.*

### Move-In: Fall Semester

Students are notified by mail over the summer of move in dates and times. New residents are required to participate in the new student move in and welcome activities. Returning students may not move in prior to the official move-in date as outlined in the assignment letter unless they are assisting with Welcome Days/Orientation, Student Leader training, approved athletes and/or individuals assisting with Residence Life move in.

### **Move-In: Winter Semester**

Residents will be notified of his or her Housing Assignments as they are assigned and move in will occur several days before the beginning of the winter semester.

### **Move Out**

Based on the selected contract term, **residents must vacate the residence hall within 24 hours after their last exam.** Residents must sign up for a suite check-out with a Residence Life staff member. Failure to follow protocol may result in forfeiture of any refundable fees or expenses.

### **Payment of Housing Charges**

Once a resident has been assigned a tentative suite, the housing fee will be charged to the student's account. Payment **must** be received by the payment dates outlined on the housing contract or the contract will be cancelled and the space will be reassigned. New residents with unpaid housing charges will not be permitted to move in until full payment has been made and may have their housing contract cancelled.

Returning residents with outstanding payments will have their access revoked until payment has been made and/or have their housing contract cancelled. Residents will be given a chance to retrieve any personal belongings that are needed or to move out.

Non-payment and/or cancellation of contract due to non-payment **does not** release the student from the financial obligations of the housing contract.

Housing charges for students moving in after classes have started will be pro-rated.

### **Room Condition Inventory (RCI)**

A Room Condition Inventory is completed and signed by all residents of the suite upon move in. The RCI details items for the resident's bedroom, bathroom, and living room. This document is used at check-out to assess damages. It is the responsibility of the student to ensure accurate information is given regarding the condition of the room. This prevents charges from being assessed to the current tenant.

### **Room Change Requests**

A resident may be required to move when a conflict between residents occurs *and all mediation attempts* have been exhausted, in cases where open spaces need to be consolidated, or if any other circumstance that the Office of Residence Life deems appropriate. There is no fee assessed for required moves.

Residents may request a room change by completing and submitting a room change request form (available on the Residence Life website and at the Front Desk) to the Director of Residence Hall. Please note that room changes are *only granted occasionally and only if space is available.* If granted the

student's account will be assessed a \$100.00 fee. All room change arrangements are coordinated by the Office of Residence Life. Students may not trade assigned rooms without permission.

When a room change is necessary the Director of Residence Hall will inform suitemates by email, phone call, or posted notice. A roommate contract will be completed with all new suitemates by the Resident Assistant.

### **Safety**

Marygrove is committed to the safety and security of its students and visitors. **Security is present on campus 24 hours a day and can be reached by: calling 313-927-1411, alerting the front desk aide, or by activating a "blue light" which can be found across campus.**

If you wish to report a crime, are a victim of a crime, or get information about campus crime statistics please visit the Safety and Security website: [www.marygrove.edu](http://www.marygrove.edu). The Sexual Misconduct webpage [www.Marygrove.edu/titleix](http://www.Marygrove.edu/titleix) provides quick access to the information contained in the College's Sexual Assault Policies and Procedures.

### **Student ID Card**

When residents move in they are issued a student identification (swipe) card that provides specific access to their building, suite and bedroom. The student ID is an integral part of our security system so it is important that the student keep their **swipe card in their possession at all times and present it to college officials when requested.** Failure to present the ID may result in judicial sanctions.

Lost or stolen cards should be reported immediately so the card can be deactivated. Failure to report lost or stolen cards compromises Campus security and may result in disciplinary action. Students may receive one (1) free replacement card. Any further lost cards will result in a \$30 fine charged to the student's damage deposit. Please notify the service desk if a reported lost card is found.

Residents may not give their ID to anyone else; to do so will result in disciplinary action. IDs found in the possession of anyone other than the resident to whom it was issued to will be confiscated by Residence Life/Campus Safety and Security Staff and judicial sanctions may be assigned.

### **Suitemate Agreements**

Suitemate agreements are distributed and completed by each suitemate within the first three weeks of each semester. The agreement provides an opportunity for residents of a suite to discuss specifics relating to how they will manage cleaning, noise, guests, etc. The Resident Assistant assigned to the floor will schedule a follow up meeting with each suitemate to discuss and collect a copy of their agreement.

All residents are strongly encouraged to **communicate** with their suitemates when conflicts arise. Please contact your RA for information on how to resolve conflicts and to receive assistance in resolving

the conflict. Resident Assistants are trained in conflict management and will be able to assist with mediation. **Room-changes will not be made until the mediation process is utilized.**

### **Wireless**

A wireless network is provided for use and is shared among all residents. Please be considerate of other residents trying to use the network. Large downloads or other bandwidth intensive items will affect the performance and connectivity of others using the service. Although best effort has been made to make the wireless network compatible with computing devices we cannot guarantee this. The College does not support student owned devices.

### **Community Living**

Residential living promotes individual and group responsibility by fostering a positive living/learning environment. The policies of Residence Life balance the rights of the individual and the rights of the community. While carrying out its educational mission, Marygrove College aspires to create and maintain conditions that are fun and educational.

All Marygrove residents (and their guests) are responsible for conducting themselves in a manner that does not infringe on the rights of others or interfere with the educational mission of the College.

By signing your residence hall contract, **you agree to make yourself aware of and abide by all Residence Life policies and expectations; the Marygrove Student Code of Conduct; and applicable State and Federal laws.** A copy of the Student Manual, containing the Student Code of Conduct, is located online at [www.marygrove.edu](http://www.marygrove.edu). **Violations are subject to disciplinary action, criminal prosecution, removal from student housing, and/or payment of replacement fees as deemed appropriate by College officials. Residents are responsible for the conduct of their guest(s) and may be subject to disciplinary action as a result of misconduct of their guest(s).**

Marygrove College and the Office of Residence Life reserves the right to contact the individual(s) listed as emergency contacts on the Housing Contract.

### **Immunization Policy**

In an effort to create a comfortable and healthy living and learning environment for students living in the Residence Hall, we want to remind you of the immunization policy that is in our 2015-2017 Undergraduate Catalogue.

For **Residence Hall** students, it is highly recommended that you be sure to have vaccines that college students need. The ones we highly recommend that you receive are **meningitis** and **hepatitis B**, and the combined **tetanus, diphtheria, and pertussis vaccine**.

For many of you, your immunizations are already up-to-date. You simply need to give the Residence Hall Director a copy of your record by **September 10, 2016**. The information is confidential and will be stored in your file in a locked cabinet.

For those of you who do not have a current record, you can contact your family physician. If you do not have insurance or if you are underinsured, you can contact the Detroit Health Department. DHD provides free immunizations for teens up to age 19 who qualify. If you are over 19, contact the Department to determine what you may qualify for. They have two locations:

**Samaritan Center**  
5555 Conner  
Detroit, MI 48213  
[\(313\) 410-8142](tel:3134108142)

**The Family Place**  
8726 Woodward Ave.  
Detroit, MI 48202  
[\(313\) 410-7803](tel:3134107803)

We encourage you to contact the Interim Director of the Residence Hall ([acoleman@marygrove.edu](mailto:acoleman@marygrove.edu) /313-927-1234) with your questions and if you have a record of a medical or religious exemption.

## Residence Life Policies

All residents must respect and comply with lifestyle expectations and all college policies and procedures. **Each resident is responsible for reading and adhering to the procedures and regulations outlined in this handbook**, and any additional policies related to living in specific college owned or leased living areas. Residents are also held accountable to local, community, state, and federal authorities. Violations of the Policies may result in disciplinary actions (such as probation or suspension from the College) not only by the Office of Residence Life but also by the Office of the Dean of Students.

The following Residence Life Policies have been created for the safety and wellbeing of the members of the Campus community:

**1. Alcohol:** The Office of Residence Life and its staff are strongly committed to fostering an environment that promotes the College's educational mission. It is the law in Michigan that you must be at least 21 years of age to possess or consume alcoholic beverages. The following Campus policy is designed to support the objectives and expectations of the College policy concerning alcohol use.

In the event that a resident is suspected of consuming or possessing alcohol in campus housing Security, the Director Residence Life, and the police will be contacted both for the safety of the student as well as investigation and prosecution as appropriate.

**1.1 Possession/Use of Alcohol:** Florent Gillet hall is an **alcohol-free** living and learning community. Residents or guests may not possess or consume alcoholic beverages in any room or area, including their own bedroom. *This includes residents who are of legal age to consume alcohol.*

**1.2 Alcohol Containers:** Empty alcohol containers are prohibited within the residence hall and may not be used for decorative purposes.

**1.3 Intoxication:** Any student suspected of being intoxicated: exhibiting impaired motor skills, aggressive behavior, slurring speech, smelling of alcohol, etc. may be reported to the local authorities if it is deemed that they may be a danger to themselves or others by Residence Life Staff or Security.

**2. Community Meetings:** Residents are expected and required to participate in living area meetings conducted by Residence Life staff members. Meetings are primarily called to discuss, promote, and educate residents about events or community issues and concerns. Because of the importance of these meetings, failure to attend a “required” meeting may result in disciplinary action. Students must report scheduling conflicts to their Resident Assistant and schedule an alternate meeting.

**3. Community Spaces:** Living area lounges, hallways, courtyards, and other public areas are meant to be used by everyone with care and respect. Therefore, disruptive behavior, disrespect for others, as well as any other circumstances deemed a hindrance will not be permitted.

**3.1 Sleeping:** Living area lounges are not to be used for sleeping.

**3.2 College furniture:** College owned furniture from a common area should never be moved into a student room. Damaged or missing furniture will be charged to the floor/building. In addition, if the condition of any public area is altered or abused, the person(s) responsible will be charged and disciplinary action taken.

**3.3 Appropriate language/behaviors:** Residents are expected to use appropriate language and behavior at all times in public areas. Any behaviors deemed inappropriate by College official may be confronted and the individual may be asked to stop the behavior or to leave the area. Failure to comply with a request by a College staff member will result in disciplinary action.

**3.4 Sports:** Due to the high risk of property damage and personal injury, sports, water fights, and other high-risk activities are prohibited in indoor residential areas.

**4. Decorations:** Residents are permitted to decorate bedrooms and suite spaces within the following guidelines:

**4.1 Wall Damage:** No nails or sticky tape should be used on the walls; to hang items on the walls it is highly recommended that you use 3M Command Adhesive products ([http://solutions.3m.com/wps/portal/3M/en\\_US/Command/home/](http://solutions.3m.com/wps/portal/3M/en_US/Command/home/)).

**4.2 Hanging Decorations:** Decorations may not hang from the ceiling or cover more than 10 percent of any wall or door due to fire safety concerns.

**5. Drugs: Marygrove is a drug free zone.** Illegal drugs are not permitted on the campus of Marygrove College. Students or residents suspected of drug use may be referred to Security, the Director of Residence Life, and/or the police department for investigation and prosecution if appropriate (This includes any suspicious odors from Campus View suites, bedrooms and/or common areas).

**5.1 Use/Possession:** The use, possession of and/or possession with intent to deliver, transport, sell, distribute, exchange, or manufacture illegal drugs in any building or on any property owned or controlled by the College is prohibited and strictly enforced.

**5.2 Paraphernalia:** Possession of drug paraphernalia is also prohibited (e.g., marijuana bong, pipe and/or hookah pipe).

**6. Electrical Equipment:** Any electrical equipment residents bring for use must have an approved “UL” rating for indoor use. Unapproved Electrical Equipment: Grills, Halogen lamps, Space heaters, and Air conditioners.

**7. Failure to comply with a College Official:** Behavior or conduct that disrupts the living and learning environment or the safety of the residents within the residence hall will be addressed by Residence Life staff and/or Security. Any behavior that obstructs Residence Life, Security, or any other College staff members from performing their official duties is prohibited. This may include, but is not limited to, physical and verbal abuse and/or threats of violence towards or failure to adhere to the request of a College Official.

**8. Fire Safety:** Fire safety is very important in a residence hall. Due to the high occupancy fires are more apt to occur than in single family residences. The following policies have been designed to provide a safe environment here in the halls:

**8.1 Flammables:** At no time may any flammable/incendiary/combustible items be stored/used in or around living areas.

**8.1.1 Open flames:** are not allowed and may include, but are not limited to: burned/burning candles, incense, and potpourri pots. If candles have never been burned or the wicks are cut out they are permissible. All residents residing in a suite where burnt candles/incense are present in a common area will be documented for this policy violation regardless of ownership.

**8.1.2 Combustibles:** Gun powder, laboratory chemicals, acid, gasoline, oil, kerosene, propane, charcoal, turpentine and other combustibles fireworks, oil-burning lamps, or other items which may easily catch fire or accelerate a fire.

**8.1.3 Fuel-driven:** Engines such as motorcycles, mopeds, etc. may not be stored in student housing.

**8.1.4 Live Plants:** Live wreaths, pine or evergreen trees, and boughs are prohibited due to the fire hazard. Potted plants are allowed as long as they are well cared for.

**8.1.6 Hanging Decorations:** Nothing may be hung or attached to the ceiling or block a doorway.

**8.2 Fire Safety Equipment:** Firefighting equipment is located throughout the residence hall. Pulling false fire alarms, causing a fire, tampering with (putting tape over or stuffing with toilet paper, etc.) a smoke detector or any fire-fighting equipment are violations of the housing contract, the Student Code of Conduct, and state law. The individual(s) involved may be prosecuted.

**8.4 Blocking Passageways:** No personal belongings may be kept in the hallways of the residence hall as they pose a fire safety hazard because they could impede evacuation in the case of fire or other emergency

**8.5 Emergency Protocol:** Fire drills are scheduled as required by state regulations and are conducted periodically throughout the calendar year. **Whenever** an alarm sounds, persons within the building are **required** to evacuate the building immediately.

All individuals are directed to the fifth (5<sup>th</sup>) full set of parking spaces (second set of lights) in the parking lot to allow for emergency vehicles and other safety concerns. Students that fail to comply with this will be documented by staff and can be issued state and/or local fines, tickets from police. Re-entry into a building before an “all-clear” signal is given by staff is prohibited. State law prohibits the use of elevators during a fire alarm.

**If a fire is seen or suspected please pull a fire alarm as you evacuate the building.** The fire alarm will automatically notify the appropriate authorities.

**9. Gambling:** Any form of gambling is prohibited. Violators may be subject to College, state, and/or federal laws.

**10. Guests:** The following expectations have been put into place in regards to guests. Residence Life also reserves the right to modify any residents’ guest privileges based on continued violation of guest policy or the concern and safety and/or well-being of the community.

**10.1 Sign-In:** Guests must be signed in and out at the service desk and must leave a picture ID, state issued identification card, driver’s license, or military ID at the desk for the duration of their visit.

**10.2 Escorting Guests:** Guests must be escorted by their host at all times. Guests are held to the same standard as each resident and the person hosting the guest is responsible for ensuring they do not violate policies or disrupt the community.

All Guests signed into the building, wishing to access the cafeteria with their host must request a guest bracelet upon check in.

**10.3 Number of Guests:** No resident should have more than two guests, whether a current resident of or a non-resident guest, present in their suite at any given time.

**10.4 Overnight:** Guests are permitted to stay overnight Thursday through Saturday. All guests must be signed out by 11:00pm Sunday-Wednesday.

Suitemates discuss during their suitemate agreement meeting guests and visitation within their suite. This includes: hours for opposite gender guest visitation, times or days of the week in which no guests are permitted, how they will manage guest issues and/or behavior.

**10.5 Overnight Stays Consecutive Nights:** A guest may not stay longer than two consecutive nights, in any room.

**10.6 Overnight Stays- Total Number:** A guest cannot stay overnight more than 20 times a semester, in any room.

**10.7 Responsibility:** The resident host is responsible for all the actions of their guest while they are present in the residence halls. The host may be subject to disciplinary action when Residence Life, Marygrove Policies, or laws are violated by the guests while present in the residence halls.

**10.8 Guest Non-Compliance/Concerns:** At any time a Residence Life staff member can contact security, the police or request a guest leave if the guest behavior is a concern to the safety and well-being of their host, the community or themselves.

**10.9 Minor Guests:** Guests who are minors (15-17) may visit during the day, between the hours of 8am and 10pm, and must be supervised at all times. Minors under the age of 15 are not permitted to sign into a resident's room; however may be allowed to sign into the community room with resident supervision  
**NO INFANTS SHALL BE PERMITTED BEYOND THE MAIN ENTRANCE OR COMMUNITY ROOM AT ANY TIME.**

**11. Health Standards:** Residents are required to comply with local health codes. Residents are expected to maintain cleanliness of their living space and may be required to clean upon the instruction of Residence Life or Campus Safety and Security staff. Please report any health concerns to a Residence Life staff member.

**12. Illegal Activities:** Students involved in illegal activities (local and federal laws) on campus will result in College and/or civil and/or criminal action. It is the student's responsibility to be aware of all College, federal, state and local laws. Staff members are expected to take action against a violation of a College regulation or the law. Students found to be breaking the law within the residence hall may be required to vacate their housing assignment pending an investigation of the circumstances surrounding the incident. If the student in question is indeed found to be in violation of the law he or she may be permanently removed from Housing through the judicial process.

**13. Mutual Respect:** Residents are expected to be respectful of the individual rights and freedoms of others within the living area. Even if a shared sense of understanding does not exist between community members, residents are still expected to exhibit an outward sensitivity to the diversity inherent within the residential community.

**13.1 Unruly Behavior:** Any behaviors that are inappropriate, disruptive or destructive to the community or its members will not be tolerated. This may, but is not limited to: yelling or causing a disturbance; using inappropriate language towards another community member, a staff member, or guest; or destruction of property, online bullying or harassment, etc.

**13.2 Physical Violence:** Any violence towards another individual of any kind will not be tolerated and will result in disciplinary action including removal from Campus Housing. **If you feel you are a victim of physical violence please notify campus security immediately at 313-927-1411.**

**13.3 Pranks:** Activities which may present a danger to the health, physical, psychological, or emotional wellbeing of another student or their property, whether intentional or non-intentional, will not be tolerated and will be treated as a violation of policy. **If you feel you are a victim of prank violence please notify campus security at 313-927-1411.**

**13.4 Hazing:** Initiation practices which may present a danger to the health, physical, psychological, or emotional wellbeing of another student or their property, whether done voluntarily or against the wishes of the other student, will absolutely not be tolerated. **If you feel you are a victim of hazing violence please notify campus security at 313-927-1411.**

**13.5 Harassment:** Marygrove College prohibits discrimination based on a person's race, color, gender, national origin, age, religion, marital status, disability, veteran status, or sexual orientation and will not tolerate any form of harassing behaviors. Harassing behaviors may include, but are not limited to, the following: repeated unwanted contact via email, phone, text message, or social networking sites; persistent following/stalking behaviors; repeated use of derogatory comments; threats or perceived threats of physical or emotional violence. **If you feel you are a victim of harassment please notify campus security immediately at 313-927-1411.**

**13.6 Sexual Assault:** Sexual assault is *any* nonconsensual sexual act. A sexual act is nonconsensual if it is inflicted upon someone who cannot grant consent (due to cognitive disability, age, incapacitation because of drug/alcohol use including intoxication, etc.) or compelled through the use of coercion, intimidation, threats, or physical force. When notified of a sexual assault (or an attempt) the College honors the wishes of the victim regarding notification of police and makes available College/community resources. **If you feel you have been sexually assaulted please contact the Title IX Director or Deputy Title IX Coordinator for student claims or Campus Safety. For confidential reporting, please contact the Campus Counselor or Minister.** It is Marygrove's desire to help you as you move through this difficult time and we can help to connect you with resources such as counseling should you need it.

**14. Noise:** Campus housing is intended to be a living and learning community. As such, the residents must be able to study and sleep when necessary. Residence Life and/or Campus Security staff members have the right to confront and address what they deem to be excessive, disruptive behavior that is disrespectful to others, in the immediate outside vicinity of the living area (e.g. sidewalks or entryways). Residents may be asked to quiet down, may be referred to professional staff members, may face judicial sanctions, and/or individuals and groups may be asked to leave the area.

The following policies have been developed to ensure the residents are free to live and study peacefully:

**14.1 Courtesy Hours** a 24-Hour Courtesy policy this means that the right to study and sleep supersedes the privilege to entertain oneself or others. A "24-Hour Courtesy" policy upholds the college's commitment to providing an environment where students may experience academic success. Noise, which is audible beyond the confines of one's room/apartment, is prohibited and may result in disciplinary action. Students are free to have radios, stereos, televisions, etc. in their rooms, but the amplification should be controlled so that neighbors both inside and outside of the building are not

disturbed. Speakers must not face or be placed in windows. Failure to keep the noise level of sound equipment reasonable may result in removal of the equipment from the student's room and/or other appropriate sanctions.

**14.2 Quiet Hours: "Quiet Hours" from 10pm to 8am.** During this time no noise should be heard outside of an individual suite. Students in public areas should refrain from making any unnecessary noise or being disruptive.

**14.3 Exam Week:** Quiet Hours also apply the week of exams, 24 hours a day.

**15. Pets:** Residents are not allowed to keep pets of any kind on campus. No birds. No reptiles. No rodents. Feeding and temporarily keeping animals in or around living areas is also prohibited. Residents who do so will be subject to a fine, cleaning and fumigation fees, as well as possible disciplinary action.

**16. Posting:** Registered student organizations and College departments may request information to be distributed to each resident by obtaining authorization or written approval from the Assistant Dean for Student Life. Once approval is provided, the Office of Residence Hall will coordinate the delivery of the information.

Any postings, flyers or advertisements from a non-registered student organization or any outside entity will need stamped approval from the Director of Residence Hall. The Director reserves the right to deny approval for postings deemed inappropriate for the Residence Hall and may take down any non-approved postings.

Marygrove considers the entire exterior suite door, wall surrounding the exterior door, and hallway walls to be under the governance of The Office of Residence Hall. **Any postings deemed inappropriate may be removed by Residence Life or Campus Safety and Security Staff.**

**17. Recreational Equipment, Horseplay and/or Hall Sports:** Bicycles, skateboards and inline skates may not be used inside. In addition, students may not play basketball, football, hockey, Frisbee, participate in wrestling, boxing or any other type of physical activity inside the facility which may injure others or damage property. Under no circumstance is school property to be used in horseplay in the halls: wet-floor signs, carts, chairs, trashcans, etc.

**18. Residence Hall Entry:** Residents must present their ID to the Desk Aide upon entering the building. Non-Residents may not enter the building without a resident host.

**19. Self-Leadership:** All residents are expected to conduct themselves in a manner that promotes and supports the wellbeing of the community as well as the well-being of other members of the community. Therefore, the college reserves the right to confront behavior that is detrimental to the student or infringes upon the rights and sensitivities of others. In addition, *any* activities that take place in the suite belonging to the resident, whether the resident is present or not, are the responsibility of that resident.

**20. Solicitation and Media in the Building:** In order to maintain a comfortable and safe living and learning environment the Director of Residence Hall must approve all individuals looking to solicit in the building and must be notified of any unscheduled media (e.g. newspaper, television reporters) visits to the building.

**21. Trash/Littering: *Under no circumstances is trash to be placed outside of a suite in the hallway.*** All residents must regularly take their trash outside to the dumpsters. Trash must be placed in the dumpsters not next to the dumpsters. Trash cans in public areas are not to be used by residents to dispose of personal trash.

Any trash items that staff must remove from the building will result in fines which will be taken out of the resident's damage deposit.

**22. Trespassing:** Entry into any completely or partially closed area (including the roof or any area that is locked) is prohibited. Residents will be issued a student I.D card which will provide student access to appropriate doors.

**23. Weapons/Hazardous Substances:** The display, possession, use, or intent to use firearms, ammunition, firecrackers, dangerous weapons, explosives, or other hazardous objects or substances is prohibited. Weapons, explosives and other hazardous objects/substances covered by this regulation shall include, *but are not limited to*, the following: Gasoline, biological hazards (human excrement/vomit), Pepper spray or "Mace", Handguns, rifles, shotguns, BB guns, pellet guns, air/CO2 guns, paint guns, soft air guns, blow guns, or sling shots, longbows, compound bows, crossbows, and arrows, All knives (with the exception of culinary knives used solely in kitchen areas or for cooking purposes), and Martial arts weapons (e.g., numb chucks, swords and throwing stars). Residents taking a class that involves using weapons (e.g., ROTC and archery) should talk to their instructor or the corresponding academic dean for a storage location for their weapon.

**24. Windows and Window Screens:** For safety purposes, windows and screens must not be removed. To protect residents and maintain the environment, do not throw or drop anything out of a window. No one is permitted to exit, enter, or pass items in or out of the building via a window.

**25. Smoking Policy:** Marygrove College prohibits smoking in the residence hall and a minimum of fifty feet from the residence hall entrance.

### **Residence Life Student Conduct Process**

The Residence Life Department at Marygrove College is committed to maintaining a safe and productive learning environment. To accomplish this goal, the Department has developed residence life policies that reflect the values and standards of the community.

Given that our community is comprised of individuals with diverse backgrounds, lifestyles, and beliefs, the established policies and procedures aim to protect the rights of members of the College community, individually and collectively.

The Residence Hall program seeks the following in our student conduct process:

- Provide a living/learning environment where students can benefit by learning and demonstrating appropriate behavior, and;
- Foster an environment where residents and their guests understand that individuals are responsible for their actions and that there are natural consequences to inappropriate behavior.

The Residence Hall staff will confront issues as they become aware of them. Staff may learn of situations in a variety of ways including, but not limited to: while completing duty rounds, resident reports, desk Assistant reports, parent phone calls, social media sites, building cameras and/or, from the other college employees.

Marygrove College's philosophy of discipline is one of education. While there are consequences for violations of community standards of behavior, our goal is to help students grow and learn from their mistakes and become active and positive members of our community.

Residence Assistants, Desk Aides, and Security staff will contact a professional staff member when situations become escalated or it is apparent that a resident/guest poses a threat to himself or others, when there is a violation of campus or state/federal law or for any other situations where staff deems it necessary.

It is easy for residents to be upset when they are confronted by a staff member and become argumentative and non-compliant. We encourage residents to keep in mind that the staff is just doing their job. Residents are expected to be cooperative, understanding, and patient when confronted.

There are a variety of ways situations may be managed depending on the type of situation or policy violation. The following is the protocol for managing policy violations within the residence halls; these policies fall under the umbrella policies of the Marygrove Student Code of Conduct.

**The following are steps relating to an incident within Residence Hall:**

**Step 1:** An issue or policy violation occurs.

**Step 2:** A staff member confronts the situation.

**Step 3:** A staff member determines next step (verbal warning, contacting professional staff member, notifying law enforcement, etc.).

**Step 4:** Situation is managed and the staff member takes notes to provide documentation.

**Step 5:** Documentation is created for the Director of Residence Hall, the Director of Campus Safety and Security, and other appropriate individuals. Notifications types include: phone calls, incident reports, duty log notations, and/or e-mail summaries.

**Step 6:** The Director of Residence Hall reviews notification material and determines how the situation will be handled. Levels of situation management may include: Residence Life staff; Assistant Dean of Student Life; Director of Campus Safety and Security; and or any Administration deemed appropriate by any of the above individuals.

**Step 7:**

- In some situations, a Student Conduct Hearing is not required; however the student will receive a letter noting the situation and warning that if further non-compliance continues a conduct referral will be made. Examples of when this may be the outcome of an incident include: noise violations during quiet hours, candles found in a suite, or not escorting guests.
- There are situations where a Judicial Board Hearing is required. In those cases a campus administrator approved to review and hear student conduct cases is assigned to schedule a meeting with the student(s) involved in the incident report.

**Step 8:** When students are referred to a Student Conduct hearing, they are contacted by the campus administrator, a meeting is scheduled and the situation is discussed.

**Step 9:** Following the meeting between the campus administrator and student, a letter is sent to the student by the administrator summarizing the meeting. This letter will include the outcome / decision (responsible / not responsible) and could include sanctions, deadlines and what occurs if the student fails to complete sanctions. Letters are sent to students at the Front Desk and to the Marygrove email account.

**Step 10:** Student completes necessary sanctions, signs a behavioral awareness form, and provides confirmation of the completion to the required administrator.

Each incident is handled on a case-by-case basis and therefore sanctions may vary depending on the specific conditions involved in each incident.

The following sanctions may be imposed upon any student found to have violated the outlined Residence Life Policies. The list of sanctions is meant to be illustrative rather than exhaustive. The College reserves the right to create other sanctions based on the nature of the misconduct.

Possible Sanctions:

- Guest Policy Violations: warning, loss of visitation privileges, student conduct probation.
- Noise Violations: Warning, loss of visitation privileges, removal of offending devices (radio, video games, TV, musical instruments), student conduct probation.

- Alcohol Violations: student conduct probation, loss of visitation privileges, written sanctions, community service/education, required counseling/rehabilitation program, loss of housing, suspension, notification of violation to law enforcement.
- Other violations (misconduct, failure to comply, etc.): student conduct probation, loss of visitation privileges, written sanctions, community service/education, required counseling/rehabilitation program, loss of housing, suspension, notification of violation to law enforcement.

**Appeal Process:** Residents who feel they have sufficient grounds for appeal may do so by contacting the Director of Housing

## Room Entry and Confiscation Policy

### **Suite Entry**

In accordance with our educational mission, the College aspires to maintain a healthy and safe environment, as well as respecting and preserving your right of privacy. The College, however, reserves the right to make periodic administrative entrance and inspections of suites and individual bedrooms (whether or not the residents of the room are present) whenever:

There is a threat to the safety or well-being of the room's occupants or other residents. Examples include: a report of self-harm, faulty equipment, suspicion of physical danger, smell of or visible smoke, etc.

There is reason to believe the occupants of the room are violating a College rule/regulation or state/federal law. Examples include: smell of illegal substance and no one answers door, sounds, smells, or words heard from a suite relating to alcohol consumption. The College reserves the right to remove any object or material which would constitute a violation of College policy

There is reason to believe that there is imminent hazard to the property and subsequent removal of any hazard discovered. Examples include: fireworks, smell of gasoline, report of weapons, water leaks, or smoke detectors covered/removed.

Disruptive noise is impeding a member of the communities' ability sleep, study, read, etc. Examples include: alarm clock sounding and resident has left, stereo left on and no one home, noise is loud and no one is answering repeated knocks at door.

To address any needed maintenance repairs/concerns. Examples include: repairs to appliances, routine maintenance – caulking showers, window repair/sealing and wall crack repairs.

When it is necessary for authorized college personal or their agents to search a student's room without the occupant's present two (2) staff members will be present. A student who believes this policy to have been violated may appeal directly to the Director of Residence Hall.

## **Health and Safety Inspections**

In order to ensure suites are being maintained properly and to check for unreported damage, Residence Life staff and security collaborate to complete Health and Safety Inspections. This check is of the full suite –living room, bathroom and each bedroom. These will take place periodically throughout the semester.

## **Confiscation**

Certain items are prohibited in the residential areas of the college because of health, fire, or safety reasons; city, state, or federal law; or college policy. When these items are encountered or discovered by college officials, they are subject to confiscation. College personnel, including Police & Safety officers, and Residence Life staff members, have the authority to confiscate items.

Items prohibited by college policy for health, fire, or safety reasons may be returned to the owner at the end of the term (or earlier by arrangement with the Director or hall Director of the respective area) provided that the item be removed from campus immediately and not returned to the premises. Illegal items (such as controlled substances, drug paraphernalia, and weapons) are not items that can be released and will not be returned.

Prohibited use or possession of alcohol will result in its confiscation and disposal. Typically, the resident in possession of the alcohol will be asked to dispose of it. Alcohol containers, whether empty or full, are prohibited and will be confiscated.

Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized (or at the end of the summer term if confiscated during the summer) will be disposed of without notification or recovery. When possible and appropriate, items will be donated to a local charity.

## **Room Entry and Confiscation Policy Addendum**

These steps outline the process for suspected drug and alcohol usage, including smells of drug use and behavior that reflects illegal substance in all Residence Halls (Florent Gillet and Student Center):

1. A Housing and Residence Life staff member will contact Campus Safety by calling 313-927-1411 requesting an officer and the on duty Supervisor.
2. Campus Safety will, including where the door goes unanswered, if necessary, enter the rooms and confiscate any inappropriate items, including all drug and alcohol and paraphernalia.

Each incident is sent before the Judicial Board and is handled on a case-by-case basis; therefore, sanctions (as decided by the Judicial Board) may vary depending on the specific conditions involved in each incident.

The student will be notified within 48 hours of the Judicial Board hearing. All students involved are able to present their case before the Board in person. Should a student not be able to appear in

person, an email can be sent to Tiffany Jennings (tjennings@marygrove.edu), Judicial Board Chair, within the 48 hour notification period that will be presented on their behalf the day of the hearing.

Marygrove College adheres to a zero tolerance drug and alcohol policy. Be aware in certain cases, the immediate removal from on campus housing can take place.

The College, however, reserves the right to make periodic administrative entrance and inspection of suites and individual bedrooms, whether or not the residents of the room are present.

**Thank you!**

Thank you for selecting Marygrove as your College of choice. We are here to make your educational experiences meaningful, fun, and enriching. The policies stated above are one of the many ways that we will assist in your personal growth and development. The policies also provide clarity and guidelines for living in community. In addition to easy access to classes and college resources, living on campus can be a very rewarding experience that could positively impact your life for years to come. Have a good academic year!