

Alice Holloway Young Commons
Residence Hall
Policy Manual



2009-2010



Welcome to Residential Living at Monroe Community College

You've Arrived...

Monroe Community College is pleased to offer you the opportunity to live on campus in our state-of-the-art residence halls. Living in the halls, you will interact with students, staff and faculty to build a diverse living and learning community that will complement your educational experiences and contribute to your overall development as a college student.

As a resident, you will conveniently attend classes; take advantage of being near the learning centers and the library, as well as access comprehensive services outside the classroom. Co-curricular programs and activities, sporting events and cultural performances held in the evening and on weekends are just a quick walk across campus. Residence halls are more than just a place to live; they make an already great education even better.

I have wonderful memories of my experiences while living in a residence hall as an undergraduate student. It opened up a new world of social and intellectual opportunities and lasting friendships were made. I wish you much success while you attend Monroe Community College.

Warmest welcome,

Dr. Susan Salvador

Vice President, Student Services

Experience the Difference of Living and Learning at Monroe Community College

Welcome to your home away from home. We are pleased to be a part of your college experience. The Monroe Community College residence hall program is owned and operated by the MCC Association, Inc. Housing and Residence Life strives to provide a living environment that is comfortable, conducive to building positive community, study and intellectual achievement. Our residence halls have a capacity of 772 residents. The office of Housing and Residence Life is located in the Peter A. Spina Administration Building 1 Room 108. The hours of operation are Monday to Friday 8:45am – 4:45pm (hours are subject to change).

MCC is a center for learning for all of its students, therefore we believe in free inquiry and free expression. Students are encouraged to develop the capacity for critical judgment and to learn about themselves and others.

The freedom to learn depends upon appropriate, safe, non-prejudiced opportunities and conditions in the classroom, on campus, and in the larger community. Students should respect this environment and act with civility, courteousness, and responsibility.

With this in mind, the college policies and regulations are presented as the minimum code of orderly conduct at Monroe Community College. They should serve as a guide to obtaining freedom and to respecting the freedom of others.

Residence hall students are responsible for knowing and following all of the policies and regulations which appear in this handbook, the College Catalog, or any other official College or MCC Association, Inc., memorandum or publication.

The following information serves as a guide to living and learning at Monroe Community College. In it you will find information ranging from who makes up the Housing and Residence Life staff to where to get your mail. We hope that you will find this manual to be useful. However, it may not answer all of your questions or concerns. We strongly encourage you to contact your Resident Assistant or any other member of the staff for further information.

Housing Team

You are never alone... there is always someone available to assist you!

Director of Housing and Residence Life

The Director of Housing and Residence Life is responsible for all aspects of the residential life program at MCC. The director is the chief judicial officer for the residence halls and provides direction for the training and programming activities. Additional responsibilities also include housing management, technology management, budget development and program development.

Assistant Director of Housing and Residence Life

The Assistant Director of Housing and Residence Life supervises, trains and evaluates the professional and student staff. The Assistant Director also manages the support committees including appeals as well as external companies/vendors associated with the residence halls.

Resident Directors (RDs)

The residence halls are supervised by five Resident Directors (RDs). RD offices are located on the first floor of each building. The RDs possess a Master's degree or a minimum of 2 years of experience in residential life. RDs are full-time professional staff members who reside in the buildings. Their primary responsibility includes supervising Resident Assistants (RAs) and Community Assistants (CAs), planning and participating in residence hall programs, and the management of the residence halls. They have posted office hours during the work day to respond to the needs of the residential students. There is an RD available 24 hours/7days a week in case of an emergency.

The Resident Directors work with the student staff members and students to establish and maintain a healthy and safe community in the residence halls. Residential students bring ideas for fun and new learning experiences; RDs help make it happen.

Resident Assistants (RAs)

Resident Assistants (RAs) are student staff members who live in the residence halls. As a member of the Housing and Residence Life staff, one RA is assigned to each floor. RAs are selected on the basis of leadership and other personal qualities that enable them to assist residential students with concerns and everyday issues.

Community Assistants (CAs)

Community Assistants (CAs) are student staff members that assist the Resident Assistant with community development. The CA helps the Resident Assistant on their floor with programming, information dissemination and creating a positive living environment. CAs assist with Night Desk Attendant and Resident Director duties as needed. CAs do not have any policy enforcement responsibilities.

Night Desk Attendants (NDAs)

Night Desk Attendants (NDAs) are Federal Work Study students that assist in maintaining a safe and comfortable residence hall environment. The Night Desk Attendant is responsible for checking in each resident and their guest(s) according to established procedures. NDAs may be asked to assist the Housing and Residence Life staff and Public Safety in responding to emergency situations.

Administrative Support

These individuals coordinate the daily activities in the office including answering questions, data processing and are most likely the first people to greet you in the Housing and Residence Life Office.

Building Services

The Building Service staff is responsible for cleaning the hallways, lounges and other public areas. Part of responsible community living is picking up after personal items and not littering. The Building Services staff is **not** responsible for cleaning individual suites or bedrooms.

Team Contact Numbers

Housing and Residence Life	585 292-3674		
Residence Hall Offices:			
Alexander Hall:	585 350-3900	Tribune Hall:	585 350-1100
Pioneer Hall:	585 350-3655		
East and Central Canal Hall:	585-350-0838	West Canal Hall:	585-350-0912

Campus Living

Cable Service

Basic cable service is provided free of charge in each residential bedroom as well as in the suite living room. Should a student want premium cable services, they must contact Time Warner Cable at 585-756-5000, or via the Housing and Residence Life web page to activate an account. Problems with cable service should be reported directly to Time Warner. Residents must set up appointments with Time Warner to activate/deactivate premium service to their room or suite. The individual who is named on the account is financially responsible for all equipment and monetary obligations. The Department of Housing & Residential Life will not be involved in any disputes regarding cable service, equipment or monetary issues.

Common Room

Each residence hall has a Common Room located on the first floor of each of building. Canal Hall has a large common area and conference rooms. Each Common Room includes a TV with cable, pool or foosball table and lounge furniture. The Common Room is for the use of the residents and accompanied guests in that building. These rooms are for social and recreational use. Removal of Common Room furniture is prohibited and will result in disciplinary action. Sleeping in the lounges is prohibited. Programs and events planned in the Common Room must be approved and registered with a Housing and Residence Life staff member. These events will be given priority over other daily activities.

Computer Services

Every bedroom is pre-wired with an Ethernet networking jack that provides connectivity to the College's computer network. All MCC students receive a student e-mail account, which is used for registering residential students' computers. To utilize these services from individual bedrooms, bring a computer with Ethernet capabilities and an Ethernet cable. Ethernet cards and cables can be purchased in the MCC bookstore. In addition, there are a number of wireless public access locations across campus and in the residence halls.

For questions or problems regarding computer/internet services please contact the Student Help Desk:

- Call the student help desk at 585-292-2555

- Send an e-mail inquiry to studenthelp@student.monroecc.edu

Disclaimer:

The student e-mail system consists of around 25,000 accounts, which are automatically created and deleted based on student record information. There are no implied warranties or guarantees regarding the security and/or reliability of the system. While every effort has been made to maximize system uptime, reliability, and security, we cannot guarantee it. Further, while the student e-mail system is backed up, we will not restore individual e-mail accounts or messages. The backups exist for disaster recovery purposes: in case the server or servers crash, we can restore the entire system. Please keep your own backup copies of everything that is related to your class work as well as anything else that is important to you.

Deliveries

Residents who order food from off-campus must provide the vendor with their room number and room phone number. The vendor will then call the resident when they arrive at the hall. It is the resident's responsibility to meet the delivery person in the first floor lobby to pick up and pay for the food. No delivery person will be allowed to enter the living areas in the residence halls. Flower/Balloon vendors will need to follow the same guidelines for delivery.

Heating and Air Conditioning

For best heating results, **do not** block the air vents, and keep all windows closed. In the summer, air conditioning will not work properly unless the windows are closed. Rochester winters are cold; cooperation in helping to conserve energy is appreciated. If there are questions about heating/air units, please contact a member of the Housing and Residence Life staff for assistance.

Laundry

Coin operated washers and dryers are located on the first floor of each building. The laundry rooms are open 24 hours. Washers cost \$1.25 per load; dryers cost \$1.25 and run on a 50-minute cycle, with 25 cents for each additional 10 minutes. Please report any problems with the washers and dryers to a Resident Director immediately. The Resident Director will complete a form for any necessary refunds. Residents must go to the R. Thomas Flynn Campus Center Service Desk to pick up refunds. Monroe Community College Association, Inc. is not responsible for lost, stolen or damaged items left unattended in the laundry room.

Mail Service

Each resident is assigned a mailbox and receives a key upon arrival. All mailboxes are located near the main entrance of each building. Mail is delivered daily, with the exception of Saturdays, Sundays, federal holidays and during breaks when the halls are closed. There will be limited mail service during Intersession. Stamps may be purchased at the R. Thomas Flynn Campus Center Service Desk. If there are any questions concerning mail delivery or if your mail key is lost/stolen, please contact an RD. When a resident receives a package, a slip will be placed in the resident's mailbox, and residents will be able to pick it up during posted pick up hours. Mail will not be forwarded over College breaks or beyond July 1 following the close of the academic year.

The correct mailing address for residents is as follows:

Pioneer Hall Residents

Name

50 Pioneer Hall Box (Number to be assigned upon arrival)

Rochester NY, 14623

Alexander Hall Residents

Name

51 Alexander Hall Box (Number to be assigned upon arrival)

Rochester NY, 14623

Tribune Hall Residents

Name

52 Tribune Hall Box (Number to be assigned upon arrival)

Rochester NY, 14623

Canal Hall Residents

Name

53 Canal Hall Box (Number to be assigned upon arrival)

Rochester NY, 14623

Every resident is responsible for checking their on-campus mailbox daily. Important, dated intercampus mail will be sent to residents via resident mailboxes.

All mail keys must be returned to an RD before leaving school or a \$20 lost key charge will be assessed to the resident's account. Please complete the mail forwarding form online before departing from the residence halls. All mail received at the end of the academic year will be forwarded until July 1. After July 1, all mail received at the residence halls will be marked return to sender. Residents can refer to the Housing and Residence Life web page for updates and information on mail service.

Telephones

Should a student want telephone services, they must contact Frontier at 585-756-5000 or via the Housing and Residence Life web page to activate an account. Problems with telephone service should be reported directly to Frontier. Residents must set up appointments with Frontier to activate/deactivate service to their room. The individual who is named on the account is financially responsible for all equipment and monetary obligations. The Department

of Housing & Residential Life will not be involved in any disputes regarding telephone service, equipment or monetary issues.

Residents are responsible for bringing their own telephone. To call an on-campus number, dial all seven digits of the telephone number. To call another residence hall room, simply dial the last 4 digits of the telephone number. Residents are encouraged to provide the college with a contact telephone number via the student information system. On campus departments, faculty and staff will utilize this number to contact residents.

Trash & Recycling

Please dispose of all trash in the large, green trash bins in the trash rooms located on the first floor of each of the five buildings. Please rinse and place all cans and bottles in the appropriately marked grey, recycling bins in the trash rooms. There are also recycling bins located in the trash rooms for cardboard and paper.

Vending

Vending machines are conveniently located on the first floor of each residence hall. A selection of snack items and cold drinks are available 24 hours a day in these machines.

If a machine is broken, please go to the R. Thomas Flynn Campus Center Service Desk. Be as specific as possible about which machine is not working and about the nature of the problem. If a machine fails to dispense a product, please report the loss to the R. Thomas Flynn Campus Center Service Desk.

Meal Option

MCC residents are not required to have a meal plan to live in the residence halls. Residents do have the option to add cash to their ID cards and use it as a pre-paid dining plan. The plan will be available in the dining facilities on the Brighton Campus. For more information and questions please contact Aramark Dining Services at 585-282-2513. Residents can refer to the Housing and Residence Life web page for updates and information regarding meal options.

Parking

All Brighton Campus Traffic and Parking Regulations are in effect and applicable for on-campus residents.

Residence hall parking permits must be requested in person from the R. Thomas Flynn Campus Center Service Desk, Building 3. There is an additional fee for a residence hall parking permit per semester. If a parking permit is lost, please go to the Housing and Residence Life Office.

Each resident will be permitted to register one vehicle. Residence Hall parking is restricted to designated residence hall parking lots. Residents will be assigned a permit for only one lot based on permit availability. Parking is only allowed in the lot for which the permit is issued. The only exception is a resident who has registered with the Parking Office as a person with a disability and whose vehicle has a valid handicap permit displayed. From 5 p.m. until midnight, residents may park in other parking lots on campus with a valid parking permit. Failure to abide by residence parking policy may result in the vehicle being ticketed and/or towed at the owner's/operator's expense.

Non-college community members visiting campus may either park in a metered parking spot or obtain a visitor parking pass and park in designated areas. Visitor parking passes must be obtained by a residence hall student at the Bursar's Parking window located on second floor in building 6. Visitor passes are \$1 each and valid for one day only. Each resident is permitted 25 visitor passes per semester.

For the security and safety of all college community members, driving and parking along the inside of the residential quad is strictly prohibited. Violators may be ticketed/towed at the owner's/operator's expense if cars are parked illegally.

Pest Control

Please notify a Housing and Residence Life staff member if there is any problem with insects or rodents in a room or suite. A service request form must be submitted for a member of the pest control staff and building services to enter the room or suite during regular business hours to address the problem. Residents do not have to be present, but make sure an accurate description of the problem is given. All non-perishable food should be stored in airtight containers and be well wrapped. No food is to be placed on windowsills. Food must be properly stored or discarded during vacations.

Recreation

There are numerous outdoor activities and clubs on campus. The Rochester region provides ample opportunity for activity year round. From snowboarding to swimming to a myriad of festivals, concerts and museums, there are many options available.

On campus, residents have access to the Human Performance Lab and PAC Center – a state-of-the-art workout facility located in building 10 – as well as two gymnasiums, lighted tennis courts, an indoor walking track, playing field, a Frisbee golf course and an Olympic-sized swimming pool. It's all free!

An intramurals program is offered year round. Residents who are interested in participating in the intramurals program should contact the Athletics Department at 585-292-2841 for more information.

A break room is located in the R. Thomas Flynn Campus Center Building 3-138. Pool tables and video games are available along with a TV lounge space.

Safety & Security

The College has an outstanding security record. This is due to our excellent Public Safety staff and procedures, as well as from features like secure card access readers, blue light emergency phone stations, state-of-the-art smoke/heat alarm systems, camera monitoring system, and 24-hour Public Safety surveillance around campus.

Safety is everyone's responsibility. Report any unusual, dangerous, illegal, harassing, or otherwise unsafe behaviors to a Housing and Residence Life staff member or Public Safety.

Public Safety

The Public Safety Department provides security and related services to the college community seven days a week, 24 hours a day. All Public Safety Officers are Civil Service employees and

must successfully complete the Police Recruit Training Course at the Public Safety Training Center. This is the same course attended by all police officers in Monroe County. No other college in Monroe County maintains this standard for their security or public safety officers. Officers have also been trained in emergency medical procedures, first aid, CPR and Critical Incident Command.

Public Safety Officers are currently transiting to armed Campus Peace Officer status in accordance with New York state law. Campus Peace Officers will be armed on a limited basis with Officers assigned to outside mobile patrols and Officers conducting money escorts being armed. They conduct foot, bike and vehicular patrols on campus and at satellite locations, 24 hours a day. On campus, the public safety officers enforce all laws and regulations, both of the college and the State of New York. The Public Safety Department works very closely with the Brighton Town Police Department and other local and state law enforcement agencies to assist them with incidents that may occur off-campus.

Potential criminal actions and other emergencies on campus can be reported by any student, faculty member or employee directly to the Public Safety Department. It is extremely important to notify Public Safety so they are aware and involved with any action or investigation. **If dialing from a residence hall phone, dial 3911 to contact Public Safety. If dialing from a Brighton Campus phone, dial 2911. If dialing from a cell phone or off campus line, dial (585) 292-2911.** Emergencies can also be reported by using blue-light courtesy phones, located throughout campus. Upon receiving a call, officers are dispatched immediately to the site of the complaint.

The college encourages accurate and prompt reporting of all crimes or suspected criminal activity. **Reports may be made anonymously via the web by going to the Silent Witness at www.monroecc.edu/go/witness or by calling the Crime Stoppers confidential tip line at (585) 292-3636.**

Crime Prevention Tips

Criminals who see an opportunity for gain will take risks. Assault and robberies can happen to anyone, anywhere, at any time. If we work together, we can stop crime before it occurs.

Crime reduction on campus requires the continued active support of the College community. The following are a few suggestions, which may help to prevent crime by planning ahead for personal protection.

Personal Safety...What You Can Do!

The best defense against crime is to take adequate precautions, and always practice good personal safety. Precaution and prevention are the most effective tools that can be used to reduce the chances of falling victim to a crime. Know the current environment and be alert at all times, whether at home, out walking (especially at night), driving or at work.

At Home, Your Apartment, or Residence Hall Room

- Keep doors and windows locked when at home to keep out unwanted visitors
- Lock all doors and windows whenever exiting. Even the best locks won't work if you do not use them
- Don't automatically open the door when someone knocks. Use the peep hole in the front door to see who is there
- When strangers ask to use personal phones, offer to make the necessary call but don't let the person into the room

- Do not loan room keys to anyone

When Walking

- Know the locations of blue-light courtesy call boxes along daily routes
- Plan routes in advance. Stay away from alleys, fields, and dark areas. Avoid shortcuts
- Walk on lighted walkways on campus. Use the Public Safety Escort Service
- Don't walk alone. Walk with a friend, especially at night
- Use RTS buses. Wait for the bus with a friend
- Women need to be extra cautious
- If being followed, change directions and head for a public place
- Have keys ready to enter a car, room, or apartment immediately
- Don't accept rides from strangers. Don't hitchhike

If You Are the Victim of A Crime

The first thing to do is notify the authorities at once. If the incident happened on campus, call Public Safety at **2911 from any Brighton Campus telephone. If dialing from a residence hall phone, dial 3911 to contact Public Safety. If dialing from a cell phone or off campus line, dial (585) 292-2911.** If the incident happened off campus, contact the local law enforcement agency serving that area.

Confidential counseling services are available through Rape Crisis, a service of Planned Parenthood. A counselor is available 24/7 by calling (585) 546-2777.

MCC provides a wide variety of security services and prevention programs to everyone in the campus community. Although everyone is ultimately responsible for their own physical safety, learning and practicing the basic precautions will enhance every student's well-being.

Other Safety-Related Information

Class Cancellations. A listing of daily class cancellations is available on the Internet at www.monroecc.edu. Click on the A-Z index; C to access Class Cancellations. Please utilize local television, radio or the MCC website for closing information. Please refrain from calling the media or the College.

Closed Campus Hours. College community members are prohibited from entering any campus building, excluding the residence halls, between midnight and 6:00am. In addition, college community members are restricted from coming to campus anytime the college is closed.

Emergency Messages. If someone needs to contact a resident in case of an emergency, call the Office of Student Services at 292-2052. Public Safety will try to reach the resident. After 5:00PM, Public Safety should be contacted directly at 292-2075.

Escorts. Public Safety officers can escort college community members who are on campus late in the evening. Call 292-2911 or 3911 to utilize this service.

Housing Information

The Alice Holloway Young Commons consists of 772 beds located throughout four buildings; Pioneer Hall, Alexander Hall, Tribune Hall and Canal Hall. There are three types of suites. The first type houses four residents and each student has their own individual bedroom. The second type houses four residents in two double-occupancy rooms. The last type houses five residents in two double-occupancy rooms and one single room.

The approximately 1,100 square-foot suites include a kitchen, two bathrooms, a common kitchen/living room, and bedrooms. Each suite is also equipped with internet connectivity. Basic cable TV is provided free of charge in the suite common room and to each resident in the bedroom. Premium cable features are available for an extra fee.

The suites are furnished with living room and bedroom furniture including:

- Living Room
 - Couch, two chairs, coffee table and two end tables
- Kitchen
 - Full-size refrigerator, electric stove with oven, microwave, dishwasher, some garbage disposals, a breakfast counter and stools
- Bed Room Furnishings per Student
 - Height adjustable bed frame (w/extra long mattress-36"x80"), wardrobe closet (w/mirror), desk (w/lamp), desk chair and 2 night stands

The first level of each building has a lounge, a laundry room, recycling/trash area, a mailroom and the RD and RA offices.

Floor Plans



This is a typical 4-person suite, with four single bedrooms. A limited number of 4-person suites with two double bedrooms are also available.



This is a typical 5-person suite. The two larger bedrooms are doubles, and the smaller bedroom is a single bedroom.

HOUSING APPLICATION/LICENSE 2009-2010

1. Students who have applied for housing, submitted a \$200 housing/security deposit and are matriculated full-time are eligible. "Full-time" is defined as twelve (12) credit hours or more; this includes hours added during the drop-add period. Students must meet all health requirements and be in good judicial standing. To be eligible for a room assignment, students must be registered full-time. Students must be enrolled full-time each semester to reside in the residence halls. If a resident falls below the credit hour requirement during the semester, eligibility to reside in the halls will be reviewed.
2. Current students are eligible for the intersession option if enrolled for three (3) or more credits during intersession, and students must complete and submit an intersession application with the required intersession housing fees. Housing fees for intersession are not covered by financial aid. Applications must be submitted to the Campus Center Service desk with payment by the deadline.
3. The cost of housing for 2009-2010 is \$3,200.00 per semester for a single room or \$6,400.00 for the academic year not including intersession, a double room is \$2,800.00 per semester or \$5,600.00 for the academic year not including intersession. **In addition, please be advised that the housing agreement is available in two options: The entire academic year; therefore students will be financially responsible for both semesters unless the Housing and Residence Life Department is able to re-establish occupancy OR Semester option and students are permitted to leave after the Fall semester with no financial obligation for the Spring semester. Students have the option to extend the housing agreement from a semester to a full year for an additional administrative fee**

- of \$200.** Payments are due by the published payment deadlines. Students who fail to make payment by the due date(s) may have an academic hold placed on their account or their housing contract cancelled. Students intending to pay for housing, tuition and fees with financial aid are encouraged to file for financial aid no later than March 15, 2009. Any balance due after estimated aid is applied must be paid before students will be admitted into the residence halls.
4. Students must be 18 years of age by December 31, 2009; exceptions by permission of Director of Housing and Residence Life.
 5. The MCC Association, Inc. reserves the right to make room assignments and reassignments as necessary.
 6. Housing is limited; students are not guaranteed a room.
 7. Residents are permitted to have a vehicle on campus but must park in the designated areas for residential students. Parking permits can be purchased for an additional fee of \$40/semester paid at the Campus Center Service desk.
 8. Health requirements are mandatory and must be complete prior to admittance into the residence halls. New York State Public Health Law 2165 requires all post-secondary students attending colleges and universities to demonstrate proof of immunity against measles, mumps, rubella and meningitis (or a signed waiver). Immunization for Hepatitis B is strongly recommended. For more information, visit the Health Service website www.monroecc.edu/depts/stuhealth, or contact Health Services at (585) 292-2018.
 9. Proof of current comprehensive insurance coverage is required. Residents covered by health insurance that is equal to or more comprehensive than the policy available through the college must certify to that effect to receive a waiver. Students must submit the name and policy number of their insurance to the Health Services Office. The purchase of student health insurance coverage through Niagara National is available at a reasonable cost to the student. Information on the student health insurance policy is available through the Health Services website.
 10. Individuals who, in the opinion of the Vice President for Student Services, pose a clear and present danger to themselves or other residents are not eligible to live in residence housing. Registered Sex Offenders at risk to re-offend according to New York State law or the law of any other jurisdiction represent a clear and present danger to themselves or other residents are not eligible for residence housing.

Refunds and Forfeitures

1. This license is binding for the selected agreement period, excluding Intersession. Official college vacation periods are not included in this agreement for accommodations and such periods are not covered by the fees established in this agreement.
2. The MCC Association, Inc. will retain a student's housing/security deposit, housing fee and terminate the agreement if a student living in the residence halls: a) withdraws from Monroe Community College ; or b) is removed from housing; or c) is withdrawn from the college; or d) voluntarily leaves housing; or e) is no longer eligible for housing or otherwise becomes ineligible for housing.
3. Students who choose to terminate their license during residency will forfeit their housing/security deposit. Students who are called to military service are exempt.
4. The housing/security deposit will be refunded if a room is not available and the student requests a refund in writing.
5. If a student withdraws/terminates his/her housing agreement, the following refund policy for housing fees (excluding housing/security deposit) will apply: Academic Year Agreement or Semester Agreement: A student will be financially obligated until the Housing and Residence Life Department is able to re-establish the occupancy.

6. Students whose payment for housing includes approved financial aid will be fully obligated to pay the balance of any housing fees as a result of financial aid that does not materialize or for which the student is deemed ineligible (as a result of withdrawals, drops, failure to meet academic progress, or other reasons).
7. The housing/security deposit is not considered advance payment of the housing fee. The housing/security deposit will be cashed and/or charged and retained by the MCC Association, Inc., as a guarantee against damage to the room, residence property or furnishings. The housing/security deposit will be refunded within ninety (90) days of the expiration of the license provided damage charges have been paid in full and there is no additional damage or housing related fines/charges. All charges associated with the suites or common area damages will be split equally and charged as fines against each suitemate's security deposit unless otherwise resolved with the suite residents and the Housing staff. Damage in public areas of residence hall buildings will be assessed at the discretion of the MCC Association, Inc.
8. An appeal for a housing fee refund should be directed in writing to the Housing Refund Appeals Committee, Office of Housing and Residence Life. Appeals for a refund of housing fees after check-out must be received within 14 business days of the check-out date. Appeals must include all supporting documentation at the time of the appeal. The decision of the Appeals Committee is final.

Inspection and Occupancy:

1. The MCC Association, Inc. reserves the right to allow authorized personnel to enter into the living area or resident's room at any time.
2. The Housing and Residence Life Staff will inspect the room and suites weekly.
3. The residence hall buildings will only be used for residential purposes; no solicitation or commercial use of the property is allowed.
4. During the Fall semester residents may move into the halls the Sunday before classes during designated times. Residents must vacate the halls during the Thanksgiving Recess and at the close of the Fall semester students must vacate the halls 24 hours after their last final exam. Residents enrolled in intersession classes who have paid the additional housing fees by the deadline may return the day before Intersession begins; all other residents may return the day before classes begin for the Spring semester. Residents must vacate the halls during Winter and Spring Recesses. At the end of the Spring semester, residents must vacate the halls 24 hours after their last final exam. Any exceptions to this policy must be approved by the Director of Housing and Residence Life or his/her designee.
5. If a resident's housing license is terminated for any reason, the resident must return all keys to a Housing and Residence Life staff member and vacate his/her room immediately.
6. Students who reside in the residence halls must comply with Monroe Community College's Student Handbook and MCC Association, Inc. Housing and Residence Life Policy Manual. Any violations by students which pose a risk to health or safety may result in immediate termination of this license.

Residence Hall Policies

Note: The following are residence hall policies, which apply to all residence hall students, their guests, and visitors in the Alice Holloway Young Commons. In addition to the residence hall policies, all residents must follow all Monroe Community College Conduct Regulations, as outlined in this handbook.

Alcohol and Other Drugs. The use, sale, transfer, possession or being in the presence of alcoholic beverages in the residence halls or on College premises is prohibited, regardless of

age. No alcohol beverage containers or drinking game devices or paraphernalia are allowed in the residence hall or on the College premises, regardless of age.

Individuals involved with the illegal possession, use, sale, transfer or being in the presence of any controlled substances, including those used for medicinal purposes, may be dismissed from the residence halls without refund. All drug paraphernalia is prohibited and will be confiscated. Drug-related violations may result in criminal charges, in addition to residence hall and college disciplinary action.

ALCOHOL/SUBSTANCE INCIDENT SANCTION MODEL

First Violation*

- Residence Hall Probation- Duration based on severity of the incident and resident's judicial history
- Parental notification
- Educational Sanction
- \$50 fine
- Referral to the Vice President for Student Services Office (for serious violations)
- Possible Residence Hall Suspension or Removal
- Possible Suspension from the College

Second Violation*

- Heightened Residence Hall Probation- Duration based on severity of the incident and resident's judicial history
- Parental notification
- Educational sanction/referral
- \$100 fine
- Referral to Vice President for Student Services Office
- Possible Residence Hall Suspension or Removal
- Possible Suspension from the College

*These are the minimal recommended sanctions for violations. Depending on the severity of the incident, you may also be removed from the residence halls and/or referred to the Vice President for Student Services Office for additional sanctions outlined in the College's Conduct Regulations.

Cooking. Cooking is allowed only in suite kitchen areas. Residents are encouraged to cook with the kitchen appliances provided in the residence halls. It is expected that residents wishing to cook will apply all fire safety precautions and observe good cooking practices. It is recommended that residents regularly clean the stove drip pans to prevent residue build up that could result in excessive smoke or fire. Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence while cooking.

UL-approved sealed-unit coffee makers and toasters are allowed to be used in the kitchen area. The use of any other cooking appliances are prohibited in all suites including, but not limited to, toaster ovens, George Foreman grills, hot plates, and electric fry pans.

Damages and Vandalism. Residential students are responsible for any loss/damage to personal property, College property, or property of the MCC Association, Inc. Anyone causing damages, whether intentionally or by accident must report the incident to their Resident Director. Damages occurring during the academic year will be invoiced to the resident. Vandalism to common area property will be assessed and divided equally among all resident students living in the building. All damage deemed vandalism by the Housing and Residence Life staff will incur a base charge per incident based on building occupancy.

Residential students are responsible for any damage to their bedroom. Any damage to common areas that cannot be attributed to individual resident(s) will be considered the joint responsibility of the residents of the hall or suite. The repair/replacement costs will be charged to the residents by dividing the total cost equally by the number of residents in the hall or suite involved.

Outstanding fees in excess of \$200 will result in a hold preventing the resident from adjusting their class schedule. Outstanding fees less than \$200 will result in a hold preventing the resident from obtaining a college transcript. Unresolved balances may be referred to a collection agency and residents will be responsible for all associated collection fees.

We recommend that all residents obtain renter's insurance to protect their belongings in the event of theft or damage. The MCC Association, Inc. will not compensate residents for loss or theft of personal property in the residence halls.

Below is a list of *approximate* repair costs for commonly damaged items:

- Chair (upholstered) \$400.00
- Clean appliance (oven, stove, refrigerator) \$35.00 Each
- Clean bathroom \$40.00
- Clean common area in suite \$100.00
- Desk \$330.00
- Desk chair \$115.00
- Kitchen bar stool \$100.00
- Dresser wardrobe \$500.00
- Lockset for mailbox \$20.00
- Lockset for suite/bedroom \$80.00
- Light fixtures \$40.00
- Mirrors \$60-200
- Paint room \$50.00/wall
- Recycling box \$15.00
- Remove trash \$25.00/each bag
- Remove personal items \$25.00 & up
- Repair hole in wall (depending on size) \$30.00 - \$100.00
- Replace bed board \$90.00
- Replace bedroom door \$180.00 - \$220.00
- Replace garbage disposal \$70.00

- Replace light cover \$40.00
- Replace mattress \$130.00
- Replace microwave \$200.00
- Replace window blinds \$50.00/per window
- Replace window screen \$50.00
- Smoked detector \$100.00
- Sofa (upholstered) \$600.00
- Thermostats \$50.00
- Toilet paper dispenser \$35.00
- Towel Bar \$35.00
- Wardrobe mirror \$60.00
- Window glass \$95.00 - \$125.00

Fire Safety Rules

The residence halls are equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Residents are expected to observe fire code regulations. Violators of these regulations are subject to disciplinary action, payment of any damages, and fines. The fine for setting off a smoke or fire detector, sprinkler system or fire extinguisher within a building as a result of negligence, misuse or abuse can range from \$100-\$1000 plus the cost of damages. Personal items that are in violation of the fire code will be confiscated and tagged. All confiscated items which are not picked up and taken home within thirty (30) days will be disposed of by the Housing and Residence Life staff. Residents will be subject to a fine.

- For the protection of residents, residence halls are equipped with smoke and fire detection, sprinkler systems and fire extinguishers. Tampering with any of these systems is a violation of the college Code of Conduct and well as a violation of New York State law. At no time should anything be hung from a sprinkler head
- Stairwell doors leading to hallways should be kept closed
- Hallways must be kept clear at all times. Furniture and personal belongings such as trunks, boxes, and drying racks may not be placed in the hallways
- Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and prevention devices. Room decorations shall be non-combustible or flame retardant. Fireworks and firecrackers are not permitted in the residence halls. (Residents are not permitted to possess fireworks and firecrackers while on campus.)
- Bedroom furniture must allow at least a 36 inches clear walkway from the opposite side of the bedroom or common area to the door.
- Only store-bought curtains hung on tension rods may be used as approved window coverings

- Wall decorations are limited to 20 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry and must be at least 18 inches below the ceiling height.
- Lighting or heating devices that produce an open flame are prohibited in the residence halls. This includes but is not limited to candles, kerosene lamps, and lamps with the globe facing upward, such as torchier lamps. No hot plates, toaster ovens, George Forman and similar grills, electric fry pans or auxiliary heaters are to be used; coffee pots should be used only on the kitchen counter
- Bicycles left in residence hall common rooms, halls, stairwells, or where they obstruct exits will be removed. They should be stored only in designated bike storage areas located outside each building
- Flammable holiday decorations such as live Christmas trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in the building
- Only MCC Association, Inc. wiring is allowed in residence hall rooms with the following exceptions: U.L. listed power strips with circuit breaker, and power surge protection. Power strips may not be used in a series to gain greater lengths and ceiling fixtures may not be installed. Electrical cords must not be used unsafely (under carpets, in pathways, taped down, etc.). Spliced, taped or frayed cords must not be used. Multi-outlet devices such as adapters, cubes, plug-in air fresheners etc., are prohibited. Dimmer switches and ceiling fixtures may not be installed. Extension cords are prohibited
- Electrical cords and data cables cannot be installed from room to room where their existence may cause tripping hazard, nor can they be ran through the ceiling tiles
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being stored in the building
- Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the residence halls
- Do not leave food unattended in the microwave or on the stove

Fire Evacuation Procedures

The fire alarm system in the residence halls is directly connected to the Monroe Community College Public Safety Dispatcher and is monitored 24 hours per day.

- When the alarm sounds, all occupants must vacate the building quickly and safely and meet in the following areas:

Pioneer Residents will meet in Parking lot R

Alexander Residents will meet in Parking Lot D (MCC Child Day Care parking lot)

Tribune Residents will meet in Parking Lot R

Canal Residents will meet in Parking Lot T

- The Fire Department, Public Safety as well as Housing and Residence Life staff members will ensure that the building has been properly evacuated
- Any resident found in the building during an alarm will be subject to disciplinary sanctions and fines
- The Fire Department will determine when it is appropriate to return to the building. Under no circumstances should you return to the building unless you are told to do so

by the Fire Department, Public Safety or a Housing and Residence Life staff member acting for the Fire Department

Fire Safety Sanctions

Building Fire Alarm Activation

- First time violation: \$200 fine and residence hall probation issued to the suite or responsible resident(s)
- Second time violation: \$500 fine, referral to the Student Services office and possible suspension or removal from the residence halls
- Third time violation: \$1000 fine and suspension or removal from the residence halls

Failure to Evacuate

- First time violation: \$200 fine and an educational project
- Second time violation: \$300 fine and a referral to the Student Services office
- Third time violation: \$500 fine and suspension or removal from the residence halls

Intentional Fire Alarm Activation or Tampering with Fire Safety Signs/Apparatus

- Any intentional activation of a fire alarm or tampering with fire safety signs/apparatus will result in residence hall suspension or removal and referral to Student Services office. In addition, there will be a minimum fine of \$500.

Fire Safety Tips

- Before leaving the room, touch the door to see if it is warm. If the door is warm, DO NOT open it. If possible, put a damp towel along the bottom of the doorway. If the door is not warm, crack the door to see if there is smoke
- If you cannot get out of the room and your room is filled with smoke, put your head out a window to breathe. Wave a towel or other object to let the firefighters know that you are trapped
- Put a damp towel over your mouth and nose to keep from breathing smoke
- Crawl or stoop low on the floor to avoid smoke inhalation
- If you are trapped and there is a phone nearby, call Public Safety
- Close doors and windows behind you to help prevent the spread of fire. Do not lock the doors
- Do not use the elevators
- Call Public Safety to report the fire from a safe location

Full Time Status. Residents must be enrolled full-time each semester to reside in the halls. "Full-time" is defined as twelve (12) credit hours or more that includes hours added during the drop-add period. If a resident falls below the credit hour requirement, they may be removed from the residence halls.

It is strongly recommended that residents enroll for a 15 to 18 credit hour load. This would provide a safeguard so that a resident does not fall below full-time status (12 credit hours), if a schedule is adjusted.

There are a number of ways a resident can drop below full time:

- Drop/Add
- Withdraw
- Faculty member can withdraw a student

A resident should not fall below twelve (12) credits without prior approval of the Director of Housing and Residence Life or his/her designee. Residents are encouraged to respond to all notices regarding registration status. Failure to respond will result in denied or limited access to the residence halls.

Guest/Visitation (day and evening). A resident's right to privacy and comfort takes precedence over the community member's privilege to have guests. It is important for suitemates to discuss visitation and to arrive at an agreement acceptable to all roommates in the suite. **A non-resident is defined as any person who is not a designated resident of a suite.** Non-residents must possess a valid photo ID (driver's license, work/college ID). Non-residents must be in the presence of the host resident at all times. The visitation policy will be strictly enforced. Residents will be subject to disciplinary sanctions and/or a fine, if the guest visitation period is exceeded. The storage of guest/visitor property within the units is prohibited. Non-residents may not use a resident's keys or swipe card. Non-residents are prohibited from visiting the residence halls for an extended period of time.

Any non-resident can be asked to vacate the residence halls at the discretion of a Resident Director, Public Safety or the Director or Assistant Director of Housing and Residential Life at any time. Failure to vacate the premises upon request may result in the issuance of a persona non grata or trespass warning which prohibits future visits to the residence halls as well as the courtyard area of the residence halls. Failure to abide by this issuance may result in the arrest of the individual and judicial action upon the host.

Non-residents must comply with all college policies and residence hall rules/regulations. Residents that host non-residents are responsible for the non-residents' behavior. Non-resident, MCC students can be held accountable for their actions through the MCC Code of Conduct. If a non-resident creates a disruption and affects a roommate, suitemate(s), other residents, or the community, they may be asked to leave the halls and the resident may be held accountable for their actions. In cases where a non-resident damages property or violates hall/college policy, the resident host may be subject to disciplinary sanctions and/or restitution.

- All non-residents must call their hosts from the entrance telephone and be signed in by the host
- Residents will be limited to signing in two (2) non-residents.
 - There is a 12 person occupancy limit on 4-person suites
 - There is a 15 person occupancy limit on 5-person suites
- All non-residents, including parents and family members, will be required to sign in at the duty desk. Any exceptions will be made by the Resident Director on duty.
- Host will be required to bring their MCC IDs to the duty desk when signing in non-residents.
- All non-residents will be required to present a valid photo ID at the duty desk. The ID must be a college ID, driver's license or other appropriate form of identification.
- All non-residents must be registered at the duty desk during desk hours.

- Residents signing in a non-resident as an overnight guest must do so at the time of registration at the duty desk.
- Overnight non-residents are permitted, but may not reside in any suite for more than three days in any given two-week period.
- Overnight non-residents who fail to sign out of the residence halls at the sign-in desk prior to the end of desk operations will be considered an overnight non-resident.
- Children under the age of 16 visiting the halls must be accompanied by a parent or guardian and may only visit between the hours of 8:30 a.m. – 8:00 p.m. Any child may be asked to leave the halls at the discretion of a Resident Director, the Director or Assistant Director of Housing and Residence Life or Public Safety at any time. Any exception to this policy may be made by one of the aforementioned parties.

The duty desks are staffed:

- Sunday to Wednesday from 8:00 pm to 11:00 pm or 1 am
- Thursday to Saturday from 9:00 pm. to 1:00 am or 2 am

Times are subject to change based on staff coverage.

Hall Openings/Closings. The Residence Hall move-in dates for residents is the Sunday before Labor Day for the Fall semester and the day before classes begin for the Spring semester during designated times. Alternate arrangements following the identified check in times will need to be coordinated with the Housing and Residence Life Office. Residents must vacate the halls 24 hours after their last final exam during the Fall and Spring semesters.

Residents will be charged \$25 per half hour after the building closes if they fail to vacate-not to exceed \$200. Any exceptions to this policy must be approved by the Director or Assistant Director of Housing and Residence Life or his/her designee, a minimum of one week in advance.

Residents must vacate the halls during all college vacation periods.

When leaving for the vacation periods, residents are responsible for the following:

- All windows and doors must be closed and locked
- All window blinds must be drawn
- Clean the room and suite; empty wastebaskets, remove all perishable food items from refrigerators and rooms and take all trash to designated location
 - There is a \$25 fee for each bag of trash that has to be removed from the suite
- All electronic appliances, excluding housing issued refrigerator, microwave and oven, must be unplugged. This includes unplugging personal refrigerators.
- Take all personal items that will be needed during the break period. ***Residents will not have access to their room or suite during the break period***
- Lower the heat in the suite to 60 degrees
- Remove all valuable personal belongings. The MCC Association, Inc. is not responsible for lost or stolen property

A Housing and Residence Life staff member will check each room and suite to ensure that the above guidelines have been followed.

Health and Safety Inspections. The college expects a certain level of cleanliness and a certain level of safety standards to be maintained in the residence halls. It is the responsibility of all residents within a suite to maintain a clean and healthy living environment. To ensure that this standard is met, the Housing and Residence Life staff will conduct:

- Weekly "walk-throughs" to make sure the suites common areas are kept in a safe and sanitary condition
- Monthly health and safety inspections of the entire suite; including individual bedrooms
- New York State fire safety inspections of the entire suite; including individual bedrooms

If a problem is noted in the room/suite, residents will be given a verbal/written request to rectify the situation by a specific date. At that time, the room/suite will be re-inspected. Failure to correct a documented problem may result in judicial action.

Excessive damage or a problem that produces an unsafe/unhealthy living condition may result in judicial action including, but not limited to, residence hall probation, professional cleaning charges or the loss of residence hall privileges.

Any fines that are imposed by the New York State fire inspector will be billed directly to the resident (s) responsible for the violation. In the case where the responsible party cannot be identified for a violation within a suite, the amount will be split equally among the members of the suite.

Keys and IDs. Residents will be issued one key, which will open the outer door to their suite and their assigned bedroom. It is the resident's responsibility to carry their keys and MCC Student ID at **all** times and present IDs when requested by a college official, member of the Housing and Residence Life staff or employee of the Monroe Community College Association, Inc. Residents must report lost/stolen keys to a Resident Director immediately. The resident will sign out a temporary key until the lock change is complete. A locksmith will change the locks on the suite door and all bedroom doors in the suite within a reasonable timeframe of the resident reporting the key lost or stolen. In addition, all suitemates will be issued a new key. If a room/suite key is lost/stolen, the entire suite must have a lock change. A lock change fee of \$125.00 for will be billed to the resident for immediate payment. There will be no refund once a lock change has been requested.

Lost mailbox keys will be replaced for a fee of \$25.00 and will be billed to the resident for immediate payment. Failure to return keys at the time of checkout will result in lock change fees. Residents may not allow anyone to borrow their housing issued keys or student ID card. Duplication and unauthorized use or possession of college keys is prohibited. Violation of these policies will result in judicial action.

Residents must use their student ID card to gain access to the interior of the residence halls. A lost/stolen/broken ID card may be replaced for a fee of \$10.00 through Photo ID located in Building 3 room 139 A. Photo ID may be reached at 585-292-2555. If you have any issues with your student ID, please contact your Resident Director for assistance.

Lock Blocks. Lock blocks may be placed in all suites and/or unoccupied rooms of suites during break periods. The Department of Housing and Residence Life reserves the right to place lock blocks on resident rooms and/or suites for failed response to official communication attempts by

the college or Monroe Community College Association, Inc. personnel or at any other time deemed necessary by the aforementioned parties. A notice will be posted at the location to inform the resident(s) of what action needs to take place to regain entry to their room/suite. Attempts to gain access to a suite or room while a lock block is in place may result in damage to the door or lock. All damage will be charge to the responsible party and judicial action will apply as well.

Lockouts. Residents who are locked out should contact an RA. If an RA cannot be contacted, the resident should contact an RD. If an RD cannot be contacted, the resident should contact Public Safety at 585-292-2912. Student ID must be presented at the time of the lockout. Housing and Residence Life staff members will only let residents into their assigned room. Staff members will not give residents access to other resident's rooms. Staff will not unlock doors for guests. Upon the assistance for each lockout by a staff member, the resident will be required to verify that they are in possession of their keys. Residents who cannot produce their keys may be charged for a lock change. **Lockout assistance will be completed at the earliest time feasible to the Residence Life staff or Public Safety.** Leaving room/suite doors unlocked is dangerous and also places all suitemates' belongings at risk.

Maintenance Problems. If any Monroe Community College Association, Inc. property in a room/suite needs repair, residents must visit the MCC Housing and Residence Life website at www.monroecc.edu/go/fixit and submit a work order online. Residents failing to report maintenance problems could be held responsible for any resulting damages. All repairs must be done by authorized college personnel only. Any unauthorized repairs may result in judicial action. If the request has not been completed within five (5) working days, please notify an RD. For all after-hours maintenance-related emergencies, contact Public Safety from the halls 3911 or 585-292-2911. All maintenance requests will be addressed as soon as possible; higher priority is given to more severe repairs.

Mandatory Hall/Floor Meetings. During the semester, certain floor and hall meetings will be designated as "mandatory" by the Housing and Residence Life staff. Residents must attend mandatory hall/floor meetings with their Resident Assistant and/or Resident Director. Failure to attend these meetings could result in missing out on valuable information and it will be the responsibility of the resident to get the information. Residents will be held accountable for any information disseminated. Many meetings are not mandatory; however, it is highly recommended that residents attend all meetings on their floor and for the hall so that they are aware of all information that is being provided for their benefit.

Prohibited Items:

The following are prohibited in or around the college residence halls and violators are subject to immediate action and/or removal by college personnel. The Department of Housing and Residence Life reserves the right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents or college property at any time. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up and taken home may be disposed of by the Housing and Residence Life staff.

1. Animals or pets of any kind including snakes and turtles (small 5 gallon fish aquariums are permitted-one per resident)
2. Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways and doors)
3. Dartboards of any kind including magnetic, felt or plastic tipped darts
4. Electrically amplified instruments, including DJ equipment
5. Extension cords or multi-plug outlets, plug-in air fresheners (power strips and surge protectors are permitted)
6. Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of a residence hall
7. Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, B-B guns, paintball guns, fireworks, knives, and archery equipment
8. Halogen lamps, lava lamps or other high-intensity lamps including torchier lamps, spider lamps or any upward facing bowl lamps
9. Refrigerators exceeding 4.0 cubic feet
10. Indoor use of any athletic or recreation equipment, any hall sports/gaming, water fights, or horseplay
11. Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol (including those beers designated "non-alcoholic")
12. Live-cut Christmas trees and flammable decorations
13. Neon signs
14. Strings of lights (including holiday and rope lights)
15. Federal, state, college, local or other signs
16. Candles (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible device (i.e., gasoline, benzene, flammable liquids, chemicals)
17. Waterbeds, air mattresses, hot tubs, jacuzzis and non-college lofts and cinder blocks
18. Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars etc.)
19. Electric blankets
20. Hot plates, toaster ovens, George Forman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, oil fryers or auxiliary heaters

Publicity and Posting. The Department of Housing and Residence Life must approve all promotional material posted or distributed in the residence halls. Only events that meet one or more of the following criteria will be allowed to be advertised in the residence halls:

- Sponsored by a recognized MCC club, organization, or department. "Sponsored" means to have a financial and/or production involvement with the event
- A function taking place on any MCC campus

Materials in violation of the above policy will be removed. Promotional materials for other area college events or non-college groups may be posted in the residence halls with permission from the Director of Housing and Residence Life or his/her designee.

General Posting Specifications

- The standard size of 8.5" x 11" for flyers is encouraged
- 22" by 28" is the maximum size allowed for any flyers or posters
- No more than one flyer/poster may be placed on any floor
- Publicity/Posters will be secured with tacks or approved tape only
- Publicity/Posters are not permitted on glass, painted areas, wood, or metal/concrete pillars or walls, except in designated areas, unless otherwise approved by a Resident Director
- Discriminatory or derogatory material based on race, ethnic origin, gender, disability, age, religion, or sexual orientation will not be accepted or tolerated
- Posting should not imply the consumption of alcohol or contain sexually explicit material
- It is the responsibility of the requesting person or group to make the appropriate number of copies needed for posting or distribution
- Nothing should be slid under room/suite doors or posted in the front doors of any building or on individual suite or room doors
- Graphics should be clear, concise and appropriate, in accordance with the previously stated items
- Nothing can be placed in mailboxes unless each item is addressed to a specific building and mailbox number

Quiet Hours. Residents are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates, suitemates or other residents. Excessive noise and disorderly behavior will not be tolerated.

Courtesy hours are in effect 24-hours a day. Residents have the right to ask (with the expectations of compliance) that fellow residents hold noise to a level that he/she will not be able to hear. If a resident does not comply with the request by a fellow resident or staff member, disciplinary action will be taken.

In addition to courtesy hours, specific quiet hours are as follows:

- 10:00pm to 9:00am on Sunday-Thursday nights
- 12:00 AM (midnight) to 9:00 AM on Friday and Saturday nights

During quiet hours, residents are requested to refrain from congregating in the hallway or lobby areas; loud talking or laughing, pounding, running; playing loud music, radios, television, or musical instruments. Quiet hours pertain to the interior and surrounding areas of the residence halls including, but not limited to, the Quad area and the areas immediately surrounding all residence halls.

During posted final exams periods, quiet hours will be 24-hours a day.

Residence Hall Check-In/Check-Out Procedures. Upon occupancy of a room/suite, residents will be required to review a room condition report that has been completed by a

Housing and Residence Life staff member. This report should be reviewed thoroughly and accurately with great detail and previous damage items included. Residents will have 24 hours from the time of check-in to claim any additional damages to the room condition report. After the 24 hour grace period has expired, the resident will be responsible for the condition of the room/suite.

Upon check-out of the room/suite, a preliminary check-out will be conducted by a Housing and Residence Life staff member. The preliminary check-out does not serve as the final damage assessment to the room/suite. After the halls are closed, a thorough inspection will be conducted where the current condition of the room/suite will be compared to the original room inspection report filled out when the resident moved into the room/suite. If items are lost, missing, damaged, or not left in good condition, charges will be incurred and they will be deducted from the housing/security deposit. Damages that incur a cost greater than the housing/security deposit amount will be billed to the resident's account.

To avoid unnecessary charges during check out, be sure to follow all of the guidelines provided by the Housing and Residence Life staff. Residents who improperly check out of the residence halls will forfeit the opportunity to appeal any damages or fees. Upon leaving, the room and suite must be clean and free from all trash and personal items. Any items that are found after keys are turned in will be discarded and a fee will be charged against resident's security deposit.

Residents must turn their suite and mailbox keys in to a Housing and Residence Life staff member. Residents will be assessed a fee for keys that are lost or not returned at check-out. This includes vehicles that are left in College parking lots without prior permission.

Room Changes. Residents may not change rooms without the prior approval of the Department of Housing and Residence Life. Residents requesting room changes may contact the Department of Housing and Residence Life for more information. Residents may also submit a request online at www.monroecc.edu/go/switch. Room changes are not allowed during the first two weeks of each semester. Room changes are also not permitted during the last four weeks of the spring semester.

Room Decorating. Residents may not damage any surfaces of furniture when decorating their room. The room and furnishings may not be painted or permanently altered in any way. It is important to remember when hanging items on the wall, to use substances that will not damage the wall, i.e., nails, hooks, sticky adhesive, etc. Nails and hooks are not allowed. If the room or furnishings are damaged in any way, the resident will be billed and may be subject to disciplinary action.

Additionally, residents may not cover their walls or hang from their ceilings items such as tapestries, sheets, canopies and fishnets. Window curtains must be manufacturer-made and hung only with a tension rod. Items are not permitted to be hung or placed over light fixtures, sprinkler heads, or smoke detectors.

Products for Hanging Posters

We recommend the following products for hanging pictures/posters on the wall to avoid excess damage. These items are widely available in the bookstore, or the hardware aisles at Home Depot and Wal-Mart:

- Tacks/Push Pins
- OOK® Picture Hangers and thumbtacks (for hanging items on sheetrock walls)

- 3M Command Adhesive™ (for hanging items on metal doors or wood furniture)
- Snap Hook™ (suction hanger, useable on metal and glass surfaces)

Tips to Avoid Excessive Damage Charges

- Do not use scotch or masking tape
- Do not use sticky, gum like adhesive substances on any surfaces
- Do not use sticker decals, bumper stickers, etc. on any surfaces

Room Entry. The Department of Housing and Residence Life reserves the right to authorize personnel to enter into any area of a suite in the absence of the resident. The authorized personnel include, but are not limited to: professional members of the Student Services staff, Resident Assistants, Resident Directors, the Director or Assistant Director of Housing and Residence Life, Public Safety, and repair/maintenance personnel.

Housing and Residence staff will inspect rooms during semester breaks and other times designated by the Director or Assistant Director of Housing and Residence Life.

If it is believed that an immediate danger exists in a bedroom or suite, staff will contact Public Safety for assistance. Examples of these situations include, but are not limited to; fire, possession of chemicals, explosives, weapons, or other items that would cause serious injury. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property. Staff or residents may be asked to assist in an emergency situation requiring room entry which threatens immediate harm to the safety of the individuals.

Staff may also enter into a resident's room to eliminate disruptive noise from electronic equipment which may violate an individual's right to sleep or study. This includes, but is not limited to, unattended stereos, televisions and alarm clocks.

State and federal laws govern entry of police officers and Public Safety officers into a resident's room for purposes of investigation. This includes, but is not necessarily limited to, officers in possession of a valid search/arrest warrant, hot pursuit, a safety emergency, or when a police officer/security officer has probable cause to believe a felony is being or has been committed by the individual therein.

Room Furnishings. Each resident room is fully furnished. Mattresses are to be used only on the provided bed frames. All beds must remain free standing on the floor, supported by legs attached to the bed frame. The Housing and Residence Life staff will take inventory during check-in and all items recorded on the inventory form must remain in the room at all times. Residents may be limited in the amount of personal furniture in each room/suite. Damaged or missing furniture will be billed to the resident of the room. To avoid excessive mattress damage, it is strongly recommended that residents bring an extra long twin mattress pad for their bed.

Smoking. There is to be absolutely NO smoking in the residence halls. This includes cigarettes, cigars, aromatic cigarettes, herbal cigars, hookahs and burning incense. Smoking is permitted only in the designated smoking areas outside the residence hall buildings. When smoking outside please be sure to comply with the Housing and Residence Life policy which requires all individuals to stand beyond the designated line in front of each residence hall and dispose of cigarette butts in the appropriate receptacles.

Solicitation. Solicitation and sales of any service or product door to door in a residence hall or by way of the college telephone or mail system is prohibited. Solicitation and sales by registered student organizations of any service or product in the lobby of a residence hall must have the approval of the Director or Assistant Director of Housing and Residence Life at least one week prior to the planned sale. Commercial sales will not be allowed from individual resident rooms or other areas within the residence halls. Residents may not use residence hall rooms or residence hall telephone numbers as a place of business or for the purposes of solicitation or for any purpose other than as a residence. Advertisement, sale or solicitation of alcoholic beverages is not allowed in the residence halls or resident mailboxes.

Storage. Storage of resident belongings outside of the resident rooms is not provided. Contact the Housing and Residence Life staff for information about off-campus storage solutions. The MCC Association, Inc., assumes no responsibility for loss of personal property on the campus. Residents will not be compensated for loss of personal property in the residence halls during a regular semester, during a summer session, or over a vacation period. Housing and Residence Life staff may dispose of any belongings left by residents who have withdrawn, have been suspended, removed from the residence halls or who vacate their residence hall rooms for any other reason. Storage of guest/visitor property in a room/suite is prohibited.

Windows/Window Blinds. Entering or exiting the residence halls through a window, dropping/throwing objects from windows, leaning out of windows, or placing property on a window sill or building ledge is prohibited. Screens may not be removed from the windows. A \$50.00 fine will be assessed for all missing or damaged screens.

All rooms/suites are furnished with window blinds. The blinds furnished to each room must remain installed at all times. Tension rod with manufactured curtains is permitted. All other curtains that require drilling, nails or screws are not permitted; bed sheets, tapestries, or other large coverings are not permitted.

Only MCC Association beds and mattresses are permitted. Furniture supplied is known to meet flame spread and smoke retardant requirements. Air mattresses or personally supplied furniture may compromise this requirement.

Housing Code of Conduct

Prescribed Conduct

General Conduct Rules and Regulations-

The following list of prohibited behaviors is provided as fair notice of the types of conduct which may result in judicial action. This list is not all-inclusive. If at any time a student feels they are being unjustly or inappropriately addressed it is expected that the student will conduct themselves in a respectful and dignified manner, and will bring formal complaint against the addressing staff member by notifying the staff member's immediate supervisor.

Fundamental kinds of misconduct which may lead to disciplinary sanction(s) are as follows:

1. Any abusive or derogatory conduct, including: physical or verbal abuse, intimidation, or harassment, that which is directed towards another person or group of persons which

threatens and/or endangers the life, health, or welfare of the person or group; including acts such as assaulting, battering, stalking, sexually assaulting, or sexually harassing another person.

2. Deliberate or careless endangerment; tampering with safety alarms or equipment, or those devices in place for the protection of the residents or security of the building; setting unauthorized fires; violation of specific safety/maintenance regulations such as physically altering the room or suite, its amenities, connections, or implements in any fashion other than that which is approved by the Department of Housing and Residence Life.
3. Possession, use, or storing on campus of firearms (including compressed air guns, pellet, or BB guns), weapons, dangerous chemicals, martial arts weapons, explosive devices of any description, knives, or fireworks; any implement that can be deemed hazardous to the campus community.
4. Refusal to identify oneself or present a valid MCC identification card when requested; dishonesty, forgery, deception or any other act of knowingly providing or distributing false information, or withholding information from the college or college official; and failure to render reasonable cooperation
5. Prohibited/disruptive behavior on or off College premises, or at College sponsored activities which interferes with the activities of others, including that behavior resulting from irresponsible and/or illegal use of alcohol or controlled substances. Obscene, indecent, or grossly inconsiderate behavior, exposure of others to highly offensive conditions, disregard for the privacy of self or others.
6. Theft, abuse, or unauthorized use of personal or public property, including unauthorized entrance to college facilities, presence on building roof areas/balconies, window ledges and other unauthorized areas, possession of stolen property, littering and vandalism.
7. Illegal use, sale, distribution, manufacturing, possession or being in the presence of stimulants, intoxicants, or drugs including medicinal drugs. Participation of a student in any incident, accident, or personal injury that is related to the use by that student of any stimulant, intoxicant, or drug. All drug paraphernalia is prohibited and will be confiscated.
8. Use, possession or being in the presence of alcoholic beverages on campus, other than at approved locations and events or in accordance with the Policy on Alcohol and Drugs, is prohibited regardless of age. Empty containers of alcoholic beverages, beer pong tables, funnels, or any other item affiliated with the consumption or possession of alcohol; drinking games.
9. Gambling on campus or at organized student activities.
10. Theft or abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other

- purpose.
- b. Unauthorized transfer of a file including violation of the Digital Millennium Copyright Act (DMCA)
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the College's computing system.
11. Failure to comply with the lawful directions of any college official, staff member, or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the College in the absence of a particular official. (Emergency orders may supersede some written regulations. Students who receive orders which they consider unreasonable, although not illegal, must obey them at the time and may bring a formal complaint later against the issuing staff member's by addressing that staff member's immediate supervisor).
12. Abuse of the Judicial System, including but not limited to:
- a. Failure to obey the summons of a judicial body or College official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body, witness or complainant prior to, during and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
13. Deliberate incitement of others to commit any violation of policy; involvement as an accessory to any of the prohibited behaviors, by failure to separate oneself clearly from a group in which others are so engaged, or failure to take responsibility against such behavior within your suite.
14. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Monroe County, City of Rochester, the Town of Brighton, or any other civil jurisdiction if such action is reported to Monroe Community College.
15. Violating any college or housing policy stated within this handbook or addendum.

Residence Hall Student Conduct Regulations

Disciplinary Process and Procedures

The residence hall disciplinary process is designed to enforce college policy and residence hall regulations while maintaining educational principles. Community living requires standards of conduct, cooperation, negotiation, and respect for students and staff. This disciplinary process functions cooperatively with the Vice President, Student Services and the Public Safety Department. A resident may be referred to the Office of the Vice President, Student Services to adjudicate an alleged policy violation. Residents should refer to the Student Code of Conduct for more information. Students living in the residence halls sign a housing license that stipulates individual resident student responsibilities. The rules and regulations apply to all residents and their guests/visitors as part of this license.

Disciplinary Bodies

Resident Directors. Resident Directors adjudicate all but the most serious of residence hall incidents. Resident Directors are empowered to determine responsibility and assign sanctions.

Office of Housing and Residence Life. The Director or Assistant Director of Housing and Residence Life hears appeals and makes disciplinary decisions for more serious sanctions i.e., removal from the residence halls.

Office of the Vice President, Student Services. The Office of the Vice President, Student Services adjudicates the most serious of residence hall incidents, where college conduct regulations are violated.

Resident Directors

When a Resident Director receives notice of a possible violation of a college policy or residence hall regulation, the Resident Director will review the report and summon the referred student(s) for a judicial review meeting to discuss the incident.

At this meeting, the referred student(s) will be provided a description of the incident and the alleged violation(s). The student(s) will be given an opportunity to hear the allegations and give a description of what happened. During this meeting, the student is expected to be honest and encouraged to ask questions. The Resident Director may dismiss allegations based on insufficient evidence. If a residential student fails to comply with the Resident Director's summons, the incident may be adjudicated in the absence of the student.

The Resident Director may choose from any of the following options:

- Refer the incident to the Office of Housing and Residence Life or the Office of the Vice President, Student Services for adjudication.
- Dismiss one or more allegations based on insufficient evidence.
- Find the student "responsible" for violation of one or more allegations.
- Find the student "not responsible" for violation of one or more allegations.

Once a student has been found responsible for violating policy, the Resident Director may assign sanctions of:

- **Reprimand.** An oral statement to the resident that he/she has violated residence hall or College policy. This admonition should include the nature of the violation and the consequences of further transgression.
- **Censure.** A written statement that repetition of wrongful conduct would be followed by more severe disciplinary action. Such written statement shall become a part of the College's disciplinary file and the resident's educational record.
- **Restitution.** In all disciplinary violations involving theft and/or damage to residence hall property, restitution may be required. The form and/or amount of this restitution are to be determined by the judicial body hearing the case.
- **Fine.** The amount of the fine is to be determined by the judicial body hearing the case in accordance with our Fire Safety, Smoking, Alcohol and Drug, Vandalism policy and other policies deemed necessary.
- **Community Service.** Community Service is a disciplinary sanction which requires a student to perform unpaid work of benefit to the College community. Community Service provides an opportunity for the offender to contribute positively to their community. The tasks support and supplement services existing on campus.
- **Educational Project.** An educational project designed to assist the student in better understanding the overall impact of their behavioral infraction(s) may be imposed. Such assigned projects might include research papers, the creation of educational materials, or the planning and/or presentation of educational programs related to the policy infraction. Assigned projects may not include physical labor unless they are directly related to the violation(s) and are not designed to cause humiliation or degradation to the resident.
- **Privilege Revocation.** Any privilege offered to the residents by virtue of being housed can be suspended or revoked, such as hosting guests or borrowing hall equipment.
- **Referral.** A student may be referred to the Director or Assistant Director of Housing and Residence Life, the Office of the Vice President for Student Services or to any college service deemed necessary for the assistance of the student.
- **Residence Hall Probation.** An official action informing the resident that the violation of any College regulation or residence hall policy during the probationary period may result in residence hall suspension or residence hall expulsion. During this specified period, residence hall privileges may be revoked, such as hosting guests/visitors or borrowing hall equipment. Such written statement shall become a part of the College's disciplinary file and the resident's educational record.
- **Heightened Residence Hall Probation.** An official action informing the resident that the violation of any College regulation or residence hall policy during the heightened probationary period will result in residence hall suspension or residence hall removal. During this specified period, residence hall privileges may be revoked, such as hosting guests/visitors or borrowing hall equipment. Such written statement shall become a part of the College's disciplinary file and the resident's educational record.
- **Residence Hall Relocation.** An official action moving a resident from one room to another within the residence halls. Residents relocated to another room may be restricted from entering a specified room, suite, floor, or building. Such written statements shall become a part of the College's disciplinary file and the resident's educational record.

Appeal Process of the Resident Director's Decision

Residents may appeal the Resident Director's disciplinary decisions to the Assistant Director of Housing and Residence Life. Such appeals must be made in writing within 48 hours of receiving the written notification of sanctions. The Office of Housing and Residence Life may waive the 48 hour requirement for just cause.

The letter of appeal should clearly identify the basis for the appeal. Appeals must be made on at least one of the following reasons:

- 1) New evidence
- 2) Violation of due process
- 3) Improper sanction

Upon receipt of a letter of appeal, the Office of Housing and Residence Life may:

- a. Reject the appeal
- b. Recommend a modified penalty
- c. Uphold the decision/sanction

The resident will receive written documentation of the appeal decision. The final decision of the Office of Housing and Residence Life shall be binding.

Office of Housing and Residence Life

A resident may be referred to meet with the Director or Assistant Director of Housing and Residence Life for more serious matters and/or disciplinary action.

The Director or Assistant Director of Housing and Residence Life may impose the following sanctions:

- **Reprimand**
- **Censure**
- **Restitution**
- **Fine**
- **Community Service**
- **Educational Project**
- **Privilege Revocation**
- **Referral**
- **Residence Hall Probation**
- **Heightened Residence Hall Probation**
- **Residence Hall Relocation.** An official action moving a resident from one room to another within the residence halls. Residents relocated to another room may be restricted from entering a specified room, suite, floor, or building. Such written statements shall become a part of the College's disciplinary file and the resident's educational record.
- **Residence Hall Summary Suspension.** Immediate eviction/removal from the residence halls while a judicial review or appeal is in process. Residents summarily suspended from the residence halls may not return to the halls or surrounding grounds as a guest and may be arrested for trespassing. Residents will be formally notified of

the outcome of their judicial review or appeal and their standing in the halls and that of their housing agreement. Such written statements shall become a part of the College's disciplinary file and the resident's educational record.

- **Residence Hall Suspension.** Eviction/removal from the residence halls for a definite period of time, and termination of the resident's housing license. Residents suspended from the residence halls may not return to the halls or surrounding grounds as a guest and may be arrested for trespassing. Such written statements shall become a part of the College's disciplinary file and the resident's educational record.
- **Residence Hall Removal.** Eviction/removal from the residence halls and termination of the resident's housing license. Students removed from the residence halls may not return to the halls or surrounding grounds as a guest and may be arrested for trespassing. Such written statements shall become a part of the College's disciplinary file and the student's educational record.

Appeal Process of the Office of Housing and Residence Life's Decision

Residents may appeal the Office of Housing and Residence Life's disciplinary decisions to the Office of Housing and Residence Life's appeal designee. Such appeals must be made in writing within 24 hours of receiving the written notification of sanctions. Office of Housing and Residence Life may waive the 24 hour requirement for just cause.

The letter of appeal should clearly identify the basis for the appeal. Appeals must be made on at least one of the following reasons:

- 1) New evidence
- 2) Violation of due process
- 3) Improper sanction

Upon receipt of a letter of appeal, the Office of Housing and Residence Life may:

- a. Reject the appeal
- b. Recommend a modified penalty
- b. Uphold the decision/sanction

The resident will receive written documentation of the appeal decision. The final decision of the Office of Housing and Residence Life's appeal designee shall be binding.

Office of the Vice President, Student Services

Based on the severity or nature of a residence hall incident, it may also be heard by the Office of the Vice President, Student Services, according to College Code of Conduct.

Office of the Vice President, Student Services may impose the following College sanctions in addition to any of the sanctions previously listed under both "Resident Directors" and "Assistant Director of Housing and Residence Life":

- **Reprimand**
- **Censure**
- **Restitution**
- **Fine**
- **Community Service**

- **Educational Project**
- **Privilege Revocation**
- **Referral**
- **Residence Hall Probation**
- **Heightened Residence Hall Probation**
- **Residence Hall Relocation**
- **Residence Hall Summary Suspension**
- **Residence Hall Suspension**
- **Residence Hall Removal**
- **Disciplinary Probation.** An official action informing the student that the violation of any College regulation during the probationary period may result in suspension or expulsion. During this specified period, the resident may be excluded from acting as a representative of, or participant in, any College co-curricular activity or program and may be restricted or denied the use of or participation in certain College facilities and/or activities. Such written statements shall become a part of the College's disciplinary file and the resident's educational record.
- **College Suspension.** Discontinuance from classes and other privileges or activities set forth in the notice of suspension for a definite period of time. Such written statements shall become a part of the College's disciplinary file and the resident's educational record.
- **Summarily Suspended.** Discontinuance from classes and other privileges set forth in the notice of suspension for a definite period of time. A resident summarily suspended has the right to an immediate hearing with the Vice President, Student Services. In addition, a summarily suspended resident has the right to a second hearing as prescribed in Section IV, Appeal from Disciplinary Sanctions. Such written statements shall become a part of the College's disciplinary file and the resident's educational record.
- **Expulsion.** Termination of resident's status at the College. Such written statement shall become a part of the College's disciplinary file and the resident's educational record.

Monroe Community College Conduct Regulations

Preamble

In any organized group of people, it is essential to define the rights and responsibilities of the individuals in that group. Students, faculty, administration, staff and visitors form a society or a group at Monroe Community College. In defining the rights and responsibilities of individuals, Monroe Community College adheres to the 1967 Joint Statement on Rights and Freedoms of Students, the 1940 AAUP Statement on Principles of Academic Freedom and subsequently approved Interpretive Comments (1970). Nothing contained herein shall be construed to be in conflict with the aforementioned documents. These rules are not intended to repeal, supersede, or preclude any other rules related to the same subject matter except to the extent that they are inconsistent therewith.

I. Jurisdiction

- A. The rules hereby adopted shall govern the conduct of students, faculty, and other staff, licensees, organizations, invitees and all other persons whether or not their presence is authorized upon the campus of the College and also upon or with respect to any other premises or property under the control of the College used in its teaching, research, administrative, service, cultural, recreation, athletic and other programs and activities.
- B. Except for College-sponsored off campus programs, it is the intent of the College to leave disciplinary action with respect to off-campus offenses of students to civil authorities. It must be noted, however, that there are certain off campus offenses that by their very nature pose a serious threat to the College community. In such cases, the College reserves the right to take appropriate action.

II. Conduct

- A. **Prohibited Actions.** The following actions or conduct are prohibited.
 - 1. The obstruction or disruption of any College function or activity, including the classroom instructional environment, administration of the parking program and service functions and activities.
 - 2. The obstruction of the free flow of pedestrian or vehicular traffic, or the free access to, or exit from, any part of the College premises whatsoever.
 - 3. The unauthorized use or occupation of, or entry to College grounds, buildings or premises.
 - 4. The theft of or damage to property belonging to the College, College personnel or students.
 - 5. The detention, physical abuse or intimidation of any person, or threat thereof, or any conduct which threatens or endangers the health, safety, or welfare of any person on College-owned or operated property or at College sponsored activities.
 - 6. The use of obscene or abusive language or any other means of expression, language, or action which may reasonably be expected to provoke or encourage physical violence by other persons.
 - 7. The illegal possession, use, sale, or transfer of any controlled substance.
 - 8. The use, sale, transfer or possession of alcoholic beverages on College premises, except in those specific instances when express official prior authorization has been granted in writing from the Office of the President.
 - 9. Smoking in restricted campus areas.
 - 10. Gambling or money being exchanged or wagered.
 - 11. The possession (without express official authorization granted in writing by the Office of the President) of any firearm, weapon, or other dangerous instrument which may cause injury or damage to person or property.
 - 12. The aiding, assisting, or abetting of any person or persons in any action or conduct stated to be prohibited.
 - 13. The refusal to obey any reasonable or lawful request, order, or directive of a College public safety officer, a teacher, College administrator, or any other identified representative of the College.

14. Any action or situation involving physical or mental abuse, such as harassment, intimidation, stalking, hazing, the forced consumption of liquor, drugs, or any other liquid or solid substance, for any purpose including initiation into or affiliation with any organization on College owned or operated property or at College-sponsored activities.
 15. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Monroe County, and the Town of Brighton, or any other civil jurisdiction.
- B. **Picketing, Assembly, and Demonstrations.** All activities in the nature of peaceful picketing, assembly (other than scheduled and approved), and demonstrations on the part of students, faculty, staff, and visitors shall be confined to the exterior of the buildings, unless permission is granted by the appropriate Vice President.
- C. **Identification.** Any person (student, faculty, or staff) on College property or at a College function is required to present their College ID upon request.

III. Disciplinary Sanctions

All personnel of the College are inherently responsible for the maintenance of acceptable conduct of persons on the College premises. Such a responsibility can be manifested as informally as a verbally expressed concern to a transgressing individual or a more formal expression of concern to a department head, divisional dean, or Vice President. Formal groups and representatives of formal groups, such as Student Association representatives, Public Safety personnel, members of the faculty, staff, and administration, assist with the governance of the institution. In an instance of a violation, the President or appropriate Vice President has the authority to make a determination and impose the sanction. The individual has the right to appeal the sanction in the determination made in the first instance. Application of College disciplinary procedures regarding any of the preceding 15 sub-sections will not preclude criminal or civil prosecution by any party having a legal right to prosecute.

- A. **Authority of the President.** The President, under authority delegated by the Board of Trustees, is empowered to request police assistance from local, state, and federal agencies. The President may also make the decision to initiate injunction proceedings when deemed necessary.
- B. **Procedure for the Ejection of Persons.** Any person or persons who refuse the request or command of an authorized representative of the College to cease or desist in any prohibited conduct may thereafter be ejected from the premises.
- C. **Restitution.** In all disciplinary violations involving theft and/or damage to College property, restitution may be required. The form of this restitution is to be determined by the appropriate Vice President.
- D. **Student Disciplinary Sanctions.** Any student of Monroe Community College, who engages in any act or conduct herein proscribed, may be subject to one of the following penalties. The degree of violation and matters of extenuation shall be taken into account, along with all relevant circumstances, in determining the appropriate sanction. A sanction need not in every case be imposed, and no sanction shall be imposed more serious than is clearly appropriate in the circumstances. The

sanctions that may be imposed by the Vice President, Student Services, are as follows:

- **Reprimand.** An oral statement to the student that he/she has violated College rules. This admonition should include the nature of the violation and the consequences of further transgression
- **Censure.** A written statement that repetition of wrongful conduct would be followed by more severe disciplinary action. Such written statement shall become a part of the College's disciplinary file
- **Disciplinary Probation.** An official action informing the individual that the violation of any College regulation during the probationary period may result in suspension or expulsion. During this specified period, the individual may be excluded from acting as a representative of, or participant in, any College co-curricular activity or program and may be restricted or denied the use of or participation in certain College facilities and/or activities. Such written statement shall become a part of the College's disciplinary file and the student's educational record
- **Suspension.** Discontinuance from classes and other privileges or activities set forth in the notice of suspension for a definite period of time. Such written statements shall become a part of the College's disciplinary file and the student's educational record
- **Summarily Suspended.** Discontinuance from classes and other privileges set forth in the notice of suspension for a definite period of time. An individual summarily suspended has the right to an immediate hearing with the Vice President, Student Services. In addition, a summarily suspended student has the right to a second hearing as prescribed in Section IV, Appeal from Disciplinary Sanctions. Such written statements shall become a part of the College's disciplinary file and the student's educational record
- **Expulsion.** The student's status at the college is terminated. Such written statement shall become a part of the College's disciplinary file and the student's educational record

E. Faculty and Staff Disciplinary Sanctions. Violations of prohibited actions by faculty and staff shall be handled through the procedures outlined in the appropriate civil service law, contractual agreement, or the Board of Trustees Policy Manual.

IV. Appeal from Disciplinary Sanctions

A. Composition of the Appeals Hearing Committee.

1. The Appeals Hearing Committee shall consist of:
 - a. A permanent chairperson appointed by the President from a list of administrative faculty submitted by the Faculty Senate and Student Senate
 - b. Two faculty members randomly selected by computer from the full-time faculty
 - c. Two student members randomly selected by computer from the full-time student body
2. With the accuser's agreement, a Hearing can be held without a full board. However, at least one student and one faculty member must be present.

B. Treatment of Accused Pending Appellate Hearing. If a student appeals the judicial decision of the Vice President, Student Services, the status of the student shall not be altered except for reasons relating to the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or College property.

C. Appeal Procedure.

1. Any student found guilty of a violation of the Conduct Regulations by the Office of the Vice President, Student Services, may appeal the decision to the President of the College. Such appeal must be made in writing to the President within 72 hours of the written notification of the Vice President. For just cause, the Vice President, Student Services, may waive the 72-hour requirement.
2. Such letter of appeal should contain reasons for the appeal. Normally, appeals may be made on three bases:
 - a. New evidence
 - b. Violation of due process
 - c. Improper penalty
3. The President, upon receipt of a letter of appeal, shall forward the same to the Chairperson of the Appeals Hearing Committee. The Chairperson will select the hearing board as previously described.

D. Hearing.

1. The hearing shall be convened within ten class days or ten weekdays the College is open after the receipt of the written appeal. Extension of this date may be permitted by mutual agreement of the Vice President, Student Services, and the accused. However, no hearing shall be held later than thirty days after the close of the semester in which the incident occurred.
2. The Hearing Committee shall review the facts of the case, hear testimony, consider disciplinary action, and render a majority decision to uphold, reject, or modify such action of the Vice President, Student Services. In the hearing, both the accused and the accuser shall have the right, or representation, of advisors of their choice. The advisors will provide support to the accused and the accuser and will be present to offer clarification as the need arises. The advisors are not present to argue the case for the accused or the accuser but to encourage and aid in the procedure before the Appeal Hearing Committee. They also have the right to call additional witnesses. The burden of proof of the charges rests with the accuser.
3. A transcript of all testimony at the hearing in the form of a tape recording is required and will be available upon request to the accused and accuser upon a written request to the President. A tape recording of the deliberations of the committee is required and will be available only to the President.
4. The Hearing Committee shall communicate its conclusions and recommendation in writing to the President of the College, within 24 hours after completing the hearing. The committee's recommendation shall be one of the following:
 - a. Reject the appeal
 - b. Recommend a modified penalty

- c. Recommend the accused be exonerated of the charges. The committee shall include in its written recommendation to the President the reasons for its decision and the justification for its recommendation
 5. Both the accused and the accuser shall have the right to file, within 24 hours of the conclusion of the hearing, a post-hearing statement with the President.
 6. The President shall review as promptly as possible the recommendation of the Hearing Committee and post-hearing statement, if submitted, as well as the original decision of the Office of the Vice President, Student Services, and shall render a final decision which shall be binding on all parties. In no case shall the decision of the President be more severe than the original sanction imposed.
- E. Finality of Judicial Process.** The President's decision represents the final process within the institution of all judicial matters. (Adopted by Monroe Community College Board of Trustees July 16, 1969.) (Revised by Monroe Community College Board of Trustees November 25, 1980, and October 17, 1991.)