

# **VOLUME 7 – Student Policies**

## **7.1.1 College Regulations**

All students are expected to follow the policies and regulations of the college including those published in the policy manual, catalog, and student handbook. When a student enrolls in the College, it means that they have accepted that they are subject to the college's policies and regulations. Therefore, all students have the responsibility to be familiar with Southwestern Community Standards. Actions or behavior inconsistent with the College's policies and procedures, which are based on Christian and academic traditions of the institution may result in conduct sanctions, campus housing restrictions or suspension, or academic suspension or expulsion as set forth in this Volume.

## **7.1.2 Residential Campus**

All full-time students are required to live on campus except those who are married, veterans, twenty-one years old or older AND reached senior status, or live with their parents or legal guardians (within 50 miles of campus). One large dining hall, a snack bar, and mail center are located in the student center and serves the main campus in Winfield. Students who live in a residence hall on campus are required to purchase a meal plan subject to the exclusions below. Residents who do not select a meal plan will be assigned the meal plan with the highest allotted of meal credits. No meal purchase is required for Honor or Warren Avenue Apartments. Rooms for new students are assigned by the director of housing during the summer. The college reserves the right to make changes in room assignments and living accommodations. Studios, one-bedroom, and two-bedroom apartments are available as well as residence halls with suites consisting of two rooms and a common bathroom.

## **7.1.3 Room Deposits**

All resident students are required to make and maintain a \$150 room deposit upon entering the college. Damages will be charged against this deposit as described by the housing policies of the college. The room deposit remains permanently on account until the student withdraws from college, graduates, or is given permission to move off campus. At that time a refund check will be issued after the student account balance has been adjusted for any damages or fines. A student who requests a room for a forthcoming term and then cancels that reservation may lose the housing deposit. Students who move in and then decide to leave are charged the full room rate, but the room deposit is refundable.

### **7.1.3.1 Family in the Classroom or Workplace**

Generally, family members should not be present with students in the classroom or in a place of student employment. The only exceptions should be occasional visits or emergency.

## **7.2 Student Affairs Personnel Vice President of Student Affairs**

Dean of Students—provides administrative leadership for student affairs.

Director of Residence Life-Assistant Dean of Students—oversees campus housing, retention, assists with student concerns.

Assistant Director of Residence Life—assists with campus housing.

Director of Security/Safety—oversees a safe and secure campus community.

Director of Campus Life- provides leadership for the Student Government Association and Student Foundation. Creates and manages student activities.

Security Officers—helps to maintain a safe and secure community Resident Directors—live in the residence areas on campus. Their tasks include maintaining a safe and secure housing environment.

The resident directors are available to students to listen, answer questions, and provide guidance and support when necessary. Resident Assistants—live on designated floors and help advise new students with a transition to residential life.

Apartment Manager—lives in the apartment areas on campus. Their tasks include assisting residents in their housing environment. They are available to answer questions and provide

## **7.2.1 Student Organizations and Activity Program**

Student organizations are formed to meet the social, academic, and service needs of the students. They give the incentive and opportunity for student leadership and interaction.

### **7.2.1.1 Student Government Association**

The objective of student government is to involve the student directly in the formulation of campus concerns and policy. The Student Government Association is the main student governing body and concerns itself with all phases of campus life. Representatives from the student body, appointed by the SGA, hold positions on a wide variety of committees throughout the institution. SGA maintains its own budget and allocates fees to student campus projects. Additional information regarding the SGA is provided in Volume I of this policy manual.

### **7.2.2.2 Student Foundation**

The Student Foundation is responsible to the student body to direct and plan a range of activities, supported by the association's budget, to meet the entertainment needs of the student body.

### **7.2.2.4 Academic and Honor Societies**

The college has active chapters in national honor societies. Membership in these organizations is in recognition of good scholarship and effective participation in the respective fields. Each year, those seniors who have been academically outstanding in college are honored by being named members of the Order of the Mound. Ten percent of the graduating class may be named. Transfer students must complete at least 60 semester hours on campus in order to receive consideration.

The Masterbuilder Award is the highest honor students can confer upon a senior. Selection is completed through a general student election prior to commencement. The college also elects members to Who's Who Among Students in American Universities and Colleges. Selection of no more than ten percent of the senior class is based upon total leadership, including scholarship, campus activities, contribution to college life, and future promise.

## **7.3 Policy on Alcohol and Drugs**

The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of the college or as part of any college activity taking place off college property. Additionally, the possession, use, or distribution of alcoholic beverages or illicit drugs is strictly prohibited as part of any activity taking place on college property, even if that activity does not involve students or employees.

No college funds will be expended for the purchase of alcoholic beverages or illicit drugs at any group activity taking place on or off college property (e.g. alumni event, campaign reception, etc.)

Students who violate the terms of this policy may be reported to the appropriate law enforcement officials if local, state, or federal statutes are involved and will be subject to the following sanctions:

1. Placement on probationary status
2. Temporary suspension from classes and activities
3. Suspension for a semester from classes and activities
4. Expulsion

In addition to the above sanctions, a student may be required to meet with a campus counselor. In lieu of suspension or expulsion, a student may be required to complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

Students who host, participate or attend activities where alcohol or illicit drugs are present on campus property violate the college's code of conduct and may result in discipline. They may be reported to the appropriate law enforcement officials if local, state, or federal statutes are violated in addition to facing college action.

## **7.4 Hazing**

Hazing by any group or organization is not allowed at Southwestern College. The college defines hazing as any action or activity taken or situation intentionally created, whether on or off campus, which produces psychological abuse, physical abuse, improper obligations or time restrictions. Consent or pledge does not exempt any organization from this regulation. Therefore, any instance of physical abuse, psychological abuse, improper obligations, requirements, or time restrictions involving new members and their activities associated with an obligation for membership shall therefore be understood to be incidents of hazing.

### **7.4.1 Physical Abuse**

Physical abuse is understood to be any action taken or situation created which may foreseeably cause pain, injury, or undue physical stress, fatigue or discomfort where such act has the purpose or effect of humiliating, degrading, or embarrassing the recipient without legitimate purpose. Examples of physical abuse include but are not limited to the following:

- Forced consumption of alcohol
- Forced or required consumption of non-alcoholic beverages or substances

- Forced or required consumption of spoiled foods, raw onions, goldfish, or any unpalatable foods which an individual normally refuses to eat
- Dropping food in mouths as part of any initiation
- Calisthenics such as push-ups, sit-ups or runs that are not for the purpose of healthy exercise
- Tying individuals to chairs, poles, or other objects
- Simulated or actual branding
- Causing excessive fatigue through physical or psychological shocks, such as forced participation in extreme exercise beyond normal ability
- Paddle swats of any nature, including the trading of swats with activities
- Pushing, shoving, tackling or any other kind of physical abuse that does not have a legitimate purpose, such as athletics.

Throwing anything, such as whipped cream, garbage, water, paint, etc., at an individual.

### **7.5.2 Psychological Abuse**

Psychological abuse is understood to be any action taken by an individual, club or organization to create a situation which may foreseeably produce embarrassment, ridicule, harassment, mental or emotional discomfort, or be threatening or frightening in nature. Examples of psychological abuse include but are not limited to the following:

- Line ups, any form of verbal abuse, or any other activity which serves no constructive purpose
- Deception, prior to the ritual, which is designed to convince a pledge/associate member that the person will not be initiated or that the person will be hurt during the ritual ceremony
- Yelling or screaming at pledge/associate member
- Calling pledge/associate members demeaning names
- Any audible harassment that is not otherwise covered under the College's anti-harassment or discrimination policies
- Any individual or group interrogations of a negative or demeaning nature.
- Creating areas that are uncomfortable due to temperature, noise, size or air quality.

### **7.7 Meeting and Time Restrictions (General Program Restrictions)**

All students at the college are recognized to have academic and collegiate obligations which must be supported by campus groups and activities.

Examples of improperly restrictive time requirements imposed by an individual, club or student organization include but are not limited to pre-initiation and initiation periods and are as follows:

- Any activity or requirement which is so time consuming as to significantly interfere with class work or study time. This includes but is not limited to pre-initiation and initiation periods.
- Conducting a new member-related activity between the hours of 12:00 midnight and 6:00 a.m. Sunday–Thursday.

- Permitting less than six continuous hours of sleep for pledges/associate each night between 12:00 midnight and 9:00 a.m.
- Conducting any non-academic pledge/associate activity within one complete week prior to final examinations each semester.

### **7.7.1 Improper Requirements or Obligations**

All membership requirements or obligations must in some way enhance the individual's emotional, spiritual or intellectual development. Examples of improper requirements or obligations include but are not limited to the following:

- Endorsing pranks such as panty-raids, harassing another organization, etc.
- Endorsing an activity that violates Federal, State and/or local laws as well as campus policies or that is objectionable.
- Endorsing an activity which is disruptive to classes or other student areas.
- Defacing trees, grounds, buildings, or objects.
- Conducting quests, treasure hunts, or little sister hunts that include illegal activity, physical abuse or psychological abuse.
- Requiring pledge/associate members to march in formation.
- Requiring memorization of non-fraternity related materials.
- Not permitting pledge/associate members to talk for extended periods of time.
- Endorsing public stunts or buffoonery.
- Encouraging pledge/associate members to act like animals or other objects.
- Intentionally messing up a room for pledge/associate members to clean.
- Encouraging total or partial nudity at any time.
- Encouraging pledge/associate members to run personal errands or any other form of personal servitude.
- Encouraging pledge/associate members to participate in the act of flouring and/or showering other members.

#### **7.7.1.1 Clubs & Organization Sponsors**

All organizational activities must have a sponsor (who is a Southwestern Employee) present. If no sponsor is present at an event, the club or organization risks being put on probation or suspension. The director of campus life will meet with the leaders of the club or organization to determine the next steps in helping the organization be successful and utilizing a sponsor effectively.

## **7.8 Student Code of Conduct**

Student Affairs has developed the following code of conduct to provide direction for students

attending Southwestern College. It should be understood that the Southwestern College disciplinary system is not a court of law and strict rules of evidence do not apply.

This code of conduct applies to all conduct occurring on the college's campus, in its programs and activities or at college sponsored events, except where the conduct is covered by the college's Title IX Policy and Procedures. Incidents off campus will be reviewed by the vice president of student affairs or designee, and students may be subject to this code of conduct and held responsible for their behavior for off-campus actions as well. Descriptions of prohibited conduct are listed above in Sections 7.3-7.7. The college may also invoke this process for inappropriate conduct not listed above.

Each school year, students, staff and faculty of the college join together out of a mutual commitment to promote each person's personal and corporate development. Every attempt needs to be made by all participants in our learning community to assure that intellectual, spiritual, social, emotional, and physical growth is maximized. All members of our community work together to provide a positive and safe community. All college policies and procedures are designed to be fair, respectful, and non-discriminatory.

### **7.8.1 Interim Suspension**

The vice president of student affairs or designee may interim suspend a student from the college for an interim period pending disciplinary or criminal proceedings or for medical evaluation. An interim suspension may be imposed whenever there is specific and individualized information that the student poses a substantial and immediate threat to him/herself, to others, or to the continuation of college functions.

The vice president of student affairs or designee will notify the student in writing as soon as possible after being notified of the alleged misconduct. The notice will include: The basis for the Interim Suspension, the process for appeal and review of the Interim Suspension and the information on how to contact the security office for questions about the terms of the Interim Suspension and for permission to enter college property for limited purposes. Other relevant staff and faculty may be informed of the Interim Suspension.

A student may appeal the interim suspension to the vice president of student affairs or designee within two (2) business days. The interim suspension remains in effect during any appeal. The student will be given the opportunity to meet with the vice president or designee in person (if appropriate) within 2 business days of submission of appeal. Only the following issues may be discussed during the meeting: The reliability of the information concerning the student's conduct and whether the conduct and circumstances reasonably indicate the continued presence of the student on college property poses a significant risk to the health or safety of any member of the college community, operations or educational process.

During the period of Interim Suspension, the student may explore opportunities for continued academic progress remotely. Decisions regarding continued academic progress are made at the sole discretion of each faculty member. It is the responsibility of the student to communicate with each faculty member.

Students subject to Interim Suspension may be restricted from accessing the college campus, as well as events on or off campus, pending the outcome of a disciplinary hearing. The student may request access by contacting the vice president of student affairs or designee. If access is granted and a student violates the terms of that access, the student may be denied all access to the college

campus and on or off campus events and may be subject to disciplinary action for non-compliance.

The Interim Suspension shall not exceed a reasonable time, assuming the student's response to notice is timely. A disciplinary hearing on the alleged violation(s) of the code of conduct will be promptly scheduled. If a student is formally suspended, the effective date will be the date of the interim suspension.

### **7.8.2 Definitions**

1. College means Southwestern College
2. College premises includes all land, buildings, facilities, and property in the possession of or owned, used or controlled by the college.
3. Excessive means three or more violations of the code of conduct, policies, rules, and regulations during a student's matriculation at Southwestern College.
4. Organization means any number of persons who have complied with the formal requirements for college recognition as stated in the student government association constitution.
5. Appeal means the process used to evaluate the decision made by a student affairs administrator.
6. Incident means behavior by students that violates the official policies, rules and regulations of the college.
7. Sanction means the penalty or restriction placed on a student as a result of being found in violation of the policies, rules, and regulations of the college.
8. Hearing means the formal process used to hear facts and determine if a violation has occurred.
10. Business days refers to those days when offices are open to conduct business, excluding Saturday and Sundays.

### **7.8.4 Procedure**

1. Prohibited conduct may be reported to any of the following student affairs administrators: Resident Advisor (RA), Residence Director (RD), Apartment Manager (AM), Student Affairs administrative assistant, director of safety and security, director of campus life, director of residence life and dean of students/vice president of student affairs.
2. The student affairs administrator will submit an incident report with the student affairs office. An incident review committee, consisting of student affairs staff, will determine if there is reason to proceed to meeting with a hearing officer. The hearing officer will be a student affairs staff member.
3. If there is no reason to proceed or if there is insufficient information to proceed, no action will be taken.
4. If reason to proceed is found, the involved parties will receive notice of a meeting scheduled with a hearing officer(s).
5. At this meeting the hearing officer(s) will discuss the incident with the involved parties. The hearing officer(s) may determine if the involved students are responsible for any policy violations. However, if more information or witnesses are needed, that process may take additional time.

6. After a decision is made by the hearing officer(s), any appropriate sanctions will be given to the student who has been accused of engaging in the prohibited conduct.
7. If an accused student fails to appear at the meeting and refuses to participate in the student conduct process, the hearing officer(s) will make a decision regarding their responsibility with the available information.
8. The student is responsible for completing their assigned sanction by the given deadline.

### **7.8.5 Appeal**

A student may appeal the decision or sanction resulting from any violation within three (3) business days from the date of the decision letter. The appeal is requested by completing an Appeal Form in the student affairs office. A student affairs administrator not previously involved in the student's conduct hearing will review the appeal.

A student must provide detailed justification for the appeal that goes beyond mere dissatisfaction. Appeals may be made and considered using the following categories:

- A procedural error was made that had a significant influence on the decision
- New information or relevant facts have surfaced were not available at the original hearing. The absence of this information has significant influence on the decision
- The sanction imposed was inappropriate for the violation

The appealing student is responsible for proving grounds for the appeal exist. If the appeal is granted from the above guidelines, the case will be remanded to the initial hearing officer(s) to take into account new information.

### **7.8.6 Sanctions**

The college recognizes that each individual is unique and each incident occurs under varying conditions. Therefore, specific sanctions for each violation are not established. If a student fails to complete his or her assigned sanction, he or she will incur a fine between \$50 to \$150 fine and other possible disciplinary action. The following sanctions may be implemented individually or in any combination by the appropriate disciplinary authority. This list is representative and is not inclusive. Cases that involve dating violence, domestic violence, sexual assault, and stalking are subject to the sanctions listed in the college's Title IX policy.

- Parental Notification

Subject to the limitations of FERPA, parents or guardians may be notified when a student is charged with a more serious incident or multiple policy violations. They may also be notified when a student is suspended or expelled during the discipline process. Parents or guardians may also be notified about other disciplinary actions and serious concerns at the discretion of the Vice President of Student Affairs/Dean of Students (or designee). Parents or guardians also may be notified about other disciplinary actions or serious concerns at the discretion of the vice president of student affairs, dean of students (or designee).

- Warning

A student may receive an oral or written warning after the hearing process that



engaging in continued violation of the college code of conduct, policies, rules, and regulations may result in increased sanctions.

- Alternative Forms of Discipline

A student may be subject to procedures designed to fit the discipline to the individual and to the circumstances surrounding the particular case such as a research paper, letter of apology, reflection paper, and/or educational seminar.

- Dining Hall Suspension

A student may be removed from the dining hall for an assigned period of time and under such conditions as deemed necessary with regard to the terms of the student's re-admission to the dining hall. Meals may not be obtained through the dining hall in any manner during this period. A refund of charges shall not be given.

- Evaluation/Counseling

A student is required to obtain an alcohol and/or drug evaluation, and/or receive counseling for a designated number of sessions.

- Community Service

A student may be required to spend one or more hours volunteering, under supervision of an appropriate individual.

- *Fine*

A student may be fined an amount not exceeding \$500 per semester, in addition to paying for restitution.

- Disciplinary Probation

This sanction is usually in combination with one or more other sanctions. If another incident occurs while on disciplinary probation, the student may be suspended from the college.

- Individual Student Suspension

A student may be removed from the college for an assigned period of time and under such conditions as deemed necessary with regard to such factors as the student's campus visiting privileges and terms of the student's re-admission to the college. A refund of tuition, fees, and room/board charges is dependent on the college's financial aid policy.

- Restitution Compensation

A student may be required to pay restitution compensation for damages to persons or property caused by the student's actions.

- Suspension from Campus Facilities

A student may lose privileges of entering selected campus facilities for a specific period of time. A refund of tuition, fees, and room/board charges is dependent on the college's financial aid policy.

- Expulsion

A student may be expelled from the college. This penalty results in an immediate and permanent ban from enrollment. A refund of tuition, fees, and room/board charges is

dependent on the college's financial aid policy.

### **7.8.7 Readmission for Administrative Withdrawn Students**

A student wishing to be considered for readmission after being administratively withdrawn must contact the vice president of student affairs or designee. This policy does not supersede any other college policies regarding admissions, academic performance, student code of conduct, or international immigration requirements.

To begin the readmission process, the petitioning student must have completed the following steps by July 15<sup>th</sup> for the fall semester and December 1<sup>st</sup> for the spring semester.

- Submit a letter of readmission to the student affairs office with details of activities since leaving Southwestern College that explain why the student was removed, what they have done to correct the issue since that time, and their plan for avoiding behavior or other incidents if readmitted.
- The student must meet all previous financial obligations before an evaluation of readmission will be determined.
- Provide an official transcript showing satisfactory academic work and behavioral conduct if they attended school elsewhere.

The decision on readmission will be conducted by the vice president of students or designee and the vice president of academic affairs or designee. They will gather pertinent information, consult with campus personnel, and evaluate the readmission letter and supporting documents from the student. Each individual case will be evaluated by:

### **7.8.6 Medical Leave/Medical Withdrawal**

Students who experience health problems may request a **medical leave** or medical withdrawal from the college. A medical leave may be requested for an upcoming semester, or up to and until the last day to enroll for the semester. After this date, registered students can request a **medical withdrawal** from classes up to and until the date that final grades are due.

Such requests must be accompanied by medical documentation from an appropriate medical professional (i.e., M.D., D.O., Psy.D, LPC), indicating that the leave or withdrawal is recommended. Students should note that the preparation of this statement will require their formal consent to release relevant information from appropriate medical professionals to the college, and for the college to release relevant information, as needed, to those medical professionals. If a medical withdrawal is approved, the student will be withdrawn from all classes by the Registrar and will receive a "WD" on their transcript for each class, so that they receive no credit or grade for these courses, leaving their GPA unaffected.

Students may not withdraw from selected classes, but only from their entire class schedule of coursework. Students seeking to pursue a medical leave or withdrawal from the college must start the process with the vice president of student affairs. Official withdrawal from the college can also have specific financial and academic implications. It is recommended that students also meet with their academic advisor and director of financial aid.

Please note that federal and state financial aid regulations do not allow students to be on any type of official leave from the college, including medical leave, for more than two consecutive semester or 180 days, without applying for re-admission to the college. Therefore, students who

are on leave for more than two semesters will be withdrawn from the college, and must reapply through the office of admissions. Readmitted students have their financial aid re-evaluated at the time of admission and follow the academic catalog of the year of readmission, which may change the range of academic programs they may pursue. A student who wishes to return to campus following a medical leave must furnish the appropriate documentation from a medical professional, stating that the student has received the appropriate medical attention and is, in the professional's opinion, ready to resume studies to the college.

Under certain circumstances, the college may require a student to withdraw from the college for medical reasons, or take a medical leave of absence. Such action is warranted if, in the judgement of a team of professional Southwestern College staff members, the student poses a threat to the lives of others or exhibits behavior that seriously interferes with his or her ability to function and/or with the educational environment and pursuits of others.

### **7.8.7 Disciplinary Records**

Unless otherwise specified in another college policy, the student affairs office maintains disciplinary records for seven years after the student leaves the college. Under the Family Educational Rights and Privacy Act (FERPA), students have a right to access their own disciplinary records. Records may be released to a third party if permitted by FERPA.

## **7.9 Housing Policies**

### **7.9.1 Residency Requirements**

All full-time main campus students are required to live on campus except those who are married, veterans, twenty-one years old or older AND reached senior status, or live with their parents or legal guardians (within 50 miles of campus).

Students who drop below full-time status (12 hours) must have approval from the Assistant Dean of Students/Director of Residence Life to continue to live on campus.

#### **7.9.1 Room Deposits**

All residents are required to make and maintain a \$150 room deposit upon entering the college. Damages will be charged against this deposit as described by the housing policies of the college. The room deposit remains permanently on account until the student withdraws from college, graduates, or is given permission to move off campus. At that time a refund check will be issued after the student account balance has been adjusted for any damages or fines and the student does not have an outstanding bill with the institution.

A student who requests a room for a forthcoming term and then cancels that reservation may lose the housing deposit. Students who move in and then decide to leave are charged the full room rate, but the room deposit is refundable.

#### **7.9.2 Care of Rooms/Residence Hall/Apartments**

1. Students must leave their rooms in the condition in which they were found at the

beginning of occupancy. Rooms must be broom clean, and include all required furniture.

2. Students must receive prior approval from the Director of Residence Life before making any room modifications.
3. All furniture within the room must remain in the room throughout occupancy unless arrangements are made with the Resident Director.
4. Any damage to a room, common area, or its furnishings will be assessed to the student responsible for the damage. Any damage outside the individual rooms for which personal responsibility cannot be determined may result in all residents of that community charged equally. Students who voluntarily report damage done accidentally will not be penalized, but will be expected to pay for all repairs.

### **7.9.3 Assigned Check-In Time**

1. All residential students receive specific information regarding check-in procedures with their admission information. Parents should verify that home-owner's insurance covers personal items in case of loss, theft or damage. If not the college recommends students acquire renter's insurance. Southwestern College assumes no liability for theft, loss, or damage to any property of the student, including loss from fire, flood, or wind.
2. Students will report to the assigned living area and complete the necessary paperwork required by Residence Life before receiving their key. No keys are given until check-in procedures are completed. Any corrections to a Room Condition Report must be made within 24 hours.
3. The Room Condition Report will be retained and reviewed at check-out. Any damages will be billed to the student.

### **7.9.4 Assigned Check-Out Time**

1. Students must make an appointment to check out with the Resident Assistant, Resident Director, or Apartment Manager 24 hours prior to moving out.
2. The Resident Assistant, Resident Director, or Apartment Manager will go over the Room Condition Report with the student.
3. If a student loses or fails to return a key, the student will be charged. If the key breaks, a new one will be issued at no charge as long as the broken pieces are returned.
4. If a student exits the College, the date the check-out process is completed is the date the billing for the room will cease.
5. Consult the academic calendar on the registrar's web page for times for checking out of rooms/residence halls. Exceptions to this policy will be made only under extreme circumstances. Students who request an exception to stay in the residence halls during a period when the halls are closed must submit a written request to the Director of Residence Life (or designee) at least one week prior to check out deadlines.
6. Any items left in rooms after the check-out period will be disposed of.

7. If there are any damages to the room the student will be notified. Damage charges will be applied against a student's residence hall deposit account.

### **7.9.5 Damages to Room, Residence Hall, or Apartment**

Damages within a room will be charged to the student or students assigned to the room. Damage in public areas of the building will be charged to all community members unless the responsible party is identified. The college does not assume responsibility for the damages or loss of any student property. All charges are applied to the room deposit.

### **7.9.6 Decoration of Rooms**

Students should use common courtesy and tasteful decorating practices when decorating their rooms. No signs or posters referring to alcohol or drugs may be displayed on or near the window or door that may be viewed from anyone outside the room. Public display of items which are offensive to others in the campus community may be requested for removal. No display and/or collection of alcohol containers, full or empty, will be allowed anywhere in the residence halls or apartments. No wall papering of the residence hall room or apartment with spent alcohol boxes or cartons will be allowed. The decoration of rooms must conform to the regulations set forth by the state fire marshal. Exits may not be blocked. Arrangement of the room should not obstruct air circulation through the air convector units. No burning of any kind, including candles and incense is permitted. The Director of Residence Life has the right to require students to make changes in their room if deemed unsafe, offensive, or if a damage to the facility could occur.

Beds may be bunked only to the height of standard bunk beds. A resident director must be notified when beds are being bunked or any lofting of beds takes place. Materials that can permanently damage walls, such as tacks, duct tape, nails, etc., should not be used for pictures, posters, or other decorations. Any window covering must be approved by the Resident Director or Apartment Manager.

### **7.9.7 Housing Grievances**

1. Students are encouraged to resolve problems directly with each other if possible.
2. If problems persist, the student is encouraged to seek out a Resident Assistant or Apartment Manager.
3. Grievances will be resolved as quickly as possible.

### **7.9.8 Guests**

Residents may have overnight guests of same gender in their room or apartment. Overnight guest arrangements must be made with the Resident Director. The maximum number of consecutive nights a guest may stay is three. The student's permission must be given in writing to a housing staff member before any non-residents of the space enter the room without the student present. All policies regarding guests apply to family members. Students are responsible for guests observing residence hall and institution regulations.

### **7.9.9 Custodians and Maintenance**

Custodians clean the public areas of the residence halls. Plant operations personnel will enter rooms to make repairs and inspect the furnishings and condition of the room. Students must make notice of the need for repairs to the facilities department. RDs and RAs will periodically inspect the cleanliness of residence hall rooms to prevent problems and

possible check-out fines. If pattern continues, an incident report may be filed.

### **7.9.10 Keys**

Room keys and building keys are the property of the college and must be presented to residence life staff if requested. A room or outside door key that is lost, stolen or destroyed will result in a charge to the student for a replacement. Students who must be let into their rooms by a college employee due to a misplaced key may be charged.

### **7.9.11 Laundry Equipment**

Washers and dryers are located throughout the campus. The cost to operate these machines is covered by a laundry fee charged to the student's account.

### **7.9.12 Meal Contract**

Per the Southwestern College Housing Contract, all residents, except those residing in the Warren and Honors apartments or those who student teach must have a meal contract. Meal service dates are listed on the official college calendar. When a student signs a contract to live in campus housing, the student has a choice of meal plans. Residents who do not select a meal plan will be assigned the meal plan with the highest allotted meal credits.

. Each meal plan includes a declining balance that can be used in the Java Jinx, Stir and Bustle, or Cafeteria. The meal credits can only be used in the Cafeteria. Meals will need to be used by the end of the semester or they will be lost, but declining balance amounts purchased outside of a meal plan can be rolled over from the fall semester to the spring semester.

The meal contract is only valid during food service hours.

### **7.9.13 Pets on Campus**

Any pets in the residence halls or apartments must be approved in writing by the Director of Residence Life.

### **7.9.14 Quiet Hours**

Residence hall quiet hours are necessary to insure privacy and the need for study and rest by students. Quiet hours are from 10 p.m. to 10 a.m. Hours other than designated quiet hours are considered courtesy hours where residents respect their neighbors. Students are expected to use common courtesy for their roommates and those living in the residence halls and apartments.

### **7.9.15 Room Changes**

A room change form must be filled out and returned to the Director of Residence Life who will make a room assignment and notify the students if and when a room change may take place. The students will be billed accordingly for the room change based on the date of the move.

The college reserves the right to require or refuse a student to change rooms or residence halls at any time for reasonable cause. A student can be dismissed from campus

housing when in violation of policy or as deemed necessary by the Vice President of Student Affairs/Dean of Students.

### **7.9.16 Consolidation Policy**

When necessary or desirable, the college will change room assignments when vacancies occur in a double room. It is the student's responsibility in cooperation with the Office of Residence Life to find a new roommate if his/her roommate moves out. If a roommate is not found, the remaining student must consolidate with another student or assume an increased rate. Freshmen are not allowed to have private rooms their first semester. The college will not assume any financial responsibility due to room or roommate changes.

### **7.9.17 Administrative Room Search Policy**

The vice president of student affairs and designee(s) have the right to enter any room in a campus residence hall or apartment when there is information to indicate that there is potential danger to a person or property or if they believe a violation of policy has occurred. If not present, the students will receive verbal or written notice to indicate their room was entered. Two members of the Residence Life staff/Administrators/Security must be present during all room searches.

Residence Life Staff has the right to enter all rooms for health and safety inspections at any time and during all breaks to unplug appliances or check for damages. Students may be found in violation of the code of conduct during these checks.

The college does not arbitrarily search residence hall rooms or apartments. Nor does the college arbitrarily seize student property. College officials have the right to enter and inspect residence hall rooms and apartments, as well as their contents, when necessary to protect and maintain the property of the college, preserve the health and safety of students, or maintain conduct standards. College officials have the right to seize student property in the course of these inspections.

Room searches will be documented and reported to the Assistant Dean of Students by the close next working day. Decisions to conduct all-hall or all-apartment searches must be approved by the Assistant Dean of Students/Director of Residence Life prior to conducting the search.

### **7.9.20 Fire Hazards**

No smoking or tobacco use is permitted inside any campus building including student rooms. Burnt or burning candles and incense are fire hazards and are not allowed. No open flame of any kind is allowed inside campus buildings. Halogen lamps are not permitted in any campus building. Other prohibited items in residence halls include but are not limited to the following:

- Halogen lights
- Toasters and toaster ovens
- Hot plates
- Electrical skillets
- Space heaters
- Heat lamps
- Electric coffee makers without automatic shut off

Exceptions: Honors and Warren apartments may have the following kitchen appliances:

- Toasters and toaster ovens
- Hot plates
- Electric skillets

All electrical appliances are subject to the approval of the college through the Residence Life Department. Questions should be directed to the Assistant Dean of Students/Director of Residence Life at [residence.life@sckans.edu](mailto:residence.life@sckans.edu).

### **7.9.21 Solicitors**

No outside solicitors are allowed in any residence hall and student union, except with permission from the Vice President of Student Affairs/Dean of Students. Notify your Resident Director/Apartment Manager or Security if solicitors are in the residence hall.

### **7.9.22 Storage**

The college will not store any student property. The college is not responsible for any students' belongings at any time. Bicycles are not to be stored in residence hall stairwells.

### **7.9.23 Visiting Hours**

Broadhurst, Sutton, Reid, Cole Hall and Wallingford are not to be entered by any non-resident of the building except during visiting hours. Visiting hours are posted in each residence hall. Students violating visitation policy are subject to disciplinary action. Visitors must be at least 18 years of age unless they are accompanied by a parent or legal guardian. The person hosting the visitors is responsible for the behavior of their visitor. Members of the opposite gender cannot be in each other's rooms after visiting hours. Students who live in the same building may visit in the public areas of the building after visitation hours. The Resident Director reserves the right to ask any visitor to leave at any time.

Honor and Warren Apartments have open visitation hours; however, all other housing policies apply.

### **7.9.24 Propping Open of Any Locked Door or Fire Doors**

Fire doors must remain shut at all times unless they are on an automatic closure system. Fire doors which are propped open will allow a fire to quickly spread throughout a building. It is prohibited to prop open a fire door in any building on campus.

It is prohibited to prop open any door in any campus building once that door or building has been secured and locked.

### **7.9.25 Use of College Buildings and Properties**

The college prohibits unauthorized entry and/or use of campus facilities and properties including unauthorized access to or use of keys, telephones, voice mail, and fax. Students will not intentionally or recklessly damage, destroy, deface, or tamper with the property of the college or the property of another person or entity.



## **7.10 Emergency Policies and Procedures**

Additional information is provided in this policy manual.

A written report regarding all emergencies is required. Staff should be notified of any emergencies.

### **7.10.1 Medical Emergencies**

Ambulance                dial 911  
Security/Safety        620-229-0012

In the event of a medical emergency requiring ambulance service call 911 and then contact a Residence Life staff member. Do not transport a sick or injured person by yourself. If there is any question about what to do, please call security at 620-229-0012.

### **7.10.2 Emotional Problems**

Police	911
Sheriff	911
Security/Safety	620-229-0012
Vice President of Student Affairs, Dean of Students	620-229-6247
Cowley County Mental Health	620-221-9664

### **7.10.3 Maintenance Emergency**

Please contact the Resident Director or Security at 620-229-0012 who will contact plant operations. During business hours you can contact plant operations at 620-229-6321 or email [fixit@sckans.edu](mailto:fixit@sckans.edu).

### **7.10.4 Security/Safety**

The college employs personnel to patrol the campus at night

Resident's rooms should be locked whenever the room is unoccupied. The college is committed to taking reasonable precautions to protect students from criminal acts occurring on campus; however, the student must realize some responsibilities. The college does not insure the property of students and is not responsible for student property which is lost, stolen, or damaged. It is advisable to carry adequate insurance to cover personal property. A student who must be let into their room by a college employee may be charged a fee.

### **7.10.5 Electric Skateboard Policy**

The College prohibits the use, possession or storage of electric skateboards/hover boards/self-balancing two wheel scooters and other similar equipment in all college owned buildings.

### **7.10.6 Fire Safety Policy**

1. Misuse of fire alarms and fire extinguishers constitutes a violation of campus policy and federal regulations. Arson, fire alarm/smoke detector tampering, and

false reports are violations that may result in college disciplinary action as well as prosecution by law.

2. No smoking, including vaping, is allowed in any building on campus.
3. All appliances should be in good condition with cords intact.
4. Flammable liquids are prohibited.
5. The burning of candles, as well as incense, is prohibited. Flammable liquid-filled devices are prohibited.
6. Any violations of the above policies will result in college disciplinary action.
7. Never risk your own personal safety.

#### **7.10.6.1 In Case of Fire**

1. Pull the nearest fire alarm.
2. Leave the building immediately in accordance with the fire drill instructions.
3. Call the Winfield Fire Department: 911.
4. Contact a Residence Life staff member.
5. Call security at 620-229-0012 and plant operations at 620-229-6321

#### **7.10.6.2 Fire Drill Instructions**

1. The sound of the fire alarm is the signal for a fire evacuation—for practice or for an actual fire.
2. At the sound of the alarm:
  - a. Turn off lights.
  - b. Close windows.
  - c. Put on shoes, coat or robe.
  - d. Go into hallway. Close door if you are sure everyone is out of room.
  - e. Move out of building according to fire exit route, walking quietly and quickly.
  - f. Return to room when an “All Clear” is given.

For more information on fire safety see a Resident Director, Apartment Manager, or Security personnel.

### **7.11 Crime Awareness and Campus Safety**

The college complies with the Crime Awareness & Campus Safety Security Act of 1990. Reports are available in the student affairs office and on the college web page.

All general grievances as well as all criminal actions are to be reported to the student affairs staff. Events occurring on the campus should be reported through the director of housing, assistant dean of students and the security/safety officer. All events that involve the violating of any federal, state, or local law are to also be reported to the Winfield Police Department. All incidents occurring on campus are required to have a written report filed regarding each event, and campus judicial procedures are to be followed as well as city, state, and federal procedures.

The resident director staff have a portion of their function as security/safety. Resident directors are on duty throughout the school year. Security is also provided by security/safety officers and can be reached at 620-229-0012 who patrol the campus. Most buildings are open between 8:00 a.m. and 11:00 p.m. daily. The student affairs staff work closely with the Winfield Police Department in providing a response to any campus disturbances.

Campus security attempts to work with students in maintaining appropriate behavior on campus. In the event of any criminal behavior occurring, campus security begins working immediately with the Winfield Police Department. The staff participates in documenting any incidents and in working with the college's judicial procedures. Any incident involving criminal behavior is also channeled through local authorities. All students and staff are encouraged to promptly and accurately report all crimes which occur on campus. This desire for such reporting is part of employee training and student orientation.

The issues regarding campus security procedures and practices are discussed with students through residence hall meetings, wing meetings, and printed material that is distributed throughout the school year. Employees are kept informed of campus security issues as the need arises throughout the year.

The college does not provide off-campus facilities for any student organizations. The college does not recognize any student activities off-campus with the exception of specific school-sponsored trips and activities.

College alcohol/drug policies forbid the use or possession of any alcoholic beverage or illegal drugs. A complete review of the alcohol/drug policy is also a part of the student handbook and this policy manual.

### **7.11.1 Sexual Assault Prevention and Response**

Southwestern College educates the campus community about sexual assaults through programs offered through student affairs and the Winfield Police Department. Literature on sexual assault prevention education, risk reduction, and the college response is available through the office of student affairs.

If someone is a victim of a sexual assault at this institution, their first priority should be to get to a place of safety. They should then obtain necessary medical treatment. The college strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a college official or the Winfield Police Department. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a victim of sexual assault contacts a college official, the Title IX Coordinator will be notified. The victim of sexual assault may choose for the investigation to be pursued through the criminal justice system and the college student conduct judicial system, both, or either. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the campus Wellness Coordinator, Campus Ministries and outside agencies such as Four County Mental Health and the Domestic Violence & Sexual Assault Resource Center.

A student found responsible of violating the college sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college for the first offense. Student victims have the option to change their academic and/or on-campus living situation after an alleged sexual assault, if such changes are reasonably available.

### **7.11.2 Missing Persons Policy**

The Higher Education Act requires that all institutions that provide on campus student housing must establish missing student notification policy and procedures.

Southwestern College takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Southwestern College students living in Southwestern College owned on campus housing, who, based on the facts and circumstances known to Southwestern College, Southwestern College has determined to be missing.

1. At the beginning of each academic year, Southwestern College will inform students residing in campus housing that Southwestern College will notify either a parent or an individual selected by the student after the time the student is determined to be missing. This information will include the following:
  - a. Students have the option of identifying an individual to be contacted by Southwestern College after the time the student has been determined to be missing. Students can register this confidential contact information through the college services office or the student affairs office.
  - b. If the student is under 18 years of age, and not an emancipated individual, Southwestern College is required to notify a custodial parent or guardian that the student is determined to be missing.
  - c. Southwestern College will notify the appropriate law enforcement agency that the student is determined to be missing.
  - d. If student affairs or law enforcement personnel has been notified and makes a determination that a student of a missing person report is missing and has not returned to campus, Southwestern College will initiate the emergency contact procedure in accordance with the student's designation.
2. Southwestern College will follow the following notification procedure for a missing student who resides in on-campus housing.
  - a. Once Southwestern College receives a missing student report via the student affairs office, security, or other source, the following offices will be notified:
    - security
    - residence life
    - vice president of student affairs, dean of students
    - president
  - b. Any official missing person report relating to this student shall be referred immediately to the student affairs office and its departments (residence life, and security).
  - c. If Southwestern College, after investigating the official report, determines the student is missing, Southwestern College will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

3. Upon notification from any entity that any student may be missing, Southwestern College may use any of the following resources to assist in locating the student. The resources may be used in any order and combination.

- a. Through the Residence Life Office, the Resident Assistants may be asked to assist in physically locating the student.
- b. Resident Directors, Apartment Managers, Assistant Dean of Students/Director of Residence Life, Vice President of Student Affairs/Dean of Students or Security may also assist in the search of a student by keying into the student's assigned room and talking with known associates.
- c. Security may search on campus public locations to find the student (library, athletic facilities, and cafeteria).
- d. The Student Affairs Office may try to contact known friends, family, or faculty members for last sighting or other contact information.
- e. Academic departments or other administrative offices may be contacted to seek information on last sighting or other contact information.
- f. Security may work with IT to look up email logs for last login and use of Southwestern College email system.
- g. If there is any reason for concern or indication of foul play, the local police department will immediately be contacted for assistance.