

Adams State College Standards of Residence and Judicial Handbook

www2.adams.edu/students/housing/

Dear students:

The Office of Housing and Residence Life staff welcomes you to our residential community at Adams State College.

The college regards its residential community as an integral part of each student's educational experience. The college believes that living on campus can and will contribute to the personal growth and development of the individual.

It is the responsibility of each student to protect the dignity, rights, feelings, and property of fellow students. One of the unique and educationally valuable aspects of campus living is the necessity of shared responsibility for the entire community. It is your responsibility to review all published materials and contracts to better understand the expectations you will be held accountable for while you're in the residence halls. This includes the "Standards of Residence and Judicial Handbook", which is available on-line at: www2.adams.edu/students/housing/. You may also request a paper copy of this handbook by contacting the housing staff in your living area.

We hope you will read this handbook carefully and refer to it often. However, no handbook can replace the personal contact you will have with the residence hall staff. As questions arise which are not fully answered within these pages, residents are encouraged to seek additional information from the appropriate housing staff member.

Again, welcome to Adams State College.

Bruce Del Tondo
Director of Auxiliary Services

Standards of Residence GENERAL INFORMATION

By signing and delivering his/her Housing Contract, the resident has agreed to abide by the laws of the United States of America, the State of Colorado, the City and County of Alamosa, and all published policies and regulations established by the college. It is essential that the resident be familiar with and understands all policies and regulations.

Each resident is expected to abide by the established policies and standards in order to assure maximum protection to college property, the lives of the individuals in the halls, and the personal belongings of each resident. Adams State College reserves the right not to enter into a contractual agreement if there is sufficient cause not to. Please refer to the Housing Application and contract concerning the contractual agreement.

The college requires that all freshmen and sophomore students live in the residence halls except as excused for definite reasons expressed in writing and approved by the Director of Auxiliary Services. Exceptions to the on-campus policy are as follows:

1. If you are a veteran of the armed forces; or
2. If you are married; or
3. If you are a single parent; or
4. If you are 21 years of age or older; or
5. If you are a part-time student (enrolled for 9 hours or less per semester); or
6. If you are residing at the permanent address in the San Luis Valley of your parents, stepparents, legal guardian, or immediate relative (immediate relative is defined as grandparents, aunts, uncles, brothers, and sisters, age 21 or older); or
7. If you have obtained junior class standing since the preceding semester; or
8. If you have resided in the residence halls for four semesters but have not obtained junior class status; or
9. If you are medically excusable as determined by the Director of Auxiliary Services (required documentation may include but not limited to: support in writing from a doctor, medical history, etc.);
or
10. If you have obtained a minimum of 30 credit hours **and** have maintained a minimum 3.50 cumulative grade point average.

Adams State College maintains housing for both single students and students with families. In order to be eligible for on-campus housing, a student must be registered for a minimum of six (6) credit hours per semester and pursuing coursework toward a degree. Exceptions are made during the summer sessions due to time restrictions and special programs being offered.

Further exceptions to the six (6) credit hour minimum will be granted only when the college is unable to fill on-campus housing and will be granted for only one (1) academic year, provided the student is registered and pursuing a degree program.

Family housing is for married students, single parent students with children, and siblings. A family unit is defined as a husband and wife with or without children, a widow or widower, siblings, or single parent who has one or more dependents. A minimum of two members of the family unit must occupy the apartment at least fifty (50%) percent of the time to retain eligibility. Dependents must be registered with the Office of Housing and Residence Life. Guests are not to occupy an apartment beyond a one-week period. In cases where the divorced or separated man or woman occupies the apartment with one or more dependents, occupancy by adults of the opposite sex is not permitted.

Sibling housing is based on space availability and is not considered a priority for family housing.

Faculty may utilize student housing only when all students needing housing have been accommodated. Student housing utilized by faculty is for temporary purposes only and will be granted for one semester at a time.

Housing applications are mailed from the Office of Housing and Residence Life after the student has been accepted to Adams State College. Completed applications, contracts and the \$150 application fee/housing deposit must be returned to:

Director of Housing Services, Adams State College, Alamosa, CO 81102, in order to receive an on-campus housing assignment. Questions about housing can be emailed to ascreslife@adams.edu or by calling **1.800.824.6494** or **719.587.7227**. Also check us out on the web at <http://housing.sa.adams.edu/>. The Office of Housing and Residence Life is located north of the college center on the second floor of the Coronado/ Girault Addition.

HOUSING STAFF

Housing staff personnel are provided in each housing facility to assist residents. It will be beneficial for each resident to familiarize him/herself with these people and what they do.

Administrative Assistants – The Administrative Assistants in the Office of Housing & Residence Life can be located on the second floor of the Coronado/Girault Addition. Their duties are to assist the Assistant and Director of Auxiliary Services in the daily operations of the department. Duties include but are not limited to: answering phones, generating and sending letters, setting up appointments and providing overall administrative support for the department.

Resident Assistants - The Resident Assistants (RA) live within the complex or residence hall and are assigned to a particular area or floor. They are carefully selected student staff members whose primary responsibilities are in guiding and advising hall residents. Some of the duties include, but are not limited to, building floor community, informal peer counseling, referring students to campus resources, handling emergency situations, and providing general information about the college and the housing unit. Resident Assistants have the obligation to report any infraction of residence hall policies and to take appropriate action. The action may be, but is not limited to, a verbal warning, written warning, actions necessary to minimize a disturbance or remedy a college policy infraction, and/or referral to the Residence Director for action.

Residence Directors - The Residence Director (RD) lives within the complex or residence hall. Their responsibilities include, but are not limited to, providing leadership in the housing area, coordinating daily administrative concerns, supervising program development, enforcing college policies, dealing with minor discipline, handling complaints, and providing general information about the housing unit and other college departments.

Assistant Director of Auxiliary Services/Student Center– The Assistant Director of Auxiliary Services/Student Center is responsible for all conferencing and room reservation on campus for the academic year and summer sessions as well as all campus vending contracts and the ASC Passport Program.

Assistant Director of Housing & Residence Life – The Assistant Director of Housing & Residence Life (ADOH) assists the Director of Auxiliary Services in system wide matters. The ADOH is available to appeal any Residence Director’s sanctions. The ADOH assumes the responsibility of the Director of Auxiliary Services in the absence of the Director.

Director of Auxiliary Services - Each resident and guest of the college’s residence hall system is under the jurisdiction of the Director of Auxiliary Services while within or in the vicinity of the residence halls. Violations of any of the standards of residence or other rules or regulations as they apply to the residence halls may be reviewed by the Director of Auxiliary Services. This position is also responsible for all contractual agreements.

The Director of Auxiliary Services is authorized to recommend formally to the Dean of Student Affairs, any recommendation for disciplinary probation, suspension or expulsion from the college. The appeal of a decision of the Director of Auxiliary Services is made to the Dean of Student Affairs.

Housing staff members are not authorized to grant exceptions to college and housing regulations. The housing staff, as college staff members, may not ignore or fail to deal with violations they encounter.

CHECK-IN PROCEDURES AT BEGINNING OF THE SEMESTER

The occupant may move into the assigned unit on the date and times stated in the assignment letter. One room card key will be issued to each student and additional room card keys will be issued to family housing students as needed. The person who executes the contract will be responsible for all card keys issued. Only the contracted person may request additional keys. Repairs needed, damages, missing items, and the general condition of the unit are to be recorded by the staff member and the occupant before the occupant signs the Room Condition Report. Signature on the Room Condition Report by the occupant establishes acceptance of the housing facility's condition as described by the Room Condition Report, and is used to determine damage assessment when the student moves from the room or apartment. Failure by the occupant to sign the Room Condition Report could result in being held responsible for any and/or all damages to the room or apartment as noted by the housing staff member upon check-out.

CHECK-OUT PROCEDURES

1. Make an appointment with the staff member on your floor or area at least one day prior to the time you are ready to check out.
2. Remove all possessions prior to check out and return ALL furniture to its original location.
3. Clean room or apartment as per instructions handed out prior to check-out.
4. The staff member will then inspect the room/apartment for cleanliness and damages.
5. Leave a forwarding address so mail can be forwarded.

Failure to follow the above procedure could result in an improper check-out which will be a forfeiture of the \$100 housing deposit, plus whatever the damage and/or cleaning assessment will be.

Failure to complete the move to a reassigned room within the Five (5) days may result in charges for both rooms until student officially checks out of the original room. **Any items abandoned or left following a proper or improper checkout will be disposed of at the college's discretion. Charges will be applied to the student's account to dispose of such items. Final inspection and charges will be determined by the Residence Director.**

CHECK-OUT PROCEDURE TO FOLLOW FOR VACATIONS

All residents are to have their room inspected by the housing staff member in charge of their area before leaving for the end of semester and vacation periods. Residents may leave their possessions in the rooms over vacation periods. Please consult the housing staff or the Office of Housing and Residence Life for procedures. Your room payment does not cover these periods. An additional charge will be assessed to students who require housing outside of the academic semester. Students who are required by Adams State College to remain on campus during breaks will not be assessed additional charges if PRIOR written notification from the responsible college official is presented to the Office of Housing and Residence Life.

Please remember that all housing contracts are for the entire academic year.

TERMINATION BY THE STUDENT – BEFORE OCCUPANCY

Students are required to give the Director of Auxiliary Services **written** notification if cancellation becomes necessary. A letter of cancellation sent by any of the following forms of communication constitutes written notification: 1) by the U.S. Postal Service; 2) by e-mail to ascreslife@adams.edu; 3) by fax at (719) 587-7103 or 4) standard mail delivery. Termination of this agreement by any student prior to occupancy will result in the following refunds, if written notification of termination is **received** by the Office of Housing and Residence Life by the dates indicated:

- A. Cancellation of the Contract prior to **July 1** for Fall Semester and **December 1** for Spring Semester will result in a full refund of the \$100 housing deposit.
- B. From **July 2 to the day before the halls officially open for Fall Semester** and from **December 1 to the day before the halls officially open for Spring Semester** the amount of the housing deposit forfeiture shall be **\$50**.
- C. On or after the day that the halls officially open for each semester, none of the housing deposit will be refunded but will be retained by the College as liquidated expenses.

TERMINATION BY THE STUDENT – AFTER OCCUPANCY

All regularly enrolled students at Adams State College who execute this contract are committed to the agreement for the full academic year, subject to the following stipulations:

- A. If a student is qualified to move from the residence hall and notifies the Director of Housing and Residence Life in writing 30 days in advance of intent to vacate the residence hall, the \$100 housing deposit shall be refunded after complete checkout with the Residence Director and the Office of Housing and Residence Life, providing there are **no** damage assessments and all outstanding accounts are cleared with Adams State College. If a student does not notify the Director of Housing and Residence Life in writing 30 days in advance of intent to vacate the residence hall, the student shall be charged for the period of occupancy according to the current year's Financial Obligation Policy and the \$100 housing deposit will be forfeited.
- B. The \$100 housing deposit will be refunded if a student is qualified to move from the residence hall at the termination of any given semester and notifies the Director of Auxiliary Services in writing on or before the last day of the semester of intent to vacate the residence hall. The \$100 housing deposit shall be refunded after complete checkout with the Residence Director and the Office of Housing and Residence Life, providing there are **no** damage assessments and all outstanding accounts are cleared with Adams State College. The Christmas vacation period serves as the 30-day notice in this case.

TERMINATION BY THE COLLEGE

Upon reasonable notice and for good cause, the College reserves the right to terminate this agreement for failure of the student to abide thereby. Examples of good cause are failure to make payment for charges as required by the agreement, suspension from the College for disciplinary reasons or failure to comply with the Residence Hall rules and policies, which are part of the housing contract. Reasonable notice of termination will normally be forty-eight (48) hours.

Behavior that endangers or disturbs others' or one's own personal safety, intentional or threatened physical injury, and/or verbal harassment to/of any person in the college community within the residence halls is prohibited. In such cases, a student may be removed or temporarily reassigned from the residence hall/area immediately pending an official hearing to determine possible disciplinary sanctions. This hearing will be arranged within five (5) business days from the time of immediate removal/reassignment. Should the college determine the student(s) is in any way a threat to themselves, others, or the college community they may terminate the housing contract or permanently reassign the student. This termination/reassignment will supercede the "48-hour Reasonable Notice" and be effective immediately.

Failure to occupy assigned space by 5:00 p.m. on the first day of classes each semester may result in cancellation of this agreement by the College and forfeiture of the \$100 deposit.

ROOM CHANGES

There will be no room changes during the first week of classes each semester, unless otherwise posted. After the one-week period, there will be a room-change day announced by the Office of Housing and Residence Life. Students will be given five days to complete their move or the Office of Housing and Residence Life will process the form as incomplete and assess any damage/cleaning charges. Students needing consideration for moves during the academic semester should see their Residence Director. Residents who initiate a move without prior approval are in violation of the room change policy. This is considered an "illegal move" and will be subject to disciplinary sanctions that may include a \$50.00 fine and/or be relocated back to appropriate assignment.

PRIVATE ROOM ASSIGNMENTS

There will be no private room assignments prior to the first official day of check in, unless otherwise announced by the Office of Housing and Residence Life. Private room assignments will be made on the room-change day held after the first week of classes, unless otherwise announced by the Office of Housing and Residence Life. Requests for private rooms will be assigned on a space-available basis apart from Conour Hall. Should the situation arise where more housing is needed, those rooms last assigned as privates will revert back to double occupancy. Please note that there is an additional cost for a private room.

CONSOLIDATION

As vacancies occur during the semester, after the room-change day, the remaining occupant(s) has one (1) business day to request private status for that vacated space. After the one-day period, if the space has not been assigned as a private, it becomes available for assignment through the Office of Housing and Residence Life. Private rooms will only be available if space permits. It is at the sole discretion of the Housing Office to determine space availability.

The Office of Housing reserves the right to consolidate empty space at any time throughout the semester to keep people in double rate areas unless requesting private as stated above. The following options are available for you:

1. Stay in your present room and pay the single rate;
2. Consolidate with a roommate of your choice;
3. Be assigned a roommate by the Residence Director. Residents choosing this option may be relocated to another room based on the deposit & contract dates of those involved. Those students who do not respond to the consolidation letter or fail to complete the process by the determined date will be charged the single room rate.

Any behavior exhibited by a resident which intentionally shows neglect of his/her new roommate(s') rights with the intent to acquire a private room or extra space in an apartment or room is strictly prohibited and will result in disciplinary action.

All students are required to standardize (or occupy only one side) their room at the end of the fall semester as to accommodate for a new roommate. Failure to do so may result in cleaning charges, being billed the private rate, and disciplinary sanctions.

MAIL AND DISTRIBUTION OF MATERIALS

Mail is delivered to the College Center Mailroom by an employee of Adams State College Monday through Friday. In order to receive mail without delay, it is important to have it addressed correctly:

NAME
BOX ADAMS XXXX
ADAMS STATE COLLEGE
ALAMOSA, CO 81102

For packages that require a physical address for delivery please use the following address: 208 Edgemont, Alamosa, CO 81102

The U.S. Postal Service delivers to Faculty Drive apartments Monday through Saturday and the zip code is 81101 for this area.

If the material is not distributed through the campus mail or the U.S. Postal System, it must be approved by the mailroom staff in order to place the material in the boxes. With the exception of communications from the Office of Housing and Residence Life, the mass distribution of materials under student room doors is prohibited. Students are advised to check their mailbox daily for updates and important housing information.

Posters or notices pertaining to specific residence hall activities may be posted on the bulletin boards provided within the residence halls. These notices and posters must have the approval of the Office of Housing and Residence Life. Commercial posters approved by the Office of Housing and Residence Life that advertise non-residence hall and non-campus related functions may be posted on the residence hall designated areas provided there is space available.

SALES AND SOLICITATIONS

Solicitors, salespersons, peddlers, and canvassers seeking student contacts are not permitted to operate in, or around, the college residence halls or family and faculty housing. The Residence Director, the Office of Housing and Residence Life, or Public Safety should be notified immediately of the presence of any of these individuals within the area of housing.

Any student may issue a specific invitation to a solicitor for a private conference. Food, newspapers, etc. may be delivered to a student's residence only if the items have been ordered by the student.

Students are not permitted to run a business out of an on-campus residential room/apartment. This includes but is not limited to Barber Shops, food sales, on-line business, and non-profit business.

HEALTH SERVICES

The San Luis Valley Regional Medical Center, which is located one block from campus, is well staffed and maintained and provides medical services to students as well as local citizens.

Each student must have health insurance. A student must have private insurance before a waiver of the student insurance coverage provided by the college can be allowed. Therefore, to waive college insurance, the student must report the name of the company with which he/she has insurance coverage to the ASC Business Office located in 130 Richardson Hall. Information relative to student health insurance is available in the ASC Business Office.

LAUNDRY

Laundry facilities with Campus Card/coin-operated washers and dryers are located in each residence hall (except Faculty Apartments). Residents should report any malfunction to the Residence Director or the Office of Housing and Residence Life.

CABLE TELEVISION

Basic services are provided to all residence halls on campus. Premium channels may be subscribed to by calling the local cable company.

INTERNET ACCESS

Students in Coronado, Girault and Conour may access the internet from their room through both wireless and Ethernet connections. Savage, McCurry, Houtchens, Moffatt, Faculty Drive and Petteys may access the internet from their apartment through a wireless connection. Students may contact the Computing Services Help Desk at 7741 for some technical support.

TELEPHONE SERVICE

Each room is equipped with a wall jack in the room so students can provide their own telephone. Each room is designated on the Adams State College telephone system with a 719-587-7xxx number. This group of numbers is reserved for the college only and special dialing instructions must be followed for placing various types of calls.

1. Campus Calls - When placing a call from one campus phone to another, dial the four-digit extension number (for example 7xxx).
2. Local Calls - When placing a call from a campus phone to a local phone:
The prefix (9) must be dialed for local calls then dial the desired seven-digit number (xxx-xxxx).
3. Long Distance Calls -
 - A. Calling Card Calls - When placing a long distance call from a campus phone, dial 9 + the appropriate instructions as specified by your calling card.
 - B. Collect Calls - Dial 9 + 0, when the operator intercepts the call, tell the operator that you are making a collect call and give the operator the entire number you have dialed. The operator will then complete the call for you. Collect Calls CANNOT be accepted by ON-CAMPUS residents.

Residents will be billed by the college for all unauthorized calls.

4. Incoming calls (local or long distance) - Local calls coming into a campus phone may be placed directly by dialing the 587-7xxx number.
5. Emergency - 911 is to be used only in emergency situations. 9-587-5807 is to be used to contact the Alamosa Dispatch system for non critical emergencies,

STORAGE

Storage facilities in the buildings are extremely limited and are reserved for out of state students. The resident may contact their Resident Assistant, Residence Director or the Office of Housing and Residence Life for information regarding the storage of personal items.

Only residents may use the storage space and use it at their own discretion. The Office of Housing assumes no responsibility for any loss or damage of belongings in storage. When the resident checks out of campus housing, ALL ITEMS in storage must accompany him/her. Items left in storage for more than one year, without any prior arrangements, will be removed and disposed of at the college's discretion.

Items stored must be boxed and tagged with the resident's name and apartment/room number. If the resident(s) moves out of the residence hall, they must remove all of their belongings from the storage area. Unidentified or abandoned articles will be removed and disposed of. Highly flammable materials may not be stored in the residence halls or in the storage areas. In addition, vehicles, motorcycle or parts thereof may not be kept in storage rooms or elsewhere inside the residence halls. It is at the sole discretion of the Housing Office to determine what may be stored and availability of storage.

THEFT

Keep your room or apartment door locked at all times, including the times when you are sleeping. A locked door is the main deterrent to a thief. Propping of doors and windows is strongly discouraged.

Should a theft occur, notify ASC Police Department (587-7901) immediately and contact your Residence Director.

Standards of Residence JUDICIAL HANDBOOK Introduction to the ASC Judicial System

The basic philosophy of the college's disciplinary process is one of education. It focuses on the growth and development of a student's potential through the encouragement of self-discipline and responsibility by fostering respect for the rights and privileges of others.

Policies, rules, and regulations have been established for residence halls to help in maintaining an optimal living environment for students. Also, individual halls

and areas may establish regulations or policies specific to their situation, within the constraints of the Residence Hall Contract.

You are responsible for becoming familiar with all of these published statements including the ASC Affirmations and for considering them as you function within the residence hall community. As a member of this community, you also have the right and responsibility to question others when you are aware that they are not adhering to those regulations.

Failure to adhere to these policies can endanger your safety and/or the safety of others in the college community. Furthermore, violations of these policies may be infringing upon the rights of others.

Violators may be accountable to both civil and criminal authorities and to the college for acts of misconduct, which constitute violations of these standards. Disciplinary action at the college level may proceed during the course of other proceedings at the discretion of college officials. Sanctions may be imposed for acts of misconduct. The College is not bound by the court system and needs only to determine "more likely than not" that a violation has taken place. The campus proceedings, standards of proof required, nor the discipline imposed is even remotely similar to that of the court system.

Section I - Rules and Regulations

The Director of Auxiliary Services and/or assigned housing personnel has the authority and discretion to determine the appropriate sanctions regardless of written policy pending the severity of an incident.

1.01 ALCOHOLIC BEVERAGES

Adams State College will not permit the possession or consumption of alcoholic beverages of any kind on-campus (except for those special events which are pre-approved by the President of the College), including all residential areas, regardless of age. Please consult the Student Handbook for further details.

The college is committed to educating its students regarding alcohol use and abuse. Efforts are made to ensure an understanding of all civil and college regulations by all concerned.

On May 19, 1987, the Governor of the State of Colorado signed into law House Bill 1320 concerning the legal drinking age for alcoholic beverages. Persons who have not attained the age of 21 years of age may NOT purchase, consume, or possess any alcoholic beverages. Empty alcoholic containers may NOT be stored or used for decorative purposes and may result in an alcohol violation.

In dealing with offenders, the College has set up a disciplinary procedure in which any of the following sanctions may be imposed pending the severity of the

incident. A letter explaining the sanctions and conditions will be entered into the student's permanent Student Affairs record. Failure to comply with these sanctions will result in further disciplinary action.

- ❖ An educational alcohol assignment with fee and/or monetary fine
- ❖ Mandatory referral to alcohol counseling and education will be required to remain in college. Alcohol education may require a minimum of eight hours and the student will be charged to pay for the alcohol counseling services.
- ❖ Parent notification - pending severity or frequency of violation(s).
- ❖ Administratively moved or eviction from the residence halls. If the student is evicted, the student will accept full financial responsibility for the remainder of that academic semester
- ❖ Charges may be submitted to the district attorney for prosecution if the individual is under the legal drinking age.
- ❖ Referred for further disciplinary action with the recommendation for expulsion from college. A notation of expulsion will be entered in the student's academic transcript
- ❖ A probationary period following imposition of sanctions.

DISTRIBUTION OF ALCOHOL

If the distributor (host) makes alcohol available to non-drinking age person(s), charges may be filed with the appropriate court for criminal prosecution. If the distributor is a student, he/she may receive additional sanctions including hall/contract probation. If a second violation occurs, the student will be recommended to the Director of Auxiliary Services for a hearing which may result in eviction and suspension/expulsion from college. In housing, a distributor could be considered the resident assigned to the room in which the possession or consumption of alcohol by under legal drinking aged residents, guests, or legal drinking aged students takes place.

PARENTAL NOTIFICATION

The U.S. Congress enacted the Higher Education Reauthorization Act of 1998. Within this Act, the Federal Government allowed colleges and universities the option to notify parents or guardians, of students under the age of 21, of violations for alcohol and/or drug use. Adams State College reserves the right to notify parents if the college deems it necessary for the welfare of the student.

1.02 DRUGS

APPLICABLE LEGAL SANCTIONS (NOT INCLUSIVE)

COLORADO REVISED STATUTES PERTAINING TO CRIMINAL LAW; "See The Uniform Controlled Substances Act, Article 18, Title 18, Colorado Revised Statutes and Drug-Free Schools and Campuses, 34 CFR Part 86, Subpart B."

1.02.1 The sale, dispensing, possession of drugs and/or, or use of any illegal drugs, in or around the residence halls is in violation of state/federal laws as well as Adams State College published rules and will not be tolerated. Students who are found to be involved in such activities will face disciplinary proceedings on campus and/or judicial proceedings in the courts.

Evidence of drug violations within a room may result in the student(s) being held responsible for a violation. Examples of such evidence may be but not limited to: odor, fan reversed in window, paraphernalia, towel under door, etc... The Office of Housing is not bound by the court system and needs only to prove "More likely than not" that a violation took place.

Violations of the drug policy may result in the following:

- ❖ Mandatory counseling and student will be charged to pay for services
- ❖ Parent Notification
- ❖ Disciplinary Probation
- ❖ Administrative move
- ❖ Eviction and banned from entering residence halls
- ❖ If the student is evicted, the student will accept full financial responsibility for the remainder of that academic semester.
- ❖ Charges may be submitted to the district attorney for prosecution
- ❖ Referral for possible suspension and expulsion from college

1.03 VISIBLE INTOXICATION - Visible intoxication is defined as:

Any student who displays signs of intoxication via alcohol or drugs, including the odor of alcohol/drug on one's person or breath, or any of the following: so affected to the extent of having lost normal control over bodily and mental faculties--slurred speech, unsteady on their feet, extremely loud, belligerent, failure to comprehend and follow simple instructions, disruptive/threatening (self or others) behavior, or vomiting. ***Any student transported to the hospital for alcohol or drug abuse may consequentially result in mandatory counseling and parent notification.***

1.04 ROOM ACCESS

The rights of individuals to be secure in their person, living quarters, papers, and effects against unreasonable search and seizure is constitutionally guaranteed and extends to residents in the academic community. The entry into or search of the living quarters of a resident may be conducted by the following people for the purpose and under the procedures detailed below:

1. By any law enforcement agency having jurisdiction in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
2. By authorized college personnel to ensure that health, fire, and safety regulations are maintained. Smoke odor in a room may constitute a wellness check.

3. By authorized college personnel or agents to make improvements and repairs and to provide routine maintenance service.
4. By authorized college personnel or agents to shut off unattended stereos or radios, persistently sounding alarm clocks or telephones, or other noise producing devices, after unsuccessfully attempting to contact the resident or roommates.
5. By authorized college personnel in emergency situations to protect the health and welfare of the residents or to make emergency repairs to prevent damage to the property of the resident and the college. This includes fire drills as well as fire extinguisher inspections.
6. By authorized college officials when there is probable cause to believe a violation of college or civil regulation is being committed and that the delay required in procuring authorization would endanger the health and safety of the resident or result in the probable destruction of evidence by the violator. Probable cause means a reasonable ground of suspicion supported by circumstances sufficiently strong enough to warrant a cautious individual's belief that a party is committing a violation of college policy. There will be no mass searching of entire residence hall buildings.
7. Authorized housing staff will enter all rooms for inspections during extended breaks and mid-semester checks to ensure the safety, cleanliness, and well being of the facilities.

1.05 SMOKING

Consistent with the Colorado Clean Indoor Air Act, C.R.S. 25-14-201, *et seq.*, the smoking of cigarettes, cigars, pipes or any other matter or substance that contains tobacco is not permitted in campus buildings or facilities or within a radius of 15 feet of the entryway of campus buildings or facilities.

The campus is defined as the entirety of the land, buildings, and other structures owned by Adams State College and includes, but is not limited to, open air athletic facilities, College motor vehicles, residence halls, classrooms, offices, and performance halls.

All members of the College community are responsible for compliance with this policy. In accordance with HB 06-1175, smoking within 15 feet of the main entrance of any college building is now a citable offense: "A person who violates this law is guilty of a Class 2 Petty Offense and upon conviction thereof, shall be punished by a fine not to exceed two hundred dollars for a first violation within a calendar year, a fine not to exceed three hundred dollars for a second violation within a calendar year, and a fine not to exceed five hundred dollars for each additional violation within a calendar year. Each day of a continuing violation shall be deemed a separate violation."

In addition to possible legal action, failure to abide by the no-smoking policy may result in loss of housing deposit as well as additional charges for smoke damage to furniture, curtains, etc... Failure to abide by the smoking policy may also result in eviction. Please refrain from smoking within a minimum of 15 feet from

any building entrance or window(s). Additional restrictions may apply in specific residential areas.

1.06 FIREARMS/DANGEROUS WEAPONS

Firearms, explosives (including firecrackers, fireworks, ammunition, etc.), or other dangerous weapons (knives, bow and arrows, martial arts equipment, paint guns, BB/Pellet guns, air-soft guns, etc.) are not permitted within the residence halls or on the grounds area of the residence halls. Violation of this regulation may result in disciplinary proceedings and confiscation of the weapon from the residence hall.

1.07 FIRE HAZARDS

Residents are responsible for taking all possible precautions to prevent fires. The use of multi-socket extension cords or the installation of non-approved wiring by residents is prohibited by fire regulations. Highly flammable material may not be stored in apartments or rooms. Any open flame or heat producing items such as candles, incense, etc. are strictly prohibited. Doorways are to remain free of obstructions (i.e. wardrobes, beds) to allow a safe exit or entry by fire personnel.

Periodic inspections of all fire extinguishers will be made by representatives of the Housing and Residence Life Office. Notice of these inspections will be sent to each resident.

1.08 FIRE AND FIRE ALARMS

Fire prevention and safety are of utmost importance in all of campus housing. Each living unit has fire and emergency procedures all residents must know for their own safety and the safety of the other residents. During an evacuation, follow emergency procedures fully. A list of specific fire instructions for each unit will be posted and discussed early in the semester.

When a fire emergency is signaled:

- CLOSE ALL WINDOWS IN YOUR ROOM/APARTMENT
- LEAVE ROOM/APARTMENT LIGHTS ON
- CLOSE ROOM/APARTMENT DOOR
- PROCEED TO THE NEAREST FIRE EXIT

Fire drills, false alarms, and actual fire alarms are indistinguishable; therefore, residents must evacuate the buildings when a fire alarm is sounded. Failure to evacuate will result in disciplinary action. Smoke inhalation is one of the major causes of death in fires. Be certain to close your room/apartment door and windows when evacuating to help retard fumes and air circulation.

Safety equipment such as fire alarms, smoke detectors, fire extinguishers, exit lights, and emergency lights must not be tampered with or removed so the equipment will function properly when needed for emergency purposes, since people depend upon them to prevent injury or death. If an extinguisher is discharged or a smoke detector or building alarm is set off in a non-emergency situation, the person(s) responsible will be subject to disciplinary action. This also includes the tampering with any fire safety equipment.

Fire doors at any location may not be propped open for any reason.

Purposely setting fire to college or private property is prohibited. Persons who commit arson are subject to severe disciplinary and criminal action.

1.09 Telephone

It is a crime under both state and federal laws for anyone to make obscene or harassing telephone calls or to charge calls to another number or calling card without prior permission. Such acts will not be tolerated and are subject to college disciplinary action or through the Housing and Residence Life judicial process.

1.10 Appliances

1. The college does not allow cooking in rooms, with the exception of apartment-style units, for health, safety and sanitation reasons. The halls were not designed to handle the electrical loads, venting and sewage problems associated with cooking.
2. The only cooking appliances permitted in residence halls, with the exception of apartment-style units, are microwaves (only 1000 watts), electric popcorn poppers, coffee makers, and water warmers. Other types of cooking appliances (electric woks, George Foreman grills, etc.) are not permitted and may result in judicial action.
2. Misuse of these appliances with respect to sanitation, odor, or safety, may result in loss of the privilege.
3. A student is permitted to have a refrigerator in their residence hall room/apartment if it meets the following conditions:
 - a. Size: Maximum of four (4) cubic feet capacity.
 - b. Electrical: Pulls not more than 1.5 amps.
4. Halogen lamps are not permitted in the residence halls.

1.11 Furniture

1. Furniture may not be transferred from one room to another or exchanged between rooms. Room furniture may not be removed or stored elsewhere in the building or off-campus.
2. Furniture placed in public or semi-public areas of the residence halls is for the comfort and use of all students. Such furniture must remain in the designated areas and must not be moved into students' rooms. Discovery of such furniture in students' rooms can be considered theft and will result in a recovery fee of \$25, and may result in disciplinary action.
3. Residents may arrange furniture that is not permanently affixed, in any reasonable manner, as long as damage does not occur.
4. Furniture is not to be placed outdoors.

1.12 PUBLISHED INFORMATION

Violating any Adams State College published rule, regulation or guideline is prohibited. It is necessary that you be familiar with the information in this

document and the Student Code of Conduct, as well as other published materials of the college, to thoroughly understand your rights and responsibilities within the residence hall community as a whole.

Section II. PERSONAL RESPONSIBILITY

2.01 GAMBLING

Colorado statutes strictly prohibit any person from using a room or any other location in the residence halls for gambling purposes, keeping a gambling table, wagering upon games, inducing minors to gamble, or making gambling contracts. Students who engage in such activities may face disciplinary action on campus and/or through the state judicial process.

2.02 WINDOWS, SCREENS AND DOORS

Window screens and storm windows may not be removed. If a window screen or storm window is removed or unfastened, the maintenance staff will re-install it and a charge of \$25.00 will be levied against the resident(s) of the room. If the screen or storm window is completely removed and cannot be located, a new one will be installed and charges will be assessed to the resident(s) for replacement costs.

Storing food or other items in the window is prohibited as it presents a potential sanitation problem and loosens screens to a degree that they may fall out.

Gaining access to an apartment/room through any means other than the door is strictly prohibited.

Dismantling of door closures will result in the immediate repair of the door and damage charges being assessed.

2.03 DECORATIONS

Placing signs in windows and on the exterior of room doors in college residence halls is considered a resident's privilege. As with any privilege, certain responsibilities are inherent. Should window decorations be considered inappropriate the resident will be requested to remove them. Controversial or antagonistic materials may draw personal confrontations from others within the community who may be offended by the content. The placing of inappropriate or offensive material including but not limited to, nudity or extremely violent items on the outside of a room door may result in immediate removal. Community standards are stated as decorations or displayed material one would find in the community of Alamosa.

2.03.01 While decorating one's room or apartment is encouraged, the use of nails, contact paper, screws, staples, putty or glue on walls, furniture, glass, doors, or other woodwork is not permitted. Residents may use scotch tape, masking tape, "Hold it," and "Plasti-tak," which does not leave residue after

being removed. Residents in violation of this regulation must be prepared to pay for the restoration of any damaged surface(s). Empty beverage containers may not be used for decorative purposes and are not allowed in the residence halls.

2.04 KEYS

One card key per room or apartment will be issued to each resident upon checking into the residence hall. Family students may be issued additional card keys depending on their needs. This key is not to be given or loaned to anyone. If a card key is misplaced, a duplicate key may be received from the appropriate Residence Director or the Office of Housing and Residence Life for up to three working days free of charge. Failure to return the "courtesy key" will result in an assumption that the key has been lost and a lock change(s) will be ordered. An assessment of \$10.00 for replacement of a card key will be billed to the resident.

Misuse of any key could result in suspension or revocation of key privileges. Misuse also includes propping open the exterior doors of the building, allowing unsupervised people into the building, etc.

Residence Directors and Resident Assistants can unlock students' rooms or apartments in the event that the resident is temporarily locked out. Students should not rely on the residence hall personnel to perform this service on a regular basis. Continual lockouts may result in a fine(s) placed on the student's account.

The room key provides security and safety; therefore, it is imperative that students not misplace their keys.

2.05 VISITATION AND OVERNIGHT GUESTS

Visitation is defined as social visiting by friends or invited guests in student rooms, suites, and apartments. Visitors and Guests are subject to all college regulations. Cohabitation, overnight visitation, and any sexual relations are not condoned in the residence halls.

It is the responsibility of the host or hostess to inform the guest(s) of all pertinent regulations. Each resident assumes full responsibility for the behavior and conduct of his/her guest(s) while in the residence halls and the immediate vicinity. The resident shall be held financially responsible for any damages incurred as a result of actions of said resident or his/her guest(s).

Guests of the opposite sex are not permitted to stay overnight in the resident's room. Accommodations can be arranged through the Office of Housing and Residence Life for this guest at \$18.00/night/person. Space may be limited and arrangements should be made in advance.

All overnight guests must be registered with the hall staff. The required registration is to aid in locating guests in the event of emergencies and distinguishes between invited guests and individuals who should not be in the residence halls. The housing staff may ask guests who they are visiting and escort the guest to the room of the responsible resident. Housing officials also reserve the right to remove registered guests for policy violations or failure to comply with staff. If the guest is not an "invited" guest, he/she will be escorted from the building, especially after hours. After hours is defined as after

10:00pm. Failure to register overnight guests with the hall staff, violating policies, or inappropriate behavior may result in the guest being asked to vacate the premises and the resident's visitation privileges being suspended.

The overnight guests privilege is intended only for off-campus guests who visit the campus over a weekend or no longer than three nights. This is limited to occasional guests, not for regular or repeated housing of non-residents. The housing contract does not allow "sub-leasing" type arrangements. Residents or guests are not permitted to sleep in the lounges or in any public area.

Community bathrooms/shower rooms on the residence hall floors may not be used by guests of the opposite sex.

Guest parking permits can be obtained through the ASC Police Department.

Off campus students will be held responsible for adhering to all published ASC rules and regulations.

2.06 NOISE AND DISTURBANCE

Excessive noise and/or rowdy behavior within the residence halls or apartments will not be tolerated. The concept of the residential community means that residents must have due regard for their neighbors. The college has also established 24 hour consideration hours to promote courtesy and consideration for the rights of others in order to maintain an academic atmosphere. Complaints against an individual, specific group, room, apartment, or floor may result in disciplinary action. Gatherings that are loud and or disruptive will be dispersed at the discretion of housing staff.

Quiet hours are set for each residence hall from 10:00 p.m. to 10:00 a.m. daily, unless otherwise posted. Exterior doors will remain locked 24-hours a day requiring the use of your I.D to gain entry.

Social functions which tend to be loud and disturbing must be terminated upon request of a college official. The operation of stereo equipment, television, musical instruments, or other instruments which could disturb fellow residents must be restricted to a reasonable volume and at reasonable hours.

Family residents will, at all times, be responsible for the conduct of their dependents and/or their guests.

2.07 RESTRICTED AREAS

Certain restricted areas exist within the residence halls. Students are not allowed in such areas, which include, but are not limited to, any place that is officially closed, restricted only to designated people, or any place where the safety and welfare of the resident is endangered. Illegal or unauthorized entry will result in disciplinary action.

2.08 PROVIDING FALSE INFORMATION

A student may not furnish false or misleading information to college officials, including residence hall personnel, or on college records, nor shall s/he alter or tamper with such records. Students must show their ID card upon request to

residence hall staff members and other appropriate college officials acting in the performance of their duties in enforcing college rules and regulations.

2.09 PURPOSEFULLY VIOLATING RULES

Knowingly or purposefully violating residence hall or college policies, knowledge of a violation and failing to report it, or violating the terms of any disciplinary sanctions imposed for an earlier violation may result in further disciplinary action and/or removal from college housing, and the student may be liable for the remaining academic year housing charges.

2.10 PETS

Due to the group-living situation and the design of the residence halls/apartments (single and family student units), pets, birds, reptiles, or animals of any kind are not allowed in the residence halls at any time. This includes pets brought to campus by a guest(s) of the residents in the halls.....Violation of this rule may result in fines, damage/cleaning charges, forfeiture of housing deposit, and/or disciplinary proceedings. A minimum of a \$50.00 fine will be assessed for violating the pet policy.

The procedure, which may be followed when a tenant is reported to be keeping a pet in campus housing, is:

1. The resident(s) will be required to remove the pet within 24 hours.

Removal of the pet may be immediate if it is determined by college officials to be a potential threat to the community. Written notification of the violation will be sent and follow up by the hall staff will occur to confirm the pet has been removed. A minimum of a \$25.00 fine will be assessed for violating the pet policy.

2. If the pet is not removed, or a repeated violation of the policy occurs, the resident(s) will forfeit their \$100.00 housing deposit; still be required to remove the pet, and post another \$100.00 deposit and/or may be required to move out of campus housing. Failure to post a housing deposit by the date outlined in the written notification will be a violation of the housing contract and result in eviction.

2.11 WATERBEDS

Waterbeds will be accommodated only under all of the following conditions.

1. Owner must be assigned to a private room.
2. Room must be located on the first floor of the residence hall.
3. If the furniture is moved to accommodate the bed, it must be stored in the involved room. Room must be re-established at check-out.
4. *An Assumption of Liability form* must be signed by the waterbed owner. Liability applies to accidental or deliberate damage due to any cause.
5. Room assignment arrangements must be made by the involved student. Housing will not change assignments in order to accommodate these requests.

6. For information, contact the Office of Housing and Residence Life.

2.12 VEHICLES

Drive slowly and carefully around the apartment areas and be particularly alert for children.

In order to avoid damage to the grass, sidewalks, and sprinkling system, driving over the lawn or sidewalks to load or unload is not permitted. All deliveries, loading, or unloading must be made from the parking lots or streets.

Motor-driven bikes, scooters or cycles may not be brought inside the residence halls or parked in areas other than the spaces provided.

Parking decals are required for on-campus parking. These decals can be purchased at registration or from the Office of Public Safety at 106 Richardson Avenue. The parking decal is good for the entire academic year.

2.13 ROOM FURNISHINGS

All furnishings in the residence hall are placed there for a specific purpose. Furniture or other equipment may not be moved from room to room or from public areas of the buildings. Any person found to have removed said furniture and/or equipment shall be assessed \$25.00 and/or replacement costs. Room furnishings are to be used in the manner for which it is intended and designed. In particular, mattresses are not to be folded and used as couches and furnishings may not be disassembled.

Personal furniture of students may be used in students' rooms. Due to the lack of storage space, the college cannot store college-owned furniture to accommodate student-owned furniture in the rooms, with the exception of family housing and apartments (couches & chairs). Circumstances requiring special accommodations for personal beds can be arranged with the Residence Director.

The bed size in Girault Hall is 36 inches by 80 inches long for sheet sizing. Conour and Petteys Halls' bed size is 36 inches by 80 inches for sheet sizing.

2.14 BUNKBEDS AND LOFTS

The use of personal bunk beds or lofts is strictly prohibited, regardless of make or manufacture. Lofts are defined as the raising of beds higher than their original position; such as, but not limited to, placing concrete blocks or storage crates under the bed frame.

2.15 Tampering

Maliciously damaging, tampering, or misuse of any coin-operated machines, safety equipment, or the elevator is prohibited.

2.16 Damage/Vandalism

Damage to a resident's room or to any public or semi-public area will not be tolerated and the cost for both labor and materials must be borne by the resident(s) who caused the damage.

2.17 Theft

Attempted or actual theft or misappropriation of any college property on the college campus is prohibited. Cases may be referred to Public Safety as well as submitted to the district attorney for prosecution.

2.18 Posters/Signs

Posters are to be hung on approved bulletin boards only. Any posters not affiliated with housing and hung in areas not designated as public boards will be removed immediately.

Section III PERSONAL SAFETY

3.01 Behavior that endangers or disturbs others' or one's own personal safety within the jurisdiction of the residence halls is prohibited.

1. Sexual offenses including (but not limited to) contact/intrusion/penetration without consent, public sexual indecency and indecent exposure are prohibited. For possible sanctions refer to the section: "Termination by the College"
2. Any action taken by residents that has the potential to cause harm, injury or damage to another resident, their room or their possessions may be subject to disciplinary action. This includes acts perceived as "pranks" against members of the residential community. For possible sanctions refer to the section: "Termination by the College"

3.02 Intentional infliction or threatened physical injury and verbal harassment to/of any person in the college community within the residence halls is prohibited.

3.03 Students are not permitted on the roof of any college building for any unauthorized purpose.

3.04 Dropping, throwing, or in any manner permitting objects, either liquid or solid, to be ejected into or out of windows or off balconies of residence halls is prohibited. Residents of the room are responsible for objects ejected from the window.

3.05 Objects such as frisbees, balls, water, water balloons etc., must not be thrown in the hallway or off balconies, in individual rooms, or in public areas.

3.06 Propping open security doors is prohibited. Security doors ensure the safety of all residents living within a hall. Propping open, tampering with the locking mechanism, pulling open a locked door or admitting anyone not residing in the secured area once the doors have been locked is strictly prohibited.

3.07 The use of water guns, water cannons, or water balloons inside or around entrances of residence halls are prohibited.

3.08 The use of skateboards, roller blades/roller skates or riding bikes in any residence hall building is prohibited. Bicycles may not be ridden, stored, or parked in hallways or other public areas in the residence halls. Bike racks, which are located around the residence halls, are provided for parking bicycles.

3.09 Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule to another person or group of people. Hazing by any group or individual within the residence hall community on the campus is strictly prohibited.

3.10 Any acts of hate towards a person or group of people will not be tolerated within the jurisdiction of the residence halls.

3.11 BBQ grills (both gas and charcoal) are allowed ONLY in the apartments. The area below the grill must be kept clean from grease/food and the grill well maintained. Failure to comply may result in removal of grill and charges may be assessed for cleaning/damages.

3.12 Residents are responsible for the upkeep and cleanliness of the interior and exterior area of their room/apartment. Exterior area should be kept clean and clear at all times. Failure to maintain the interior and/or exterior areas will result in health & wellness checks as determined by the Housing Department. Failure of health & wellness checks is grounds for eviction and forfeiture of housing deposit. "Reasonable Notice" in such cases will be 48-hour notice.

3.13 Students are responsible for upholding the ASC affirmations.

C. DAMAGES

Repair and Replacement Costs - Repair and replacement costs can be substantial. Authorized housing staff and/or college maintenance staff members or their agents, at their sole discretion, determine the actual repair or replacement costs caused by the resident. Only authorized housing staff and/or college maintenance staff or their agents can conduct repairs or modifications in the residence halls; the total cost for both labor and materials must be borne by the resident(s) who caused the damages or who allowed the damage to occur. Damages to a resident's room or to any public or semi-public area should be reported immediately to the Residence Director, Resident Assistants, or the Office of Housing and Residence Life.

Please contact your Resident Assistant or Residence Director directly to report any maintenance requests. By doing so your request can be more efficiently handled and follow-up is ensured. If repairs are not attended to within 48 hours of reporting, please contact the Office of Housing and Residence Life.

Entry Authorization - A request for maintenance repairs submitted to the Office of Housing and Residence Life automatically authorizes entrance into a residential unit to perform the requested repairs even if the resident is not present.

Commons Areas - A blanket assessment for damages to public areas or semi-public areas will be assessed to all occupants of a floor, wing, or hall when no individual responsibility for the damage has been determined.

D. LIABILITY

The college and Office of Housing and Residence Life assumes no responsibility for any accident, injury, loss, theft or damage of personal belongings in or on residence hall/apartment properties, or housing sponsored activities. The policy extends to resident rooms, resident apartments, commons areas, storage areas, auto, and bicycle parking areas, as well as other living units.

E. Fines and Charges

The following are items not included in the Standards of Residence that students may be fined/charged for however, this list is not inclusive:

- Failure to complete Community Service assignments - \$15.00/hour
- Tampering with Fire Alarm System and/or equipment.
- Restitution for stolen, damaged or lost items.
- Disassembling or damage to door closures will result in a \$25 fine and charges for parts and labor to repair or replace closure.
- Students whose contract is terminated by the college will be responsible for the remainder of the semesters rent charges.
- Removal of wardrobes inserts will result in a \$10 fine.
- Removal and storage of property abandoned following the check out process will result in a minimum \$25.00 fine.
- Failure to dispose of trash properly will result in a minimum \$15.00 fine.
- Failure to complete educational assignments will result in a minimum \$25 fine.

F. APPEALS

Appeals of any housing staff member's decision are made only to the next higher position. Requests for appeals must be made in writing no later than five business days after notification of sanctions rendered. Requests must state grounds for appeal. **Failure to file** the above mentioned notice within the prescribed five business days shall constitute a waiver of the rights to appeal. The appeal proceedings are designed to be informal in nature, and no formal rules of evidence procedures shall apply.

RESIDENCE DIRECTOR - If decision made here, appeal to Assistant Director of Housing.

ASSISTANT DIRECTOR OF HOUSING & RESIDENCE LIFE - If decision made here, appeal to Director of Auxiliary Services.

DIRECTOR OF AUXILIARY SERVICES - A decision or judgment may be appealed to the Dean of Student Affairs on the following grounds:

- a. Prejudicial error committed during the hearing whereby the aggrieved was deprived of a fair hearing.
- b. Non-cumulative material and relevant evidence, new or newly discovered, which, with reasonable diligence, could not have been produced at the hearing.
- c. The decision of judgment is not supported nor justified by evidence.
- d. The decision is not supported by ASC policy or procedure.

G. SANCTIONS (include but not limited to:)

1. Letter of Warning
2. Referral
3. Restitution or fine
4. Educational Assignment/Community Service
5. Loss of Privileges
6. Denial of Access
7. Reassignment within Residence Hall
8. Hall Probation
9. Contract Probation
10. Disciplinary Probation
11. Forfeiture of Housing Deposit
- 11 Reassignment to another Hall
12. Contract Termination/Eviction
13. Refusal of Entry to Residence Halls (after contract termination)
14. Suspension (Refer to Student Life)
15. Expulsion (Refer to Student Life)