



I am glad you have chosen Brenau as the place to continue your education. The Brenau name forms our university's poetic motto and its charge to students to be "as gold refined by fire." This phrase from which Brenau flows strikes a deep chord within me. It tells me that from the very beginning our founders had a firm grasp of the care entrusted to us for you, our students, alongside the academic discipline we will instill in you. Enjoy your time at Brenau by fully engaging in all she has to offer. I promise you it will be a life changing adventure.

Best wishes,

Anne A. Skleder, Ph.D.

President



Welcome Students!

It is my great pleasure to welcome you to Brenau University, a place I dearly love and am proud to serve. Whether you are a living on campus in the residence halls, logging in from a military base overseas, or coming to one of our campuses in the evening after your full-time job, we want you to be part of the Brenau family. The division of Student Services is physically located on the historic Gainesville campus, but we are only a phone call or email away for any student. We are here to provide you with support and enhance your educational experience.

Below you will find the Brenau University handbook. This document includes our Code of Conduct, student rights and responsibilities, and helpful information to guide you through the upcoming academic year. There are many rules and regulations within our policy, and each with a valid rationale. Moving past that, these guidelines are in place to insure our community remains a safe, welcoming, environment where students can grow and learn. Simply put, at Brenau University people are expected to treat each other with respect and dignity. This is one aspect of the institution we must never compromise on.

This handbook is offered as a guide and a resource, but is not intended to replace interpersonal communication. Regardless of your campus platform, please do not hesitate to reach out if you need any assistance! I am so proud to serve an institution that has put students first for 141 years. I am so excited that you have chosen to become a part of that legacy. Have a fantastic year, and go Tigers!

Dr. Amanda Lammers  
Vice President for Student Services

## **Brenau University Mission Statement**

Brenau University challenges students to live extraordinary lives of personal and professional fulfillment. As students pursue undergraduate and graduate degrees or non-degree programs at Brenau campuses and online, each prepares for a lifetime of intellectual accomplishment and appreciation of artistic expression through a curriculum enriched by the liberal arts, scientific inquiry and global awareness.

## **Brenau University Honor Code**

I promise to uphold the Brenau University honor code by refraining from every form of dishonesty and cheating in University life, and will strive to create a spirit of honesty and honor. Failure to do so is considered a breach of trust toward the faculty and student body. I accept this commitment as a personal responsibility to refrain from and to report all forms of dishonesty and cheating.

## **The Brenau Ideal**

To find satisfaction in being rather than in seeming; to find joy in doing rather than in dreaming; to be prepared for service—thereby earning the right to be served; to be pure in heart, vigorous in mind, discreet in action, to love deeply, fear nothing, hate never; to enjoy that freedom which comes from knowledge of the “Truth”; to be modestly conscious of the limitations of human knowledge and serenely confident of the limitless reaches of human endeavor—this is the ideal of Brenau.

H.J. Pearce

## **Brenau University Policies**

### **Academic Honesty**

Brenau University is an academic community actively engaged in scholarly pursuits. As members of this community, students are expected to recognize and honor standards of intellectual and academic integrity. Brenau supports the ideals of scholarship and fairness by rejecting all dishonest work when it is submitted for academic credit. Brenau University encourages students to be responsible and accountable for their decisions and actions. It is Brenau's hope that students will uphold the honor of the university by refraining from every form of dishonesty in the community. Any attempt by students to present the work of others as their own or to pass an examination by improper means is regarded as a most serious offense and renders those students who do so liable to disciplinary action. Assisting another student in any such dishonesty or knowing of this dishonesty and not reporting it, is also considered a grave breach of honesty.

#### **A. Plagiarism**

1. Plagiarism is the act of taking the words or ideas of another and representing them as one's own.

#### **B. Cheating**

1. Examples of cheating include, but are not limited to, giving or receiving unauthorized assistance, before, during or after an examination or assignment, sharing course materials (hard copy or uploaded online) provided by the instructor or completed by the student for a course; falsification or misrepresentation of information in an academic exercise or assignment; unauthorized use of someone else's password or account number; submitting work more than once without the consent of the instructor; and lying for academic advantage.

#### **C. Stealing**

#### **D. Brenau University faculty will make every effort to deal with suspected violations of academic dishonesty**

1. Turning in a class paper or theme already submitted in another class for credit, unless otherwise approved by the instructors concerned.
2. Fabricating an excuse for a missed exam, missed oral report, or any other academic responsibility or assignment.
3. Defacing or destroying materials relating to the academic program. Brenau University faculty members will make every effort to deal with suspected violations of academic dishonesty. Included in every syllabus is the Brenau Honor Code.

### **Disciplinary Action**

- A. If a faculty member suspects academic dishonesty, she/he first contacts the student in question to determine student understanding and awareness of the issue. The student and faculty member should meet to discuss the issue, face-to-face, web conference or

telephone are approved ways of communication.

- B. If, after the conversation, the student demonstrates an understanding of the issue, the faculty member may allow the student a "do- over" but that option is solely at the discretion of the faculty member.
- C. If after the conversation, the student demonstrates an awareness of the problem and/or denies the charge, the faculty member will submit an Academic Dishonesty Incident Report Form Detailing the violation and action taken to the office of the Provost and Vice President for Academic Affairs where it will be kept on file.
- D. The student will be given the opportunity to discuss the incident with the Provost and Vice President for Academic Affairs.
  - 1. If the student admits guilt, the Provost will administer the appropriate action according to the sanctions on academic dishonesty.
  - 2. If the student denies guilt, the Provost, in consultation with the Dean of the College and the instructor involved, will evaluate the evidence and determine appropriate action. In cases where the incident occurred in a class section taught by the Provost, the dean of the respective college will handle the matter.

### **Sanctions of Academic Dishonesty**

This includes plagiarism, cheating and dishonesty, in classroom or in class-related activities. The following sanctions represent the minimum action that will be taken. It is the prerogative of the Provost and Vice President for Academic Affairs to impose stronger sanctions if deemed appropriate.

- A. 1st offense: "0" on the assignment; which may result in an "F" in the course, depending on the assignment.
  - 1. Students may be required to enroll in AS 120, Academic Honesty in Context, a zero-credit P/F course, and complete the course with a P during the next semester of enrollment. The cost for this five week course is \$125.00.
- B. 2nd offense: an automatic "F" in the course in which the offense took place. Students are required to enroll in AS 120 if they have not completed the course.
- C. 3rd Offense: Expulsion from the University.

### ***Appeal Process***

When a student has substantial grounds to dispute an Academic Dishonesty Incident report and is prepared to present evidence to support an appeal, the student must initiate the procedure by speaking first with the professor who submitted the incident report.

If there are no errors in the incident report or other substantial evidence to support an appeal, the student is encouraged to accept the report as final. However, in cases where there are substantial grounds for a review and a resolution cannot be reached between the student and the professor, the student has the following recourse:

- A. Within two weeks following the official notification that an incident report has been filed, the student must submit to the appropriate department chair a letter of appeal with evidence supporting the need for an external review of the incident report in question. The department chair will review the student's material and consult with the professor before deciding if the report should stand. The department chair must provide a written response to the student, with a copy to the college dean and The Office of Academic Affairs.
- B. If a student does not accept the decision of the chair, there is one additional and final level of appeal. The student may submit documentation to the appropriate college dean who will determine if new information or insufficient consideration of the student's case merits further review of the incident report by a review panel. The dean's decision to proceed or not to proceed will be final in all cases.
- C. If the dean determines that further review is warranted, s/he will convene and chair a panel of five faculty members. Both the student and the professor will have the opportunity to address the panel. Legal counsel may represent neither party. However, the dean may exercise discretion to invite other faculty or students, who can provide relevant information, to address the panel. The review panel's decision will be final, with no recourse on the part of the student or professor for any further appeal.
- D. The entire appeal process must be completed within four weeks of the time the notification of an incident report being submitted was issued. Once an appeal resolution has been determined, the Provost office will issue an official appeal decision to the student.

When the dean or department chair is the teacher of record, the dean will substitute for the department chair and the provost will replace the dean.

## **General Policies, Guidelines and Student Responsibility**

### **Abandoned Property**

- A. The University has the right to take possession of any personal property abandoned on University property. Any item or vehicle left behind by a student for an extended period of time and following reasonable efforts to contact the owner shall be considered abandoned.
- B. Brenau University is not responsible for abandoned property.
- C. The University has the right to levy charges to the student's account for the removal of abandoned property.
- D. Any abandoned property that includes articles of clothing, bedding, cleaning supplies, toiletries, and food shall be disposed of immediately.
- E. Abandoned furniture, electronics, computers, etc. shall be removed and stored at the owner's expense for no more than ten business days. Students will be notified in writing via email with instructions for collecting their belongings. Following ten business days

the items shall be disposed of.

- F. Abandoned belongings that must be moved and/or stored will result in the owner being charged a minimum \$100 fine. If the University is unable to determine the owner of abandoned property in residential spaces, the fine may be split among residents.

### **Accessory (Aiding or Abetting)**

Any student abetting or acting as an accessory to a violation of a University policy or procedure will be held accountable for the violation. All Brenau students are obligated and expected to report any violation to the Division of Student Services, Regional Campus Director or the appropriate proxy on campus.

### **Acts of Intolerance**

Acts of intolerance are behaviors that, by intent and/or outcome, harm or threaten to harm a person or group. These behaviors are motivated by prejudice toward a person or group based on but not limited to the following categories: race, religion, ethnicity, abilities, national origin, gender, body size, socioeconomic status or sexual orientation.

An act of intolerance can include either overt or covert actions, including but not limited to verbal attacks and/or physical, social, or emotional assaults on students and/or their property (including residence hall doors, car doors), as well as jokes, posters, or comments. This policy is inclusive of social media and electronic communication.

### **Advertising Policy**

- A. The bulletin boards are considered “Restricted” and are limited to use by the Brenau Community. The word “posters” refers to any advertisement or notification placed on bulletin boards, in or around hallways, or stairwells, etc..
- B. Improperly affixed posters will be removed and any damages assessed will be charged to the responsible organization or person.
- C. Posters which do not have accurate or adequate information or are outdated will be removed.
- D. The following guidelines have been established for the posting of notices:
  - 1. All posters should reflect only activities of University departments or registered student organizations and must be approved by the Assistant Director of Student Engagement or your Regional Campus Director.
  - 2. Posters should be placed on bulletin boards (with thumb tacks, pushpins, or staples) or non-painted opaque surfaces (with masking tape on the back, not across the corners). Scotch tape shall not be used.
  - 3. Posters may not be placed on the exterior surfaces of any campus building, trees, lamp post, or fences.
  - 4. Notices to be posted in a residence hall or sorority house must be approved.
  - 5. Departments and organizations are responsible for litter generated by their own

handouts and handbills.

6. Advertising which promotes the use and/or sale of alcohol or other illicit activities is prohibited.
7. Non-University advertisements may be posted with approval by the Assistant Director of Student Engagement on the community bulletin boards in Owens Student Center only or by the Regional Campus Director in a designated area.
8. All posters advertising off-campus housing availability must be approved by the Director of Residence Life or Regional Campus Director.

### **Alcohol and Drug Use**

- A. Brenau University prohibits the use, possession, or distribution of drugs and alcohol by students, employees, and guests on University Property, or while engaged in Brenau University sponsored activities or employment (\*unless otherwise approved by appropriate University official). This includes all paraphernalia associated with the use of drugs and/or alcohol abuse. Brenau University observes all laws governing the use of alcoholic beverages and illegal drugs within the State of Georgia and prohibits any violation of these laws. Students will be held personally responsible for complying with all aspects of federal, state, and local laws as well as the University policies, and any other rules governing alcohol and drug use.
- B. Disruptive Behavior - If students are behaviorally disruptive in class, in the residence halls or on campus while under the influence of alcohol or drugs, the behavior will be dealt with separately from the cause of the problem with all the resultant penalties and consequences.
  1. The abuse or addiction problem will be treated as a medical problem if appropriate, and the student will be referred by the campus counselor or other institutional members to community resources or substance abuse programs.
  2. As part of the referral process, a family member or noted contact person of the student may be notified.
  3. All efforts will be made to include the student in this process, but the University reserves the right to take needed action to protect students and the community.
  4. Furthermore, if the student persists in abusive and/or disruptive behavior, it may become necessary to suspend or expel the student, depending upon individual circumstances. Conclusive documentation of successful treatment may lead to the reinstatement of the student.
  5. Treatment of Students with Substance Abuse Problems - When students have been identified as having alcohol/drug related problems, the first responsibility of the institution is to ensure the students' well-being and make sure there are no behavioral concerns that will affect other students. Students may voluntarily seek help or be referred by appropriate faculty, staff or administrators of the University. Student may obtain information about treatment options through the Center for



Health and Well-being.

- C. Any drug prescribed to another person found in possession of a student is considered a violation of the alcohol and drug policy, and is strictly prohibited.
- D. All empty containers will be considered evidence of alcohol consumption.
- E. Alcohol Consumption at University Sponsored Events - Alcoholic beverages may be consumed by those of legal drinking age at Brenau University functions approved by the appropriate University official. Those who are consuming alcoholic beverages must be prepared to verify their age and should prepare their guests to do so as well. The University promotes the responsible use of alcohol and Individuals will be held responsible for their behavior while under the influence of alcohol.
  - 1. Recognized Student Organizations wishing to have approval for their functions with alcohol must obtain permission from the Director of Student Engagement and adhere to the following guidelines:
    - a. The time, date, place and purpose for the event must be posted in accordance with the University posting policy.
    - b. Alcohol must be served by a third party licensed vendor who assumes liability. Verification must be submitted prior to the event.
    - c. An adviser of the group must be present for the duration of event.
    - d. Alcoholic beverages will be allowed only for functions at which alcohol is not the focal point, the reason for, or the “drawing card” for the event.
    - e. Advertising for the event will not include references to alcohol.
    - f. At functions where alcohol is served or consumed, non-alcoholic beverages and food must be available in the same general areas and for the same time period as the alcoholic beverages.
    - g. These events require the presence of security guards. They will assist in the event for safety and security. The group hosting the event is responsible for hiring and paying the individuals overseeing the alcohol and must show verification that they have been hired.
    - h. Failure to comply with the law or with University regulations may subject an individual or group to University and/ or state penalties.
    - i. Because those who imbibe may have their driving functions impaired with only a moderate amount of alcohol, it is REQUIRED that sponsors arrange alternate methods of transportation for drinking participants who should not drive.
- F. **Philosophy** - Brenau expects the University community, including students, faculty, staff and guests to make responsible decisions about the use of alcohol when it may be legally possessed and consumed by individuals meeting age and sobriety standards. The University expects all members of the Brenau community to make healthy choices and

follow the law.

- G. **The Law** - The use or possession of alcohol or of other substances illegal under Georgia law will not be condoned nor tolerated. Legal sanctions for the unlawful possession or distribution of illegal drugs and alcohol will be those imposed by city, county, state, or federal law. Students are responsible for knowing University, local, state and federal guidelines on alcohol and drug use and possession.
- H. **Sanctions** - Brenau University views the use of illegal drugs and alcohol as a disruption to the community, a health concern and a hindrance to academic success in addition to a disciplinary issue. As such, sanctions consist of disciplinary action including, but not limited to expulsion and referral to law enforcement where applicable. Penalties and consequences will be administered depending upon the circumstances under which the infraction occurred. The purpose of the assigned penalties will be to prevent the continuation of such behavior, to provide an opportunity for the student to make restitution, and to learn from the experience. When applicable, parents or guardians will be contacted.

### ***Health Risks of Drug and Alcohol Use***

**Alcohol Effects** - Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including, sexual assault, vandalism, physical and verbal fights and incidents of drinking and driving. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect just described. Alcohol combined with other drugs, even over-the-counter and prescribed medication, can cause a variety of effects including, but not limited to, respiratory depression, cardiac arrest, and death. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

**Drug and Alcohol Awareness and Education** - Brenau University provides educational programs and activities that are designed to provide information about the effects of alcohol and illicit drug use on the individual and on the life of the community. Personal responsibility and accountability as well as familiarity with Georgia State law on alcohol and drug abuse is emphasized. Educational programming is promoted by joint programming sponsored by Student Services and various student organizations as well as Residence Life. Students found in violation of the Alcohol and Drug Policy may be required to meet with the University Counselor, or a counselor of their choice, to discuss the student's use and abuse of substances.

In addition to the information found in the handbook, additional information on the potential hazards of illicit drug use and alcohol abuse can be obtained in the Center for Health & Well-

being or from the Substance Abuse and Mental Health Services Administration (SAMHSA) website (<https://www.samhsa.gov/atod>).

**Available Resources, Services, and Referrals** - Information on local resources is printed for general information only and does not constitute endorsement of such services by the College. Students are encouraged to consult with their health care provider, parents and/or guardians in making an informed decision on the appropriate type and location of an alcohol and/or drug assessment, counseling, or treatment facility.

### ***National Resource***

- Substance Abuse and Mental Health Services Administration (SAMHSA)

This agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation.

Website: <https://www.samhsa.gov/>

- United Way HelpLine

A free helpline operated by United Way of Greater Houston 24 hours a day, 7 days a week in many languages. Call: 211

### ***Gainesville Campus Resources***

Brenau Center for Health & Well-being  
205 Boulevard, Gainesville, GA 30501  
770-534-6135 office / 770-534-6122 fax  
Sarah Davis, WHNP-BC  
University Nurse Practitioner  
[sdavis8@brenau.edu](mailto:sdavis8@brenau.edu)

Brenau Center for Health & Well-being  
205 Boulevard, Gainesville, GA 30501  
770-534-6135 office / 770-534-6122 fax  
Gay Baldwin, LPC, CPCS  
University Counselor  
770-534-6121  
[gbaldwin@brenau.edu](mailto:gbaldwin@brenau.edu)

Brenau Center for Counseling & Psychological Services  
423 Brenau Ave, Gainesville, GA 30501  
770-297-5959  
\$5 for students for counseling and \$250 for psychological evaluation

### ***Gainesville Resources***

Alcoholics Anonymous Meetings in Hall County  
<https://www.aageorgia.org/16e-meetings.html>

AVITA Community Partners (Gainesville, Cleveland, Dawsonville, Dahlonega and Demorest)  
Operates on a sliding scale.  
Gainesville: 678-207-2900  
Dahlonega and Dawsonville: 706-864-6822  
Cleveland: 706-348-4060  
Demorest: 894-3400

Laurelwood - Northeast Georgia Medical Center  
200 Wisteria Dr  
Gainesville, GA 30501  
770-219-3800 or 800-848-3649

Northeast Georgia Medical Center  
743 Spring Street  
Gainesville, GA 30501  
770-219-9000

### **Americans with Disabilities Act**

Brenau University is committed to complying with all applicable requirements of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state laws.

Brenau does not discriminate in violation of these laws in its programs and services available to all admitted students. For specific needs please contact the University Compliance Officer, the Executive Vice President/CFO.

### **Animals on Campus**

- A. Please see residential policies for guidelines governing those spaces.
- B. Service Animals are defined as any guide dog, signal dog, or other animal that fits the ADA definition of service animal: "Individually trained to do work or perform tasks for the benefit of an individual with a disability (Handler), including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Service Animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs being trained as service animals are afforded the same rights of access as a service animal, and as such are covered by the remainder of this policy. Partners, those accompanying dogs being trained to be service animals, are subject to certain identification and other requirements. Service Animals do not include animals of any species that are pets or used as tools for emotional comfort, support or therapy."
  - 1. All members of the Brenau community are required to register services animals and sign the information acknowledgement form. Animals must be registered annually. Students may do so with the Learning Center and employees through the Human Resources office.

2. The University may prohibit or otherwise restrict the access of Service Animals in certain University facilities due to health or safety restrictions and concerns, where their presence may compromise the integrity of certain research, or areas where the presence of the service animal would cause or require a fundamental alteration of a University program or activity. The University may grant or deny admission to an area on a case-by-case basis and will take into consideration the safety of the service animal. A service animal may be excluded from a facility, including a classroom, if that animal's behavior is disruptive (i.e. barking) to the other participants within the facility. Food preparation areas, mechanical rooms, and custodial closets etc. may also be off limits to a service animal.
3. The University Disability Compliance Officer will coordinate with University units that restrict access of Service Animals from specific facilities to provide appropriate notice to all members of the University community and the public at large as to those facilities that are Service Animal restricted.
4. Handlers/Partners are required to keep their Service Animals under their direct physical control at all times by means of an appropriate leash or other lead that enables the Handler/Partner to maintain close and direct physical control of the Service Animal. An exception may be made if a service animal must be off leash to perform their specific task.
5. Handlers/Partners are prohibited from transferring such control to another person even momentarily, requesting the assistance of other persons in supervising or controlling their Service Animals or otherwise leaving the presence of the Service Animals for any period of time while on University facilities. Should a handler/partner be rendered unable to care for their animal through accident or illness, the University will communicate with the emergency contact listed. Animals must be removed from campus no later than 24 hours following separation from handler/partner.
6. Handlers/Partners are required to remove a Service Animal that is unruly or disruptive (e.g. biting or attempting to bite, excessive barking, running around, jumping at or up on people or other excessive physical activity that goes beyond repositioning itself on the down stay), or may be directed to do so by a University faculty or staff member or by any member of University Security. In the event of such behavior by a Service Animal, it may be denied access to University facilities until the Handler/Partner can demonstrate that he/she has taken sufficient steps to correct or control the unacceptable behavior of the Service Animal.
7. Handlers/Partners must ensure that the Service Animals are housebroken. Service Animals will be excluded from University facilities if they are not. In the event of an isolated incident of a Service Animal failing to control its bodily eliminations due to illness or appropriate handling it is the sole responsibility of the handler/partner to clean the area completely.
8. The Handler/Partner is responsible for the immediate, proper clean up and disposal

of any bodily fluids or solid waste from the Service Animal whether indoors or outdoors. Proper clean-up will depend on the specific circumstances but includes, at a minimum, the immediate physical removal of any liquid and solid wastes and disposal of the same, and the cleaning materials used, wrapped securely in a plastic bag and deposited in an outdoor waste container. To this end, Handlers/Partners are required to have in their possession at all times when accompanied by their Service Animals, appropriate and sufficient cleaning materials and disposal bags whenever their Service Animals are present in University facilities or grounds.

9. Animal feces may not be disposed of in any indoor trash receptacle or through the sewer system inside any building at the University.
10. In the event of any such incident and after the immediate clean-up action required above, the Handler or Partner must notify an appropriate University employee in the affected building or area of the incident, such as those persons performing custodial or reception functions in the affected building so that further deodorization and disinfection procedures can be performed as needed.
11. Handlers/Partners shall not bring a Service Animal that is ill to University facilities and must remove the Service Animal from University facilities immediately if it becomes ill.
12. Handlers/Partners must abide by current city ordinances/laws pertaining to licensing and vaccination requirements for Service Animals. It is the responsibility of the owner and/or user of the animal to know about these ordinances and/or laws.
13. It is the responsibility of the Handler/Partner to keep the Service Animal clean, well groomed, and in good health. Handlers/Partners with Service Animals that are, in the reasonable opinion of a responsible faculty or staff member of the affected University unit, unhygienic (e.g. flea-infested, foul-smelling, or inadequately groomed as may be appropriate for the breed of the particular Service Animal) may be asked to leave University facilities or activities until such conditions are corrected.
14. In the case of a Handler whose disability prevents or impairs the ability to comply with the requirements of this paragraph, as required by applicable federal laws, it is the responsibility of such Handler to have previously made satisfactory arrangements for a third party to perform all actions required by the paragraph. Such arrangements must be documented in the Handler's disability records either at the Learning Center (530 Washington St.), if a student, or at the University Human Resources Office (316 Boulevard) for all others.
15. In all cases of damage to University facilities by a Service Animal failing to control its bodily eliminations due to illness or accident or in any other manner, the Handler/Partner is personally responsible for the cost of additional cleaning of or repairs to University facilities.
16. Handlers/Partners of a Service Animal shall be liable for any and all costs resulting when a Service Animal causes damage to University facilities or injury to persons. In

the case of any incident involving injury to a person by a Service Animal, the Handler/Partner shall make an immediate report to the University Security Department so that the incident can be properly investigated and documented. The Handler/Partner shall also fully comply with any state or local law or regulation requiring additional reports to other government agencies that may be required due to the physical injury caused by the Service Animal. In addition, within 24 hours following any such incident involving such property damage or personal injury, the Handler/partner shall submit a detailed written report regarding the incident that should include copies or other written confirmation that all other reports required in this policy have been duly made and that any actions required under other state or local laws such as quarantine of the Service animal and the like have been taken. For purposes of this Policy, all such summary reports must be filed with the University Disability Compliance Officer, Dr. David Barnett (Bailey Hall Executive Suite).

17. Exceptions to any provision of this Policy, including restrictions placed by University units on access to specific areas or other aspects of the University facilities for Service Animals will normally be considered on a case-by-case basis upon written request to the Disability Compliance Officer, submitted not less than five business days prior to the effective date of any such exception. The Disability Compliance Officer will consult with other appropriate members of the University community in an interactive process to determine whether or not the request will be granted or denied taking into account all of the relevant facts and circumstances and will so inform the requester in writing, including any specific additional conditions or restrictions in those cases where exceptions are granted.
18. The provisions of this Policy are minimal requirements that may be supplemented by more specific requirements and procedures developed and implemented by individual Brenau units due to the particular circumstances involved. Upon approval by the Disability Compliance Officer, these shall also be enforceable under this Policy.
19. Any violation of this Policy on the part of a student will be reviewed through the University judicial process and the student will be afforded all rights of due process and appeal as outlined in that process.
20. If the Handler/Partner is a residential student, a violation(s) of this Policy may result in the resident having to find alternative housing off-campus for the animal and, as warranted, may also result in a resident being in breach of their housing contract.
21. Should the Service Animal be removed from a university residential facility for any reason, the owner will be required to fulfill his/her housing obligations for the remainder of their contracted period.

#### **Appointments with Faculty/Staff**

- A. Students are obligated to make every effort to meet with or contact a faculty or administrative staff member as requested.

- B. If a student is summoned for a meeting with a faculty or administrative staff member, the student is required to keep the scheduled appointment. The student must assume the meeting is related to important university business and must respond. An alternate appointment can be made when necessary. Failure to comply will subject the student to disciplinary action.

### **Assembly Policy**

Although Brenau University has the fundamental responsibility to provide clubs and organizations space to assemble and conduct business, it does have the right to limit or restrict time, location and functional use of its facilities.

### **Automobile and Parking Regulations (Gainesville Campus)**

These are the general parking policies on the Gainesville campus of Brenau University. Students at regional campuses should consult with their Regional Campus Director for more information regarding parking at their location.

- A. Parking regulations are subject to change at any time. Notification of changes will made by email.
- B. It is the responsibility of the vehicle operator to know and abide by all traffic and university parking regulations.
- C. For the purposes of parking, students are never considered a guest on campus and are not to park in guest or visitor designated spaces.
- D. Only cars with a current Brenau parking permit may park in areas reserved for permit holder. Regional Campus and Online students, with valid ID's, may obtain a parking permit from the Security Office when that visit the Gainesville Campus.
- E. Parking permit holders cannot park in visitor or restricted parking spaces. Misuse or excessive violations of the parking rules and regulations may cause parking privileges to be revoked.
- F. Brenau University assumes no responsibility or risk for any vehicle, its occupants, or property contained therein or thereon, while parked or driven on university property. Parking on campus property is a privilege, not a right, and parking space is not guaranteed for each vehicle in any parking area.
- G. Pedestrians will be given the right-of-way at all times.
- H. Individuals receiving a permit will be responsible for any citations issued to the vehicle displaying that permit, so it is important to report lost or stolen permits to the campus security. Temporary permits may be obtained at Security.
- I. Any cars parked illegally or in an unauthorized area are subject to fines. Fines must be paid in the Accounting Office within one month of the violation. Violators are subject to fines and the vehicle could be towed, at the owner's expense.
- J. Appeals regarding parking violations should be made to the Director of Security. Appeals will not be heard based on lack of knowledge of regulations, appointment tardiness, or



inability to locate an authorized parking space.

- K. It is prohibited to drive motorized vehicles on campus grounds unless authorized by University Security.
- L. Parking Decals must be displayed at all times.
- M. Students, faculty and staff with valid permits may park in any Brenau parking lot and on city streets in approved parking spaces. Brenau parking lots include: the area behind Van Hoose, the parking lots on Academy Street, the tennis court parking area, the parking lot at the Jacobs Building, the lot on Prior Street in front of the sorority houses, the parking lot north of the Fitness Center, the parking lot on Washington Street next to Senior Hall, the Math Spa building parking lot, the parking lot north of the Tea Room, the Burd Center parking area, the Northeast Ga. History Center, the Student Center parking lot, the Library parking lot, and the Featherbone parking lot.
- N. Any cars parked illegally or in unauthorized areas may be booted and possibly towed and a fine imposed for improper parking. Booting and fine questions should be directed to Campus Security. All designated handicap parking slots are patrolled by the municipal police departments and violators are fined by those entities.

### **Bicycles**

Bicycles must be stored in exterior bike racks or individual student rooms.

### **Change in Status**

Students who wish to change their residential (from residential to commuting or commuting to residential) or enrollment status must complete a “change of status” form online. The residential form is located here: <https://brenau.formstack.com/forms/changeofstatus>. The enrollment form, used to change campus platform (i.e. day to online) is located here: [https://brenau.formstack.com/forms/campus\\_transfer\\_request](https://brenau.formstack.com/forms/campus_transfer_request).

Students should note changing ones’ status can impact the amount and type of financial aid received, and should meet with a financial aid representative prior to completing this form.

Failure to change ones’ status could result in the student being billed incorrectly.

### **Children on Campus**

Brenau University is committed to providing a safe environment for children who participate in University programs. For the purposes of this policy a “child” or “minor” is considered any person under the age of 18, who is not a Brenau University student.

- A. Faculty, staff and students are not permitted to bring their children to class or to work. Children may not be left unattended at any Brenau facility. This policy is in place to provide an appropriate environment for teaching, working and learning, and to ensure the safety of all concerned. Anyone observing violations of this policy should report such to the Office of the VPAA, the Office of the Executive Vice President/CFO or the Human Resources Office on the Gainesville campuses, or to the campus director at one of Brenau University's regional campus locations.

## **Class Attendance**

Please refer to University Catalog for a detailed outline of the University's class attendance policy.

When class attendance is not possible, the Director of Student Success Initiatives may be contacted to facilitate communication. The Director of Student Success Initiatives will notify the student's faculty members of the circumstances for failure to attend class. Extension of deadline or the ability to "make-up" for missed work is at the discretion of the faculty. Additionally, it is the student's responsibility to personally contact his/ her faculty member as soon as he/she is able in regards to missed classes and assignments.

## **Class Disruption**

Disruption of classes, seminars, research projects, or activities is prohibited and may be referred to the judiciary system or appropriate proxy on any campus.

Behavioral disruption that violates the Brenau Honor Code may be referred to the judiciary system or appropriate proxy on any campus.

## **Communication**

The official form of communication of Brenau University is electronic mail.

## **Complaint/Grievance Procedures**

**Purpose:** It is a continuing goal of Brenau University that work, study, teaching and service proceed unencumbered by any form of disagreement that is capable of resolution. Every individual in the Brenau community will seek to resolve problems at the point of origin. If such resolution is not feasible, first the mediation and then the formal grievance processes outlined below should be used. Individuals at every level of leadership will be expected to assist with this process when requested to do so.

- A. **Objective:** The primary objective of a grievance procedure is to insure that concerns are promptly dealt with and resolution reached in a fair manner for all parties concerned. It is essential that each complainant be given adequate opportunity to bring complaints and problems to the attention of the University administration with the assurance that each will be given fair treatment. The grievance procedures of Brenau University are designed to provide effective means for resolving legitimate issues that are subject to the grievance process.
- B. **Grievance Definition:** A grievance is defined as dissatisfaction occurring when a complainant feels or thinks that any condition affecting him/he is unfair, inappropriate, or creates unnecessary hardship.
- C. **Types of Grievances:** Brenau University affords two grievance procedures, depending on the nature of the grievance. The Formal Grievance procedure is for non-academic concerns, and the Academic Grievance procedure is for concerns related to classroom issues other than grade appeals. These procedures should be enacted once the Informal Grievance Resolution options have failed to bring about a solution.

**D. Informal Grievance Resolution:** The initial phase of the grievance procedure is oral discussion between the complainant and the University instructor, administrator, or staff member alleged to have caused the grievance in order to communicate and resolve the problem. The meeting should be held as soon as the complainant first becomes aware of the problem. If the complainant has good cause not to meet with the person(s) alleged to have caused the grievance, or considers the response to the grievance to be unsatisfactory causing the grievance to still exist, then the complainant should consult with the person's supervisor to attempt to resolve the problem. Should the matter remain unresolved to the satisfaction of the complainant, then the complainant may file a formal grievance or academic grievance. Problems between students should be brought to the attention of the Senior Vice President for Enrollment Management and Student Services, or his designee, for discussion and resolution.

**E. Formal Grievance Procedures:**

1. To file a formal grievance, the complainant should detail their grievance in writing outlining the events of the incident limiting information to factual details and persons directly involved. The Grievance Complaint Form (download at Brenau Intranet site above) must be signed by the complainant and dated then filed with the Vice President for Student Services within thirty (30) days of the initial incident. The Vice President for Student Services will serve a copy of the Grievance Complaint to any and all parties which the complainant has included in the grievance and the Hearing Officer. The Hearing Officer will be the designee of the Vice President for Student Services, formal grievances.
2. Within seven (7) working days of the Grievance Complaint the accused parties will submit in writing their explanation, if any, to the Hearing Officer. Upon request, the parties will submit for inspection and/or review any evidence relevant to the grievance which the parties have knowledge of to any other party to the action. Within fourteen (14) working days of the filing of the Grievance Complaint the Hearing Officer will have a preliminary hearing to determine if there is probable cause to proceed with the grievance and attempt to resolve the matter.
3. The hearings may not be tape recorded. Hearings may not be attended by outside agencies or attorneys, as these are informal and internal proceedings. All grievances written are confidential and no outside third party shall be provided a transcript of the proceedings without the consent of all parties involved. Violation of confidentiality may result in dismissal from the University or termination of employment.
4. If the Hearing Officer determines that there is not probable cause to support the Grievance Complaint, then the Hearing Officer will dismiss the grievance in writing stating the reasons for that finding. Such decisions may be appealed to the President who will have final authority on that issue. The appeal must be filed within seven (7) working days of the Hearing Officer's decision and state with specificity and clarity the reasons for the appeal.

5. If the Hearing Officer finds there is probable cause to support the grievance, the Hearing Officer may resolve the grievance or pass the resolution to a Grievance Committee, which is ad hoc. The Senior Vice President for Enrollment Management and Student Services will appoint appropriate members to the Ad Hoc Grievance Committee. The Committee will consist of two Administrators (one of which must be a Student Services staff member), two Students, and two Faculty Members. The Hearing Officer will serve as the Chair and will not have a vote. Within fourteen (14) working days the Grievance Committee will convene a hearing to determine the resolution of the grievance.
- F. **Formal Grievance Committee Procedure:** The Formal Grievance Committee will hear the matter and resolve the dispute subject to the following:
1. The Complainant will present all relevant evidence to the Committee, subject to examination by the other parties and/or the Committee.
  2. The other parties will present all relevant evidence to the Committee, subject to examination by the complainant and/or the Committee.
  3. Other persons may be allowed to present evidence at the sole discretion of the Committee Chair.
  4. Transcripts of the hearings will be taken by a Committee member designated by the Chair.
  5. The Committee will make a written finding within seven (7) working days of the hearing which will contain the decision of the Committee and findings of fact that support the decision. This written finding will be filed with the Senior Vice President for Enrollment Management and Student Services. The Senior Vice President for Enrollment Management and Student Services will serve a copy on all appropriate parties, and the President.
  6. All documents, transcripts, and decisions related to the Grievance Complaint will be held in a secure location within the Vice President of Enrollment Management and Student Services' office.
- G. **Academic Grievance Procedure:** To file an Academic Grievance, the complainant must follow all procedures as outlined in the Formal Grievance Procedures with the following exceptions:
1. The Academic Grievance Complaint would be turned into the Vice President for Academic Affairs who will in turn designate a Hearing Officer from the Faculty.
  2. The Committee will consist of two Faculty Members, one Department Chair, one Academic Dean and two Student Services staff members. The Hearing Officer will serve as the Chair and will not have a vote. Within fourteen (14) working days the Academic Grievance Committee will convene a hearing to determine the resolution of the grievance
  3. Grade appeals are not covered by this procedure. Students dissatisfied with their

grades must follow the procedures outlined in the Student Catalog.

4. **Academic Grievance Committee Procedure:** The Academic Grievance Committee will hear the matter and resolve the dispute in accordance with the procedure outlined in the Formal Grievance Procedures with regard to changes in personnel involved as stated above.
- H. **Appeals:** The appeal process is available to complainants addressing decisions of the Hearing Officers or a Grievance Committee. Either party may appeal the decision, within seven (7) working days, to the President who will have the final authority over the matter. The President normally will only consider the written record of the evidence, including the Grievance Complaint, complainant file, responses, transcripts of the meetings, and written reason for the appeal, in order to render a decision in the matter.
- I. **Student Complaints to the State of Georgia:** Federal regulations require that each state designate a department or agency to be responsible for receiving and responding to complaints made by students against a post-secondary institution operating within that state. In the state of Georgia, the designated agency is the Georgia Nonpublic Postsecondary Education Commission (GNPEC). Students and other constituents who wish to make a complaint against Brenau University or any other private postsecondary institutions operating in Georgia may do so by following the complaint procedure on GNPEC's website. Contact information is as follows:

State of Georgia Website: <http://gnpec.org/>

Nonpublic Postsecondary Education Commission  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084-5305  
Phone: 770-414-3300  
Fax: 770-414-3309

### **Compliance (Title VI and IX)**

Within the stated Purpose of Brenau University, the institution is in compliance with Title VI of the Civil Rights Act and Title IX, and does not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, age, disability, or veterans status in its recruitment, admissions, employment, facility and program accessibility, or services.

### **Computers**

Computer abuse includes but is not limited to, plagiarism of programs; misuse of computer accounts; unauthorized destruction of files; creating illegal accounts; possession of unauthorized passwords; email that is harassing or threatening in nature, and disruptive or annoying behavior on the University's computer systems.

Behavior that is harassing in nature via computers connected to the University's server or by email is prohibited.

Please see more information under "Information Technology" related to computer use.

### **Counseling Services**

The office of the university counselor is located at 205 Boulevard on the Gainesville Campus. The university counselor is happy to meet with any currently enrolled Brenau student during regular business hours. Appointments are strongly recommended.

- A. Brenau offers free counseling to Brenau students on a limited basis (usually no more than 3 visits per semester) who are experiencing problems that interfere with their lives, studies or relationships. The university counselor screens students to determine whether the students are in need of specialized mental health treatment and makes appropriate referrals for such treatment. The counselor's supervisors may be informed when referrals have been made without disclosing the substance of the conversations with the student, unless the student is at risk to harming themselves or others under which circumstances additional information will be required.
- B. Students at regional campuses, for whom travel to the Gainesville Campus during regular office hours is not an option, are encouraged to seek counseling services through the following resources:
  - 1. If you have insurance: Call your insurance company and ask about your "behavioral health coverage" to verify your benefits. If you have coverage, ask for a list of "behavioral health providers" in your area.
  - 2. If you do not have insurance or you have Medicaid or Medicare and live in Georgia: Call the Georgia Crisis and Access Line at 800.715.4225 to locate the nearest counseling center in your area. The Access Line professionals can connect you with services for addiction and mental health treatment along with child and adolescent services. You will have access to counselors and psychiatrists who can prescribe medications if needed. You may also call this 24/7 number if you are experiencing a crisis and need to talk with someone immediately.
  - 3. Self-Directed Search: To locate a counselor or psychologist in the United States use the "Find a Counselor" option from the American Counseling Association at [www.counseling.org/Resources/CounselorDirectory/TP/Home/CT2.aspx](http://www.counseling.org/Resources/CounselorDirectory/TP/Home/CT2.aspx) or the "Find a Psychologist" option from the American Psychological Association go to <http://locator.apa.org/>.

## **Deployment**

Brenau University does NOT penalize our active duty military students when their service duties create a need to drop a course (even after the official drop-add date or the withdrawal period). When appropriate documentation is provided the cost of the course is credited back to the student's account.

Service members and reservists will be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements, and take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies.

If you receive orders during any school session please contact the **Director of Military and Veteran Services** ([rshort@brenau.edu](mailto:rshort@brenau.edu))

### **Disciplinary Processes and Rights**

Brenau University seeks to provide a living and learning community free from distraction. Alleged violations of academic dishonesty are reported to the Office of the Provost and Vice President for Academic Affairs for adjudication. Alleged violations of sexual misconduct are reported to Brenau University's Title IX Coordinator, Dr. Amanda Lammers, vice president of student services. Alleged violations of other university policy on the Gainesville campus are reported to the student judicial body, known as Honor Court, for adjudication. Students who have allegedly violated University policy at Regional campus sites will be notified and required to meet with a designated member of the University staff or the Regional campus director for adjudication.

#### ***Initiation of Reports and Investigation for Gainesville campus***

Alleged violations of University policy on the Gainesville campus are reported to Honor Court. Any member of the Gainesville campus community may file an incident report regarding a student or organization with Honor Court. Members of the university community are encouraged to report incidents as soon after their occurrence as possible, as the passage of time will impede efforts to investigate allegations and/or gather evidence. The Honor Court advisor, or designee, shall determine whether reports or other information concerning a student or organization shall result in formal disciplinary allegations and processes.

#### **Regional campuses**

Alleged violations of University policy on the Regional campuses are reported to the Campus Director. Any member of the Regional Campus community may file an incident report regarding a student or organization with the Campus Director. Members of the university community are encouraged to report incidents as soon after their occurrence as possible, as the passage of time will impede efforts to investigate allegations and/or gather evidence. The Campus Director, or designee, shall determine whether reports or other information concerning a student or organization shall result in formal disciplinary allegations and processes.

#### **Online campus**

Alleged violations of University policy on the Online campus are reported to Assistant Vice President for Student Services (AVP). Any member of the Online campus community may file an incident report regarding a student or organization with the AVP. Members of the university community are encouraged to report incidents as soon after their occurrence as possible, as the passage of time will impede efforts to investigate allegations and/or gather evidence. The AVP, or designee, shall determine whether reports or other information concerning a student or organization shall result in formal disciplinary allegations and processes.

#### ***Immediate Action and Temporary Suspension***

The Vice President for Student Services, or designee, has sole discretion to take immediate action to preserve and protect the safety and/or welfare of specific individuals on campus and/or the University community as a whole during an investigation and pending a hearing in a disciplinary case. This action includes, but is not limited to, restricting access to specific areas of campus or facilities, imposing no-contact orders or other expectations for interaction with specific individuals or organizations, removal from housing, restricting or relocation of living arrangements or activities, or any other action deemed appropriate under the circumstances. The Vice President for Student Services has the sole discretion to immediately suspend or expel a student for violations deemed a safety risk to the campus community.

***Processes:***

Issues may be resolved administratively, through a hearing, or in cases of possible suspension or expulsion, heard by the Administrative Review Board. Once a violation of university policy is reported to Honor Court, the Honor Court advisor, or designee, shall review all incident reports in consultation with other staff, and a member of Honor Court, to address whether the accused student or student organization will be charged with engaging in a policy violation and determine which judicial process will follow. Campus directors and/or the Assistant Vice President may review allegations when appropriate. Violations may be resolved through any of the following means:

- A. **Administrator Review** – An Administrator Review is a discussion between a student alleged to be in violation of University policy and the Honor Court advisor or designee, and at least one member of Honor Court, and would not normally result in suspension if the student were found responsible. In an Administrator Review, Honor Court and the student usually agree to the fact that a violation occurred. If the student does not agree, the case may be referred to an Honor Court hearing. The student may not appeal decisions made in Administrator Review.
- B. **Honor Court Hearing** – An Honor Court hearing involves a hearing with five to seven members of Honor Court, the Honor Court advisor or designee, student and any witnesses, who will hear the case regarding the alleged violation(s) and make decisions as to responsibility.
- C. **Administrative Review Board Hearing** – Cases of possible suspension or expulsion may be referred to the Administrative Review Board (ARB) for a full hearing. The Administrative Review Board is chaired by the Vice President of Student Services, or a designee, and consists of three faculty members or administrators as appointed who will meet with the student and hear the case. Members of the hearing board are expected to recuse themselves from the case if they feel there is any prejudice that would not allow them to make a fair or impartial decision.
- D. **Regional Campus & Online** - all cases involving Regional Campus or Online students will follow the process listed above. Their reviews and hearings will include 1-2 staff and/or faculty from the Regional Campus or Online communities.



**Sanctions:**

Following any of the above stated processes, the accused will be notified in writing, via Brenau email, that based on the information presented:

- A. A policy violation(s) has been found and points are assigned and sanctions imposed on the accused; or
- B. A policy violation did not occur and the accused is not responsible.

Upon a finding that a policy violation did occur, points ranging from 0 to 10 are assigned according to the Table of Violations, and accompanied by sanctions. Points are cumulative over the course of a student's enrollment at Brenau University, and previous violations are always considered before points and/or sanctions are assigned for new violations. A student's history of inappropriate behavior and the nature or severity of an incident may be considered in determining appropriate sanctions.

If judicial sanctions are not fulfilled by the sanctioned student, more serious judicial sanctions may be imposed, including the recommendation for suspension.

Sanctions may include, but are not limited to:

- A. Campus or community service – student would complete specified number of hours working on or off campus
- B. Educational programs – programs, on or off campus or online, that address particular issues
- C. Expulsion – permanent separation from the university including loss of student status; reinstatement or readmission is not possible
- D. Fine – requirement to pay monetary fines
- E. Interim Restrictions – imposition on an interim basis of any sanction or sanctions
- F. Loss of Privileges – denial of specified privileges for a designated period of time. These may include loss of housing privileges, visitation restriction, participation in various campus activities, etc. Also includes participation in senior events up to and including Commencement.
- G. Parental Notification – parent(s) and/or legal guardian(s) of dependent students may receive notification of judicial sanctions incurred by their son/daughter in response to violations
- H. Physical Restrictions – a directive given to an accused student that does not permit him/her/them to be in specified locations on university property
- I. Probation – next violation is likely to result in suspension or expulsion
- J. Residential Reassignment – relocation to another living space on campus
- K. Residential Termination – removal from campus housing
- L. Restitution – monetary reimbursement to the university, an individual, or an

organization for repair or replacement of property damaged, stolen, or misappropriated

- M. Suspension – separation from the university community for a defined period of time. Additional stipulations or conditions for reinstatement may be assigned.
- N. Suspension with Academic Delay – the student will be suspended from the university, but the commencement of the suspension will be deferred and the student will be permitted to remain enrolled in classes until the end of the term. However, if the student fails to comply with any interim restriction which may be imposed during the deferral period (e.g., fails to comply with a “no contact” directive), violates university policy while in the deferral period and is found responsible, or fails to complete the assigned sanctions by the given deadline(s), the student will be immediately suspended. During the deferral period, the student is not considered to be in good standing with the university and may not represent the university on any athletic team, hold an office in any student organization registered with the university, represent the university in any extracurricular activity or official function, or participate in any study abroad program.
- O. Withholding the Granting of a Degree or Revocation of a Degree – action by the university to withhold or revoke a student’s degree
- P. Written Warning – written notification given to a student that continued or repeated inappropriate behavior may result in more formal judicial action

### ***Standard of Proof***

Because the Brenau University student conduct system is administrative in nature and not a legal proceeding, it is not bound by the standard rules of evidence. It does not intend to mimic legal judicial processes. Decisions reached under the student judicial system are based on a preponderance of the evidence. A “preponderance of evidence” means a finding that it is more likely than not that a violation occurred. Attorneys and/or legal advisers are not permitted to participate in the student conduct process.

### ***The Points System***

The points system is a sanctioning tool used by Brenau University Honor Court to measure the severity of policy violations and as a means of responding to violations described in the Student Handbook. Under this system, a student found responsible for a violation of university policy, or who admits to a violation, is assigned a number of points according to the table of violations provided below. Some violations are considered more serious than others and that violations are cumulative.

Points and/or other sanctions are assigned after the conclusion of the Administrative Review or hearing process and are assigned at the discretion of Honor Court and the Honor Court Advisor, or designee. Points are cumulative over the course of a student’s time at Brenau University, and previous violations are always considered before points and/or sanctions are assigned for new violations. However, at the time points are assessed only those points that a student is currently assigned, if any, will be taken into consideration. Before points and/or sanctions are assigned, the student must be afforded the rights set forth in the Student Handbook including, for example, notification of specific violations, the opportunity to elect to resolve the case in an

Administrative Review or have a hearing, and the opportunity to submit a statement as part of the process.

### ***Cumulative Points***

Most violations of policy will result in some assessment of points. If a student is found responsible for a violation after a previous violation, the point totals assessed in the second violation may be added to the first point total (see Point Forgiveness and Community Service Reduction below).

Ex.: A student was found responsible for using a binge drinking device and received two (2) points as a result. This same student, at a later time, is found responsible for being in possession of false identification and receives two (2) points as a result. Both point totals are added together. Now this student has four (4) points as well as the sanctions that come with that point total.

### ***Range***

Most violations come with a range of points. This is intended to measure the severity of a violation and/or used in instances where a student has violated a policy repeatedly. First violations will likely carry the lower number in the range, and as violations are repeated, that point total may increase.

Ex.: Possession and/or consumption of wine or beer under 21 ... 1-2 points

A first time violation would carry one (1) point and the sanctions that come with that point and/or additional sanctions as per our cumulative point policy. A second time violation would carry two (2) points and the sanctions that would come with those points.

Because not all violations of this policy are similar, Honor Court may levy the higher point total as a result. Reasons for doing this could be the severity of the violation (how much beer/wine was consumed or in possession), repeat violations (as cited above), or a mutual agreement between Honor Court and student.

### ***Point Forgiveness***

Active students will receive a one (1) point reduction for each term with no policy violation.

Ex.: If at any time a student receives points during any week of fall term, that student MUST be enrolled and remain point-free for the entirety of the winter term in order to qualify for a one (1) point reduction.

### ***Community Service Reduction***

Honor Court may offer a student Community Service point forgiveness on their violation. Ten (10) hours of service OUTSIDE the Brenau University community, with appropriate documentation and a reflection paper, will remove one (1) point from their total. This can only happen once per term.

This option is not automatically applied and can be denied at the discretion of Honor Court. Honor Court may have additional requirements before they would grant the opportunity for community service.

Ex.: A student was found responsible for a policy violation that carried four (4) points in the fall term. This student consulted Honor Court and was granted an opportunity to work ten (10) hours of community service at a local non-profit in the winter term. After completing a paper reflecting on their service and documentation from the service that verified the completion of the student's work, Honor Court will remove a point from the cumulative total.

The more points assessed (either in one session or cumulatively) the more serious the sanctioning. Please consult the chart below for a more detailed list of possible point assignments and sanctions.

***Table of Violations and Point Range***

<b>Violations</b>	<b>Point Range</b>
Involvement in any code violation (listed or unlisted)	1-10
<b>Alcohol/Drugs</b>	<b>1-10</b>
Possession and/or consumption of wine or beer under 21	1-2
Possession and/or consumption of hard liquor under 21	3-4
Possession of bulk alcohol / binge drinking device	2-4
Open container of wine, beer or hard liquor	1-4
Public intoxication	2-4
Marijuana use and/or possession	3-4
Drug paraphernalia possession	3-4
Providing alcohol to individuals under 21	3-5
Irresponsible use of alcohol / hospital transport	4-6
Driving under the influence	6-8
Illegal drug use and/or possession (excluding marijuana)	6-10
Distribution of illegal / controlled substances	10
<b>General</b>	<b>1-10</b>
False identification (including possession or use of fake ID)	2
Failure to comply with University official	2-4
Unauthorized access	2-4
Furnishing false information / forgery	2-4
Aiding or abetting	2-4
Disorderly conduct	2-4
Theft or Damage	3-10
Vandalism*	4-8
Weapons or Dangerous Materials (including fireworks)	5-10

<b>Violations</b>	<b>Point Range</b>
<b>Threatening and Endangering Behavior</b>	<b>2-10</b>
Aggressive physical behavior (punching, shoving, fighting, etc.)	8-10
Discrimination, harassment	4-10
Bias incidents and hate crimes	4-10
Hazing	5-10
Retaliation	6-10
Sexual Misconduct	2-10
Sexual Assault	10
Bullying (Physical or Cyber)	5-10
<b>Other</b>	<b>0-8</b>
Housing policy violations (keys, assignments, visitation, pets, noise, etc.)	0-2
Life safety violations (appliances, candles, fire safety violations)	0-4
Smoking policy violations	1-2
Discharge of fire extinguishers, tampering with fire safety equipment	6
Lewd behavior (urinating in public, streaking, flashing, etc.)	2-3
Setting off fire alarm	4-8

\*Students found responsible for intentional or reckless destruction of University or private property are assigned 4-8 points. Students who turn themselves in to Campus Safety & Security, Campus Director, or Residence Life within 48 hours of the incident will receive a point reduction at the discretion of Honor Court. Any student found responsible for vandalism will be required to pay a minimum charge of \$100 for repair / replacement, plus a \$100 vandalism fine.

The following schedule of sanctions is not inclusive of all possible sanctions and is intended to serve as a predictor for most policy violations. Other sanctions may include, but are not limited to, mandatory meeting with the Vice President of Student Services, mandatory alcohol/drug referral to counseling, programming/screening of a film with reflection, monetary fines, consultation with specific members of the University community, etc.

<b>Points</b>	<b>Sanctions</b>
1	Written warning
2	Educational sanction
3	Educational sanction, athletic director/coach notification for athletes, advisor notification for Greek community, counseling referral if appropriate

Points	Sanctions
4	Parent notification, minimum of five (5) hours campus or community service, educational sanction and/or counseling referral if appropriate
5	Loss of term abroad/study away privilege*, minimum of ten (10) hours campus or community service, educational sanction. May be ineligible for various student leadership positions and organization membership
6	Loss of housing selection privileges (including Greek, apartments, off-campus housing release), minimum of 15 hours of campus or community service, and any sanctions eligible for 1-5 point range (If six points are accumulated prior to the start of the spring term, the student may not be allowed to select their own housing for the following year)
7	Parent notification and athletic director notification for athletes, meeting with Vice President or designee
8	Probation, alcohol/drug referral to counselor, housing relocation possible, meeting with Vice President or designee
9	Sanctions recommended by ARB or issued by Vice President
10	Suspension / expulsion, subject to ARB hearing. Withholding of degree up to one year for graduating seniors

\*If five (5) points are accumulated in the time period between applying for term abroad and the departure for term abroad, the student may not be allowed to participate in the program. In some cases, the nature of the violation (no matter how few points) may affect a student's eligibility for term/study abroad privileges.

### ***Disciplinary Appeals Process***

Students have the right to appeal Honor Court Hearing and Administrative Review Board findings to the Vice President for Student Services, the Administrative Review Board and then to the University President. Students should submit their appeal in writing, within 5 business days of receiving notice of sanctions, to the Vice President of Student Services, for consideration if:

- A. A student believes his/her student rights during the process were violated;
- B. Disciplinary procedures, as outlined in the student handbook, were not followed; or
- C. A student believes the sanctions imposed were too harsh for the alleged violation(s).

### ***Disciplinary Rights***

Brenau University respects the dignity and rights of each of its students. In all judicial hearings, students and student organization officers are asked to review their rights and are given the

opportunity to ask questions.

Students shall:

- A. Have a right to be advised of the information or allegations against them, including the nature of the alleged violation(s), the documentation of the violation(s)
- B. Have the right to a hearing when accused of any violation of Brenau regulations or rules of conduct. The right to a hearing shall include the following:
  - 1. Right to notice of any charges.
  - 2. Right to admit or deny the alleged violation, waive a hearing, and accept the action of the administrative review panel.
  - 3. Right to admit the alleged violation but request a hearing.
  - 4. Right to deny the alleged violation and request a hearing.
  - 5. Right to a fair hearing.
  - 6. Right to appear in person at a hearing.
  - 7. Right to be absent from a hearing with the understanding that the case will be heard without the student present and a decision will be rendered based upon the evidence or information available. Failure to appear shall not be construed as an admission of guilt.
  - 8. Right to select a university adviser who is a full time employee of the university (faculty, administration, or staff), who is not a student, attorney or parent/legal guardian, present at the hearing. Advisers may counsel the student prior to the hearing but are not permitted to participate directly in any hearing. Neither the accused nor the complainant may be accompanied by legal counsel (whether a practicing attorney or not), parents or legal guardians, peers or others.
  - 9. Right to call witnesses and present evidence in one's behalf.
  - 10. Right to request a list of witnesses.
  - 11. Right to confront and cross-examine witnesses and accusers with the exception of cases of sexual misconduct.
  - 12. Right to request a record of the hearing if the offense involves possible suspension or expulsion.

### **Door Use**

It is the responsibility of the entire Brenau community to report propped, unlocked, or damaged doors to the Security Office.

The propping or attempting to force open exterior building doors once locked, and entering a side door once it has been locked, is prohibited.

### **Disorderly Conduct**

Disorderly conduct is ordinarily defined as the use of abusive or obscene language or gesture or

aggressive behavior to/by an individual or group that creates a potentially unsafe situation for members of the community or damages property; disrupts the peace or interferes with the normal operation of the University or University sponsored events; and/or infringes on the rights of others. It constitutes a basis for disciplinary action and may result in the issuance of violations or criminal action.

### **Disruptive Behavior**

Behavior that interferes with the normal functioning of the University or unnecessarily impedes the rights of students and/or staff is prohibited. This includes but is not limited to: behavior where the safety of participants, other students or property is compromised, water fights, pranks, student displays/demonstrations that create a disruptive environment, lewd or indecent behavior, or other actions of a person or group that require a response by a University staff member.

### **E2Campus Emergency Alert System**

All students, at all instructional sites, are strongly encouraged to register for the e2Campus Emergency Alert System. This service can be personalized so that students only receive alerts relevant to their location(s). The University will use this system to convey a variety of emergency notifications and instructions.

In the case of an active shooter on campus, the alert may include instructions to shelter in place or “run, hide, fight.” Shelter in place means to stay where you are on campus with the doors locked. For more information on “run, hide, fight” please see this video link [https://www.youtube.com/watch?v=5mzl\\_5aj4Vs](https://www.youtube.com/watch?v=5mzl_5aj4Vs).

To register, go to <http://e2campus.com/my/brenau>. Click on “I need to create an account” link.

Students should select the campus group where they attend classes to receive messages created specifically for their geographic area.

There is no charge for registration; however, standard text messaging fees may apply.

### **Entrances/Exits**

Obstructing in anyway the safe and efficient entrance ways, narrow corridors, stairwells, exits, and windows is prohibited.

No personal items or university property can be stored in areas needed for easy exit in the case of an emergency.

### **Electronic Mail**

Email is an official means of communication for the University.

All Brenau students are required to monitor their email for the dissemination of information by the administration.

Students are responsible for acknowledging all information distributed in this manner. Failure to read information will not be an accepted excuse for avoiding subsequent penalties.

University email should not be used to harass, threaten, or solicit students, faculty, or staff.



## **Emergency Procedures**

Emergency information and procedures are located at <https://intranet.brenau.edu/security/1406-2/>. On this site you will find information including general safety tips, severe weather procedures, fire evacuation locations, links to information sources and more.

### ***Fire***

If a fire should occur in a campus building, the first concern is the safety of the occupants. Unless the fire is very small (i.e. in a wastebasket), call 911 or 8.911 IMMEDIATELY. (Campus Security may be summoned for assistance with inconsequential fires by calling 770-534-6202 or 1234 from a campus telephone.)

If there is any doubt about whether to call the fire department, better to be on the side of safety. Give your name, location of the fire (physical addresses of each building are located on the exterior of each building) and directions.

Occupants should evacuate the building by the primary means of escape or an alternate escape route if the primary route is unsafe. Once you have evacuated, call Campus Security if they are not already on the scene.

### ***Tornado/Severe Weather***

A tornado watch means conditions are right for a tornado. During a tornado watch everyone should be alert to weather conditions.

A tornado warning means a tornado has been sighted in the area. Warning sirens will be initiated by Hall County Central Communications, and the university. Notification will be given to the campus community utilizing the E2 campus alert system. Take cover when you hear the sirens—danger is imminent.

- A. If there is a notification of a tornado, proceed to the first floor interior hallway or basement in your area; walk rapidly, but do not run. Assist any student who has difficulty with ambulatory movement.
- B. Position yourself on the floor against interior wall away from windows; cover your head with arms. If a window is near your location, cover yourself any way you can.
- C. If you are in an unprotected area, crawl under heavy furniture. Outside, get into a ditch or depression, or lie flat on the ground; protect your head.

### ***Medical Emergency***

For medical emergencies that are not life threatening, call the Center for Health & Wellbeing 770.534.6135, during business hours, for assistance. After 5:00pm or on weekends, please call your RA on-call, or Security. RA on-call numbers are posted in the residence halls and sororities.

IN CASE OF LIFE THREATENING EMERGENCIES, CALL 911, or 8-911 IF CALLING FROM A CAMPUS PHONE.

## **Facilities Use and Entrance Policy**

The following guidelines must be followed when using a facility after office hours and in order to gain entrance on Brenau campuses. Rules that apply to the Gainesville campus only are noted otherwise, the listed guidelines apply to all students and guests on any Brenau campus. Regional campus students, please contact the Campus Directors for facility hours and usage policies:

- A. All Gainesville buildings will close at 11:00 p.m. Students with a valid student ID may stay until 12:00 a.m. Monday thru Friday. Saturday and Sunday building hours are 9:00 a.m. thru 6:00 p.m. Any violations will result in sanctions thru judicial process. The SUB will be accessible 24 hours a day seven days a week when the campus is open.
- B. All Gainesville buildings will be cleared at 12:00 a.m. by a security officer.
- C. Students are encouraged to call the Security Office to request an escort when leaving the building.
- D. Students who are unable to produce a valid student ID will be asked to leave the building. Non-student guests are not allowed access to buildings after closing hours (this excludes residential facilities - see visitation guidelines)
- E. In buildings that have monitors, students may be asked to sign in and out when they enter and exit the buildings. The role of the monitor is to check who enters and leaves the building. If there is a problem, the monitor will immediately notify Security.
- F. Only certain doors will be used for entrance to buildings after hours. Students may lose the privilege of being in the building if other doors are propped open in violation of the security policy.
- G. Students should turn out lights and lock instructional spaces when leaving the building.
- H. Student organizations/groups wishing to reserve meeting/event space on the Gainesville campus should complete an Event Registration form with the Assistant Director of Student Engagement or appropriate designee. Students/groups wishing to reserve meeting space on the Regional Campuses should contact the Campus Director or staff.

## **Firearms/Weapons Policy**

Possession or use of any type of firearm or any other potentially dangerous weapon is prohibited at all times on all University properties. Weapons of any kind are dangerous and have no place in a college community. All instruments which can be construed as weapons including, but not limited to: airsoft guns, paintball guns, BB guns, pellet guns, handguns, rifles, pistols, knives (blade longer than 2 inch), bows and arrows, swords, brass knuckles, night sticks, slingshots, handcuffs, explosives, fireworks, unapproved inflammable fluids and materials, kerosene heaters, dangerous chemical mixtures or propelled missiles or any item used in a threatening manner, cannot be brought onto University property. Firearms cannot be stored in vehicles.

Any failure to comply with these rules shall be subject to penalty by local, state, and federal law

and referred to the appropriate judicial system. Students are responsible for any guest's adherence to this policy.

### **FERPA and Disclosure Policy**

Brenau University is in compliance with the Family Educational Rights and Privacy Act of 1974. This legislation governs use and distribution of students' records. Please refer to the current catalog for more information.

### **Fraud**

Knowingly furnishing false information to the University is considered fraud. This includes any information asked for or provided to the University for admittance, student employment, or financial aid.

Fraud also includes forgery, alteration or misuse of miscellaneous documents, misuse of equipment (including computers), records or identification.

This action could also be referred to Law Enforcement for investigation and prosecution.

### **Fundraising**

The University requires that any organization planning to do fundraising, whether it is for national or local causes, must consult with the External Relations Office so that fundraising conflicts do not occur.

External Relations will also advise all organizations on proper fundraising techniques, and give advice on legal and ethical issues. For further information, please contact the External Relations office at 770-534-6160.

### **Grievances**

Brenau University acknowledges that through the through the normal conduct of education justifiable grievances may arise. Every member of the Brenau community is expected to resolve problems at the point of origin and/or through the proper University chain of command. When resolution through such means is unattainable, the University offers a formal grievance process. Students wishing to access the Grievance procedure and complaint form may find it here <https://intranet.brenau.edu/download/grievance-complaint-pdf/> under "Popular Places" on the Intranet page.

### **Harassment**

- A. Harassment is engaging in a behavior that is persistently annoying to an individual or individuals. The intended victim is affected negatively. Harassment can occur verbally or physically, and involve the use of a telephone, mail, email, or any means of intimidation.
- B. No student shall engage in any form of harassing behavior against any member of the University community.
- C. Reporting
  - 1. A student who feels they have been harassed can make a formal complaint in

- writing to the Vice President for Student Services, designee, or the Regional Campus Director or designee within five (5) calendar days of the alleged incident.
2. The complaint should contain, but is not limited to, date(s) and place(s) of the alleged incident(s) as well as the names, addresses, and telephone numbers of any and all witnesses. All specific facts of the complaint should be given.
- D. Student complaints against a faculty or staff member
1. The Vice President for Student Services will appoint an investigator for the case and be the chair of a hearing committee.
  2. The hearing committee will be made up of two members of the President's Cabinet; two faculty members; and two professional staff members.
  3. Once the investigator has completed his/her task, the chair will convene a hearing insuring proper due process is followed.
- E. Faculty or staff member complaints against a student should be made in writing to the Vice President Student Services and the Vice President for Academic Affairs, who will consult with the complainant's vice president or direct supervisor. The incident may then be handled administratively.
- F. Student complaints against a student will follow the procedures outlined in the judiciary process (Women's College students) or by the Assistant Vice President for Student Services (University undergraduate and graduate students).

### **Hazing**

Hazing is strictly prohibited at Brenau University. Brenau is first and foremost an educational institution. University hazing policies and procedures for hazing incidents are based on that educational mission. Groups that engage in hazing may also be subject to consequences imposed by sponsoring departments (e.g. Athletics, Student Services). Sorority chapters, in concert or in lieu of University action, may also be subject to national/international organization sanctions.

- A. Brenau does not permit hazing in any form whether voluntary or involuntary, public or private, intentional or unintentional. Although commonly associated with student membership, initiation or affiliation with an organization, hazing is not limited to the above mentioned. Accordingly, no student, organization, alumni of an organization, administrator, employee, or faculty member of Brenau University shall condone, encourage, or permit the hazing of any person.
- B. Hazing is defined as any action taken or situation created, whether on or off the college campus, to produce any mental, physical, or emotional discomfort, embarrassment, harassment, or ridicule.
- C. Hazing may also include the forced participation in treasure hunts, scavenger hunts, road trips, or other activities that require participation to travel long distances and find their way back from isolated areas; conduct that is considered a crime by the criminal code of Georgia or the United States of America; and any other activities that are not

consistent with academic achievement, fraternal law, ritual or policy, or the rules and regulations of Brenau University.

- D. NOTE: Georgia Hazing Law- “Haze” means to subject a student to an activity, which endangers or is likely to endanger the physical health of a student, regardless of a student’s willingness to participate in such activity. It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

### **Health Forms**

All students living on campus are required to complete the following forms prior to (moving on campus) the first day of classes: physical examination, health history, (consent for treatment) (tuberculosis screening) tuberculosis questionnaire and if indicated by questionnaire the tuberculosis assessment, certificate of immunization, and meningitis/ vaccine information. Students who request a vaccination waiver must contact the University Nurse Practitioner. All forms can be located by going to the link: <http://www.brenau.edu/admissions-3/nextsteps/>. All forms should be submitted prior to (moving on campus) the first day of class.

### **Health Services**

The Health Services Clinic is located on the Gainesville Campus at 205 Boulevard Avenue. The clinic provides health services to all currently enrolled students (including online and regional campus students) during regular office hours at no cost. Services include but are not limited to treatment of various illnesses, gynecology exams, STD services, tuberculosis skin tests, flu vaccine (charges apply), and some over the counter medications are available. Prescriptions called into a pharmacy, or additional recommendations for testing will be the responsibility of the student. The staff provides health information and education to students. Referrals to other health providers and facilities as deemed necessary, again the charge is the student’s responsibility at any off campus facility.

### **Identification Cards**

- A. All persons who are enrolled in Brenau University are required to have an I.D.
- B. Brenau University Campus Student and Faculty/Staff ID cards can be ordered at the following link: <https://idcards.fullidentity.com/BrenauUniversity/EmailVerify.aspx>.
- C. Everyone must adhere to the following guidelines:
  - 1. Upon request, the card must be shown to Brenau officials for identification; this includes all faculty, staff, and Residence Life staff.
  - 2. All privileges granted by the use of this card are provided solely for the person described thereon.
- D. The I.D. must be carried at all times (electronic cards on the Brenau University App are acceptable), and must be presented when eating in the dining hall, using the library, or fitness center. ID’s should be carried with the student attending any University function: class, convocations, sporting events, or student organization events.

- E. Repeated failure to present your Brenau ID upon request may result in disciplinary action.
- F. If you find an I.D. card, return it to: Brenau University, Safety and Security Office, 500 Washington St SE, Gainesville, Georgia 30501 or put it in campus mail to the Security Office which is located at 520 Washington St.

### **Inappropriate Behavior**

Activities which are, in the opinion of the University, offensive or disruptive to the community are not permitted at Brenau University.

### ***Disruptive or Dangerous Conduct***

- A. Brenau University strives to balance the concerns for the health and safety of individual students with the educational health and safety needs of the larger campus community. When a student's conduct is disruptive or dangerous to campus life and/or the educational environment, or in the University's opinion a student's continued presence on campus or participation in an educational program/activity of the University presents a threat to the health/safety of the student and/or other students, the University may take appropriate action. When it is warranted the Vice President of Student Services or a designated vice president, with presidential approval, can dismiss, suspend or remove from campus a student until due process can be carried out.
- B. In some cases, the Vice President for Student Services or a designee may require that the student obtains a psychological assessment/treatment from a licensed mental health professional. Recommendations regarding the assessment/treatment venue will be made on a case-by-case basis. A student engaging in assessment/treatment will be required to sign a release of information authorizing the University to access results and to discuss these results with the health care professional conducting the assessment/treatment.
- C. The University will use assessment/treatment information in consultation with the student to determine whether the student can be reasonably accommodated to permit him/her to participate in University educational programs and activities, including residing on campus.
- D. If a student chooses not to obtain an assessment/treatment, the Vice President for Student Services or a designated administrator may withdraw the student from the University or restrict the student's access to educational programs and activities, University services, and/or to the University campuses.
- E. The University may require additional stipulations for the student to remain on/return to campus. This will be determined on a case by case basis.

### **Inclement Weather**

Weather alerts will be issued via the e2Campus Emergency Alert System as soon as decisions are made regarding class cancellations. This is the most up to date, authoritative source of information. The university maintains a dedicated phone line which will be activated during

questionable weather periods and will provide a taped message advising you whether or not classes are in session. The weather line is available 24 hours per day. Call 770.534.6772 for the weather line. This line cannot be updated if personnel do not report because of weather issues; therefore, we strongly recommend that you utilize the e2Campus alert system. Brenau will continue to notify local media outlets for weather-related bulletins.

### **Information Technology**

Brenau University's Information Technology (I.T.) department manages academic and administrative technology for all users. The I.T. department offers students hands-on and virtual support through a Help Desk located in the Redwine Technology Center on Brenau's main campus in Gainesville

To access Brenau's Privacy Policy, please follow the link: <https://www.brenau.edu/privacy-policy/>.

### ***Email Communication Policy***

Email is the official internal means of communication for faculty, staff, and students. Students will communicate to faculty and staff using their Brenau-issued email address, and faculty and staff will communicate with students using their Brenau-issued email address. The only exception to this policy is the Admissions Office when communicating with prospective students who have not yet received a Brenau-issued email address. Emails sent from any brenau.edu address remain the property of the University and may be accessed for judicial matters if necessary.

Email addresses are provided to students through a partnership between Brenau University and Google. This provides students:

- A. Email that is free with no advertising, available in a web browser.
- B. Spam and virus protection.
- C. Access to Google Docs that include word processing, spreadsheets & presentation slides.
- D. TigerMail is accessible by visiting <https://my.brenau.edu>.
- E. TigerMail addresses end in @tiger.brenau.edu for all of our students.

### ***Computing Ethics and Network Responsibilities***

Computing and networking resources are provided to students, faculty and staff at Brenau to be used for a wide variety of purposes. Access to these resources is a privilege and not a right. These network resources are for the general benefit of the Brenau community and are continually updated and maintained to provide an environment that is consistent with the educational goals of the University. These resources are limited and how each individual uses them may affect the work of other members of the community and beyond. As our campus network is connected (through the Internet) to other networks worldwide, it is important that everyone be aware of his or her individual obligations and of what constitutes proper use and behavior.

The Computing Ethics and Network Responsibilities are published as a part of the various

student handbooks, the faculty/staff handbook and other publications of the University. Because of the rapid evolution of computing and information networks, the University reserves the right to modify the text of these policies. While users will be kept apprised of any changes, it is the user's responsibility to remain aware of current regulations. These are kept up-to-date at <http://intranet.brenau.edu> on the University's internal web site.

In general, common sense is a good guide to what constitutes appropriate behavior and use of computers and networks. You should respect the privacy of others and use computing resources in a manner that is consistent with the instructional and research objectives of the University.

The following are behaviors that can create problems in a networked computing environment. This list of responsibilities should provide users with a good idea of what constitutes illegal or unethical on-line behavior. Everyone should note that computer users are governed by federal and state laws and University policies and standards of conduct. Violations of these rules or indeed, any disruptive situation (in which a person's behavior on machines, accounts or file space under that individual's control, creates a disruption of service to our clients) may be met by suspending access and services to the responsible parties and may result in disciplinary action. When there is reason to believe that illegal activities or significant infractions of our rules have occurred or are continuing, staff may monitor a suspected individual's computer files and activities. When necessary, the University may request the assistance of a law enforcement agency. It is not for the computing services staff to judge whether any request from a law enforcement agency to investigate suspected illegal activities affords due process and is of appropriate jurisdiction. The general practice is to defer such requests to the appropriate University Vice President.

#### *Break-ins and Tampering*

- A. You may not attempt to gain access to computer systems (on or off campus) for which you have not been granted access.
- B. You may not deliberately attempt to disrupt the performance of a computer system or a network, on or off-campus.
- C. You may not attempt to 'break' system security.
- D. You may not reconfigure computer systems to make them unusable for others.
- E. You may not attempt to destroy or alter data or programs belonging to other users.
- F. You may not modify residential computing network services or wiring or extend those beyond the area of their intended use. This applies to all network wiring, hardware and cluster and in-room jacks.

#### *Theft (including licensure and copyright violations)*

- A. By the copyright laws of the United States and most other nations, virtually all programs and applications are copyrighted (see further description under Copyright Reminders, below).
- B. If you have not been given direct permission to copy a file, you are not permitted to do



so.

- C. You may not copy or redistribute software or other information that is copyrighted. By recent changes of the US law, software piracy is a felony.
- D. You may not attempt to override copy protection on commercial software.
- E. The ability to find and read information on computer systems does not mean that the information is in the public domain. Having the ability to read does not necessarily grant the right to copy or redistribute. Nor, even in the case of certain information on the Internet, does ability to read mean that permission to read has been lawfully granted. Certain information, such as GALILEO, is licensed to be read by the Brenau community, though this does not grant the right to redistribute this information.

### ***Eavesdropping and Violations of Privacy***

- A. All information on a computer system belongs to somebody; some of it may be private or personal information; some may consist of confidential information, trade secrets, or classified material.
- B. If you have not been given direct permission to read or access another person's file, you may not attempt to do so.
- C. Brenau-specific or commercially obtained network resources may not be retransmitted outside of the University community. Examples include CINAHL, ERIC or other commercial information services available from the Brenau Trustee Library and private student-related information.

### ***Individual Responsibility and Archiving***

- A. Information stored by individuals on network servers, including email, is the responsibility of the individual assigned and using that file space.
- B. Computer services provide backup for the email and file servers only to the extent needed to restore services in case of a network failure.
- C. Periodic removal of excess and/or inactive files and accounts may be done to preserve available resources for current users.

### ***Forging, Password Sharing, Password Theft***

- A. You may not attempt to impersonate another individual by sending forged information such as email, including spam (bulk unsolicited mail)
- B. Never give your password to anyone.
- C. You may not seek to determine another person's password, through cracking, decryption, interception or other means.

### *Annoyance and Harassment*

- A. Brenau University has written standards of conduct that seek to preclude annoyance and harassment by members of the Brenau University community (students, faculty and staff).
- B. You may not use computing to violate the University's standards of conduct.
- C. You may not distribute electronic chain letters. These not only serve as annoyance, but also can severely disrupt computing and network performance.

### *Negligence and Misuse (including private business)*

- A. Having access to computing privileges (email account, Brenau network connection, login or shared file space assigned to you), means that you have general responsibility for all computing activity that takes place from those accounts, connections or file spaces. The University's connection to the Internet, for example, does not allow you to abuse that connection.
- B. Limited personal use of the Internet is allowed. However, the employee-user is reminded that use of any and all Brenau property is primarily for the purpose of business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.
- C. Access to the Brenau University computing network and the Internet is limited to members of the Brenau University community. Individuals within the Brenau community are not permitted to provide access to the campus network to those outside this community.
- D. Use of Brenau Computing facilities is intended to be consistent with the educational mission of the University; this does not preclude personal nor even commercial uses. Refer to the appropriate Handbook for your unit (Faculty/Staff, Women's College or Evening and Weekend) to review the University's limitations on the community's use of computing facilities for commercial purposes.
- E. You should report any suspected illegal or unethical activity to the Chief IT Officer or the appropriate Dean's office.
- F. You may not use chat rooms, Websites such as Facebook, MySpace, blogs and similar sites by identifying yourself as being associated with Brenau and revealing personal information or information about Brenau that is inappropriate, unprofessional or otherwise embarrassing to Brenau.
- G. Employees are prohibited from using a university owned computer to access pornographic web sites.

### *Copyright and Attribution - Reminders*

- A. We would like also to remind the community that by the terms of the Berne copyright conference (now a part of US law), virtually all material fixed in a tangible medium including photos, text (printed and electronic), music, software and broadcast

performance is, indeed, copyrighted. This is true whether the copyright was registered or whether the material was published prior to the Berne accords.

- B. University rules governing attribution require that all users of Brenau computing networks acknowledge any use of ideas or other materials produced by others (in textual, pictorial, auditory or other forms) through a note clearly identifying both the source and the nature and extent of indebtedness.
- C. Of special note is that despite the rapid evolution of case and statutory law concerning intellectual property, educational “fair use” exemptions for copyright protection may not protect redistribution of copyrighted material beyond or even within, University property. Accordingly, the University urges all authors and artists using Brenau University computing networks to either
  - 1. Use only original graphics, sound and text.
  - 2. Provide written notification of licensure or copyright agreement with the copyright holder in such case as the work is by other than oneself, whenever such work is to be shared with others outside of the classroom context.

#### *Personal Computing Equipment*

Students, staff or faculty members using their own personal laptops or other computers in classrooms or other spaces are encouraged to use battery power. They should also have charged extra batteries in anticipation of extended class meetings. The hazards posed by electrical cords that cross high traffic areas within classroom spaces introduce the danger of personal injury and potential damage to computer equipment. Brenau University assumes NO responsibility for costs associated with the loss of or damage to a student or instructor’s personal laptop or other computer and its associated peripheral equipment.

It is your responsibility to know and understand these ethics and responsibilities. If at any point you feel you may be in violation or know of a violation, please contact the Help Desk at [helpdesk@brenau.edu](mailto:helpdesk@brenau.edu) so that we may correct it and minimize the risk to the university.

#### ***Minimum Requirements for Student Technology***

Below are the recommended personal computing technology requirements for students to consider when purchasing a computer for use at Brenau University. The minimum requirements listed will satisfy all general academic needs. For questions about specific applications used for an area of study it is best to contact the administrative offices of that academic program to inquire about specific computing requisites and applications necessary to complete that program of study.

Please keep in mind the following *minimum* requirements for student technology:

	<b>Windows Platform</b>	<b>Apple Platform</b>
<b>Processor/Model</b>	Intel Core Duo, processor, 1.6 GHz or higher Athlon dual-core processor, 1.6 GHz or higher	MacBook Pro 6 or later MacBook 5 or later iMac 8 or later Mac Mini 3 or later MacBook Air 2 or later
<b>Memory</b>	2 GB	2 GB
<b>Storage</b>	320GB	320GB
<b>Operating System</b>	Microsoft Windows XP or later (Windows Vista if you use Internet Explorer)	Mac OS X v10.6.4 or later; 64-bit Intel processor
<b>Software</b>	Supported Internet Browser Adobe Flash PDF Reader Java	Supported Internet Browser Adobe Flash PDF Reader Java
<b>Internet Speed</b>	Downstream: 3 Mbps Minimum Upstream: 768 kbps Minimum	Downstream: 3 Mbps Minimum Upstream: 768 kbps Minimum
<b>Networking</b>	100 Mbps Wired or 802.11g Wireless	100 Mbps Wired or 802.11g Wireless

### **Intellectual Property – Student Work**

Work created by students remains the property of the creator. Students working as a member of a team are responsible for negotiating ownership. Faculty members may temporarily retain students' works or request additional copies provided by the students as needed for accreditation purposes.

If the work is created as part of a research grant or other faculty and/or staff directed or externally funded project, students will receive credit for co-authorship or otherwise contributing to the project and may be compensated if project funds are available. Faculty and/or staff members retain ownership of all materials, unless other arrangements are agreed upon in writing and signed by all parties, prior to the start of the project and acceptance of the funding.

Faculty may share student work for academic purposes. Student names will be removed to protect the student's identity. No additional consent from students is required; this policy serves as notification to students. A student may ask for an exemption from this policy, on a

case-by-case basis; such request shall be submitted to the Provost who has the sole discretion in the matter. Faculty may share student work by posting it on a Brenau website, placing it on reserve in the library, making and distributing copies, etc.

Brenau may commission works, whether as works-for-hire or otherwise; and Brenau may acquire such works from, or develop them in partnership with, individual authors on mutually agreeable terms.

Disputes that arise among students or between students and faculty and/or staff members concerning intellectual property rights will be addressed by the University's grievance policy and the process outlined there.

### **The Learning Center**

Undergraduate and Graduate Students with disabilities who are members of the Learning Center at Brenau University have an accommodations letter written by the Director of the Learning Center. These students are encouraged to self-identify to the professor and show the letter. In cases where a letter is misplaced, the faculty member can ask the student to call the Learning Center and receive a new one. The professor may also call the Learning Center at 770 534-6133 for verification.

Accommodations will only start when a student has a letter from the Director of the Learning Center. Once a student self-identifies and produces the appropriate documentation, the Learning Center will expedite the case as quickly as possible.

The Learning Center will inform a faculty member when a student with a documented disability is enrolled in class ONLY if the student requests the notification. This practice pertains to all students who have identified themselves to the Learning Center as having a disability.

The Learning Center also provides professional tutoring services and CLEP/DSST testing for all Brenau students. No documentation of disability is required to access tutoring or CLEP/DSST testing services.

### **Mental Health**

- A. Mental Health Withdrawal Procedure – In order to ensure the safety of any student who demonstrates inappropriate behavior or who may represent danger to her/himself or others, a mental health withdrawal procedure is in place. For further information about this specific policy, please contact the Vice President for Student Services.
- B. Conditional Student Status
  - 1. A student otherwise permitted to continue at the University will be required to comply with all restrictions set by the University on the student's continued participation in University educational programs and activities, including living in the

residence halls.

2. The University retains the right to make the final determination of measures it needs to take to protect its educational environment and the safety of other members of the University and its property.
3. The student will be responsible to pay the costs of treatment, including those associated with the initial assessment.
4. Failure to comply with all restrictions may result in the student being withdrawn from the University.

### **Misuse of Brenau University Name or Graphics**

The use of the College's name, images, or graphics for soliciting funds or for any activity without prior approval of proper College authorities, or any unauthorized use of the College's name, is prohibited.

### **Payment of Fees, Charges, and Fines**

- A. Students are required to pay fees, charges, and fines within a specified time. Brenau University students whose student accounts are not paid by the appropriate due date may be charged a \$200 late fee. This fee will be billed to the student's account and must be paid along with any other unpaid fees.
- B. Students whose accounts are delinquent may forfeit their right to attend classes, take final examinations or otherwise participate in the academic program until satisfactory arrangements have been made with the Accounting Office to meet financial obligations. Diplomas, certificates and transcripts are issued only when the students' accounts have been paid in full.
- C. Students whose accounts are delinquent as of the payment due dates for each semester will not be permitted to register for the following semester, nor will they receive final grades for the semester in which they are currently enrolled. In addition, transcripts (official and non-official) and transient letters are not issued to students with obligations to Brenau.

### **Self-Balancing Boards/Scooters**

The use, possession, or storage of hover boards, self-balancing scooters/skateboards, or hand-free Segway's are prohibited on any Brenau University campus. Re-charging of these devices is specifically prohibited.

### **Removal from Leadership Positions**

Student leaders found responsible for inappropriate behavior; who demonstrate behavior that is not representative of the Brenau Ideal; or whose behavior is in direct conflict with the position they hold, may be removed from their leadership position by the Vice President for Student Services.

### **Sexual Misconduct and Relationship Violence (SMRV) Policy**

### ***Notice of Nondiscrimination***

Brenau University is committed to maintaining an environment free from all forms of discrimination. As a recipient of Federal funds, the University complies with Title IX of the Higher Education Amendments (1972). Title IX prohibits discrimination from any educational program or activity on the basis of sex, gender identity, failure to conform to stereotypical notions masculinity or femininity or actual or perceived sexual orientation. Brenau University recognizes sexual misconduct and/or harassment as well as relationship violence may create an environment of discrimination and has created the following policy to define, educate and address issues relating to sexual discrimination.

### ***Scope of SMRV Policies***

This policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this policy.

- A. The policy applies to all Brenau University faculty, staff, students, and campuses. Each member of the Brenau community is responsible for their actions and behaviors both on and off campus. As such, this policy is applicable to on campus conduct and, when applicable, off campus conduct.
- B. This policy applies to guests and individuals conducting business on all University property.

### ***Prohibited Conduct and Definitions***

Prohibited conduct may be described as:

- A. **Sex or gender-based discrimination** – refers to the inequitable treatment of individuals on the basis of sex, sexual orientation, gender identity, or gender expression.
- B. **Sex or Gender-based harassment**
  - 1. Gender-based harassment – harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as gender-based harassment, the conduct need not involve conduct of a sexual nature
  - 2. Harassment – conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person’s protected status including sex, sexual orientation, gender identity, or gender expression
- C. **Sexual harassment** – unwanted and unsolicited sexual advances, request for sexual favors, and other deliberate or repeated communication of a sexual nature. The communication may be, but is not limited to; spoken, written, physical or pictorial. These actions constitute sexual harassment when:
  - 1. Submission to said conduct is made either explicitly or implicitly a term or condition of employment, education, or participation in a program
  - 2. Rejection of said conduct is used explicitly or implicitly to negatively impact conditions of employment, education, or participation in a program.
  - 3. Said conduct creates an intimidating, hostile, or offensive environment

D. Forms and definitions of Sexual Misconduct and Relationship Violence

1. Sexual assault – is having or attempting to have sexual intercourse or sexual contact with another individual without consent or by means of force or coercion, as defined:
  - a. Coercion – the use of pressure to compel another individual to participate in or continue sexual activity against an individual’s will. Coercion can include, but is not limited to intimidation, manipulation, threats, or blackmail.
  - b. Consent – agreement to participate in sexual activity must be actively agreed upon by all parties, and must be informed, knowing, and voluntary. Consent is demonstrated through mutually understood words or gestures and can never be given by an individual incapacitated by alcohol or drugs or other mental incapacitation.
  - c. Force – the use or threat of physical violence to require an individual to participate in an unwanted activity.
2. Sexual intercourse – includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger) or object or oral copulation by mouth to genital contact.
3. Non-consensual sexual contact – having or attempting to have sexual contact with another individual without consent. Sexual contact may include, but is not limited to; kissing, disrobing, or touching in a sexual manner.
4. Sexual communications – unwanted communication of, but not limited to, words or images of a sexual nature.
5. Sexual exploitation – taking non-consensual or abusive sexual advantage of another separate from other listed misconduct offenses. Exploitation includes but is not limited to:
  - a. Prostituting another individual
  - b. Non-consensual recording in any capacity a sexual activity
  - c. Knowingly allowing others to observe a sexual activity without the consent of the partner
  - d. Distributing photos or recording of a sexual nature without the consent of all parties involved
  - e. Engaging in voyeurism (peeping tom)

- E. Dating violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to such violence. Whether there was such a relationship will be determined based on, among other factors, the Complainant’s and Respondent’s statements, and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the parties involved in the relationship.



- F. Domestic violence – is a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the jurisdiction in which the crime of violence occurred.
- G. Relationship violence – commonly referred to as domestic or dating violence, a situation where one person in the relationship is being physically, emotionally, or sexually abused by the other person
- H. Stalking – occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

### ***Confidentiality and Anonymity***

Brenau University's ability to respond to a complaint of prohibited conduct, to prevent its recurrence, or to address its effects may be severely limited if the Reporting Party requests confidentiality, does not provide the name of the Respondent, or asks that the report not be pursued. The University is further limited when a report is made anonymously. In cases where the Reporting Party requests confidentiality or requests Brenau University not pursue an investigation, the Title IX Coordinator or his/her designee will conduct a preliminary assessment of the alleged misconduct and may weigh the Reporting Party's request against the following factors, including, but not limited to: the severity of the alleged sexual misconduct, the Reporting Party's age, or whether there have been other complaints or reports of sexual misconduct against the same Respondent. The Title IX Coordinator may determine that, in the interest of providing a safe and nondiscriminatory environment for students, it is necessary to act on information it has received.

In cases where the Reporting Party files a formal complaint and seeks a formal resolution, or where the University is required to conduct a formal investigation, Brenau cannot keep the Reporting Party's identity from the Responding Party. A charge of sexual misconduct is a serious offense and the Responding Party has the right to know the identity of the Reporting Party. However, the University may provide options during the hearing for questioning without confrontation, including using a room divider, using separate hearing rooms, or using technology such as Skype.

### ***Reporting an Incident***

Once University officials learn of SMRV complaints, written or unwritten, the University is required to investigate and to take action consistent with its policies and procedures. All faculty and staff are expected to report any incidents that are made aware of to the Title IX coordinator.

Individuals are encouraged to call 911 if they feel they are in immediate danger.

All victims of sexual assault have the right to a criminal investigation, and are encouraged to contact the local authorities.

Individuals are encouraged to seek medical treatment immediately at the local emergency room and ask for a Sexual Assault Nurse Exam (SANE). Students who would like support in this process are encouraged to contact the Title IX Coordinator during regular business hours, and the Coordinator on Call after regular business hours. Preserve evidence by avoiding bathing or showering, brushing teeth, changing clothes, or washing hands. If you change clothes, you should place all clothing worn at the time of assault in a paper bag. Even if you are uncertain about taking the matter to the police, you may change your mind later on, and the evidence cannot be recreated.

Any individual who feels they have been a victim of sexual misconduct should consider the following methods of University reporting and how those reports are handled: Ideally, all incidents should be reported directly to:

- Safety and Security  
520 Washington St. 770-534-6202  
[security@brenau.edu](mailto:security@brenau.edu)

Students wishing to speak with a female may contact:

- Paula Dampier Director of Security  
520 Washington St.  
770-297- 5896  
[pland@brenau.edu](mailto:pland@brenau.edu)

The only Brenau University staff member who is able to keep the report completely confidential is:

- Gay Baldwin  
University Counselor  
The Center for Health and Well Being  
205 Boulevard  
770-534-6121  
[gbaldwin@brenau.edu](mailto:gbaldwin@brenau.edu)

The Title IX Coordinator is a staff member charged with overseeing the University response to allegations of sexual misconduct. Brenau University's Title IX Coordinator is:

- Amanda Lammers  
Vice President, Student Services  
Owens Student Center  
102 Prior Street  
770-534-6108 or  
email [alammers@brenau.edu](mailto:alammers@brenau.edu)

There are other resources available to sexual assault victims. In the Gainesville community victims are encouraged to contact the local resource:

- Rape Response Crisis Line: 770-503-7273  
Toll Free: 800-721-1999

Online and Regional students may contact the following resource:

- National Sexual Assault Hotline 800-656-HOPE

#### ***After An Incident Is Reported – Reporting Party***

- A. When an incident is reported, the Title IX Coordinator will be notified. When appropriate, the reporting party will be encouraged to seek immediate medical care, take advantage of counseling services, and encouraged to file a report with University or local authorities. The reporting party will never be forced to file a report with local police or campus security, and should be apprised of their right to not pursue a complaint even after contacting the authorities. If the reporting party is under the age of 18, the circumstances of the report will be evaluated in order to determine whether law enforcement, parent, legal guardian, or other emergency contact will be made.
- B. The reporting party may receive interim measures after reporting an incident. These measures are intended to protect the reporting party from contact and/or potential retaliation from the responding party and/or related parties. Reporting parties are advised to refrain from retaliatory behavior. These measures include but are not limited to: no contact orders, relocation of residence, rescheduling of class sections. Accommodations are administered by the Title IX coordinator.
- C. Reporting parties are not to be retaliated against. Retaliation is defined as a strike back against an accusation, a form of revenge or reaction, or an additional act of discrimination based on the complaint filed.
- D. Reporting parties may not be charged with other violations related to the sexual misconduct (i.e. if the alleged victim was drinking on campus at the time of the assault, an alcohol charge may not be filed).
- E. The investigation and hearing will be conducted in a timely manner.
- F. The responding party and the reporting party are entitled to have one person present for support or to act as a support person during a Title IX hearing. Neither support person (reporting party or responding party) may participate in the hearing. Should the support person fail to appear at the designated time of the hearing or be removed from the hearing, this right may be forfeited.
- G. In cases of sexual assault, the reporting party will be notified in writing of the outcome of the investigation and hearing simultaneously with the responding party.

#### ***After An Incident Is Reported – Responding Party***

- A. When an accusation has been made against an individual, that person is referred to as the responding party. The responding party will be encouraged to take advantage of counseling services. If the responding party is under the age of 18, the circumstances will be evaluated in order to determine whether law enforcement, parent, legal guardian, or other emergency contact will be made.

- B. The responding party may receive interim measures after reporting an incident. These measures are intended to protect the responding party from contact and/or potential retaliation from the responding party and/or related parties. Responding parties are advised to refrain from retaliatory behavior. These measures include but are not limited to: no contact orders, relocation of residence, rescheduling of class sections. Accommodations are administered by the Title IX coordinator.
- C. Responding parties are not to be retaliated against. Retaliation is defined as a strike back against an accusation, a form of revenge or reaction, or an additional act of discrimination based on the complaint filed.
- D. The investigation and hearing will be conducted in a timely manner.
- E. The responding party and the reporting party are entitled to have one person present for support or to act as a support person during a Title IX hearing. Neither support person (reporting party or responding party) may participate in the hearing. Should the support person fail to appear at the designated time of the hearing or be removed from the hearing, this right may be forfeited.
- F. In cases of sexual assault, the responding party will be notified in writing of the outcome of the investigation and hearing simultaneously with the reporting party.
- G. The responding party has the right to request an appeal on the grounds of improper procedure, new or previously unavailable, or compelling information related to the case. Appeals must be made in writing to the Title IX Coordinator. Appeals will be reviewed by the Assistant Vice President for Student Services.

### ***Investigating a Complaint***

- A. All allegations of student sexual misconduct will be reported to the Title IX Coordinator. Upon receipt of the complaint, the Title IX Coordinator will review the issue and a) work toward resolution in cooperation with the parties involved (informal resolution) or b) designate an investigator (s).
- B. Upon receipt of a written complaint by the reporting party, an investigation will begin within a reasonable amount of time.
- C. From the time an investigation begins, the investigation report will be submitted to the Title IX coordinator in a reasonable amount of time.

### ***Adjudication of a Complaint***

- A. Title procedures may include voluntary informal methods of resolution (e.g. mediation). However, either party has the right to discontinue the informal process at any time and begin formal proceedings. Every attempt will be made to adjudicate Title IX complaints within a reasonable amount of time barring a legitimate reason.
- B. Upon receipt of a written investigation report, the Title IX Coordinator will or designee will notify both parties of the finding, and when appropriate, sanctions. If both parties agree with the outcome of the investigation, the matter will be considered resolved.

- C. If either party is unsatisfied with the outcome of the investigation a hearing will be scheduled. A hearing will be scheduled in a reasonable period of time.
- D. Both parties will be fully informed of the hearing process prior to the proceedings.
- E. A hearing board will be assembled by the Title IX Coordinator or designee. Those on the hearing board will be trained to adjudicate matters of sexual misconduct.
- F. The chair of the hearing committee will be the Title IX Coordinator or designee. The Chair will not deliberate nor vote on the outcome of the hearing. The committee will consist of the chair(non-voting) and three (3) members of the staff. If the case involves a faculty member, at least one member of the hearing panel will be a faculty member.
- G. The chair of the hearing committee will read the investigation report aloud.
- H. Either party has the right not to testify. Exercising this right does not impugn said party.
- I. Either party has the right not to attend the hearing. Exercising this right does not impugn said party. The hearing will take place in absentia.
- J. The reporting party and the responding party may read prepared statements if agreed upon with the chair prior to the hearing.
- K. Either party may choose to be physically separated from the other during hearing proceedings or require the other to submit all questions in writing to the chair during the hearing. This request should be communicated to the chair at least two (2) Brenau business days prior to the hearing.
- L. Neither party will be allowed character witnesses.
- M. No party at the hearing may ask repetitive questions of any witness or participant.
- N. In determining whether an alleged incident constitutes sexual misconduct, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances. An adequate, reliable and impartial investigation will occur, and a decision rendered based on a preponderance of evidence.
- O. University sanctions for someone found responsible for sexual offenses (forcible and non-forcible) may include but are not limited to expulsion, forced withdrawal, disciplinary suspension, disciplinary probation, reprimand, and /or restrictions.

### **Sexual Assault Victim's Bill of Rights**

An Amendment to Section 485 of the Higher Education Act of 1965 (20 U.S.C. 1902(f)) entitled "Campus Sexual Assault Victims Bill of Rights Act" of 1991 relating to the treatment by campus officials of sexual assault victims, effective September 1, 1992, requires all institutions of higher education to publish the following information and policy statement. It is the intent of this policy to state that the campus-related sexual assault of an employee or student is a serious offense, and that the victim shall be accorded by Brenau University the rights that are contained in the policy. It is also the intent of the policy to empower the victim of campus-related sexual assaults with certain rights and to certify that Brenau University complies with the requirements of the Act.

**Victim's Rights: The following rights shall be accorded, by all officers, administrators, and employees of Brenau University to victims of campus-related sexual assaults:**

- A. The right to have any and all assaults against them treated with seriousness; the right, as victims, to be treated with dignity.
- B. The right to have these assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the government entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of Brenau personnel in notifying the proper authorities. The foregoing shall be in addition to any Brenau Disciplinary proceedings. The Sexual Misconduct policy addresses Brenau's adjudication of sexual assault.
- C. The right to be free from any kind of pressure from Brenau personnel that victims not report crimes committed against them to civil and criminal authorities or to campus enforcement and disciplinary officials; or report crimes as lesser offenses than the victim perceives them to be.
- D. The right to be free from any kind of suggestions that campus assault victims not report, or under report, crimes because: a.) victims are somehow responsible for the commission of crimes against them; b.) by reporting crimes they would incur unwanted personal publicity.
- E. The right to choose a representative and to have that representative present at all proceedings and the right to be notified of the outcome of such proceedings.
- F. The right to have Brenau University personnel assist the victim in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- G. The right to be made aware of, and assist in exercising any options, as provided by State and Federal Laws or regulations, with regard to mandatory testing of assault suspects for communicable diseases and with regard to notifications to victims of the results of such testing.
- H. The right to counseling from the university counselor.
- I. If a campus sexual assault is reported; Brenau University personnel will take necessary steps or actions to prevent any unnecessary or unwanted contact with alleged assailants, including but not limited to immediate relocation of the victim to safe and secure alternative housing.

**Sexual Offenders**

The federal government requires all universities and colleges to provide information on how to access information on sex offenders living on or near the campus. To obtain this information go to [www.ganet.org/gbi/siclainm.html](http://www.ganet.org/gbi/siclainm.html). You may obtain registered offenders in a number of ways. It can be done by zip code, city, country, or name. We have added a link to this website from Brenau's Security web page. The link is described as "Megan's Law" information.

The Security Office will maintain a current list of registered sex offenders for Hall County. This

list can also be accessed on the webpage under the link for Security.

### **Smoking/Tobacco/Vaping Use**

Realizing the health implications associated with the use of tobacco products, Brenau University has implemented the following policy:

- A. In an effort to create a modified smoke-free environment on our campuses, not only for the benefit of those who work here, but for the benefit of students and visitors, the policy of the University is that the use of tobacco and/or vaping products is prohibited on campuses with the exception of designated areas.
- B. Cigarette refuse containers are provided at the designated smoking areas.
- C. Enforcement of the smoking/tobacco/vaping use policy on campus and in University buildings is the responsibility of all members of the University community. Please ask violators to use the nearest designated smoking area.
- D. The designated smoking areas at the Gainesville campus are as follows:
  - 1. Rear parking lot behind the 226 Prior St. and the Jewell Building by the trash bin.
  - 2. Parking lot area between the Science Building, Geiger Hall, and Simmons Visual Arts Center by the trash bin.
  - 3. Area outside the rear exit of Hopkins Dining Hall.
  - 4. Area in front of entrance to gymnasium and dance studios, adjacent to the parking lot.
  - 5. North side of Jacobs Building by post office, upper level.
  - 6. Fire lane adjacent to Brenau Trustee Library.
  - 7. Behind the Owens Student Center by trash bin.

Regional campus students should consult with the Campus Director for locations of designated smoking areas at their campus.

### **Solicitation Policy**

Solicitors are not allowed on the Brenau University Campus. If requests to distribute handouts, brochures and the selling of products are made, please direct those persons to the Assistant Director of Student Engagement or designee or the Regional Campus Director.

Handouts, brochures, and fliers for distribution within the residence halls must be approved by the Assistant Director of Student Engagement or designee. For more details, see the advertising policy.

### **Stealing or Possession of Stolen Property**

The unauthorized taking or keeping in one's possession items of University property (including those items belonging to the University Dining Hall) rented, leased, or placed on campus by the institution, or items belonging to the students, faculty, staff, or guest of the University is prohibited.

The misappropriation or misuse of student organization funds or property, or the sale of textbooks by any student other than the book owner is strictly prohibited.

The University assumes no responsibility for theft, damage, or loss of money, data, valuables or personal property.

### **Storage of Personal Property**

Brenau University does not provide storage for personal belongings of students. See abandoned property policy.

### **Student Organizations**

Any group of students wishing to use the Brenau University name, logo, facilities, or other Brenau services must register the organization with the Division of Student Services. Organization recognition forms are available from the Assistant Director of Community Engagement.

Student Organizations who seek to use the Brenau University name and/or petition the University for funds must complete the Student Organization Registration Form available from the Assistant Director of Student Engagement.

All student sponsored events must submit an approval request with the Assistant Director of Student Engagement..

The Brenau University Student Government Association will review all submissions and approve all funding for Women's College organizations.

The Vice President for Student Services and the Assistant Vice President for Student Services will review organization requests, event requests and approve funding for all other organizations.

### **Suicide Attempt**

A member of the crisis team will intervene with a student who has attempted suicide on campus. By law, the student will be required to obtain treatment. The University may require additional stipulations for the student to remain on or return to campus. This will be determined on a case by case basis. The "Disruptive or Dangerous Conduct" section of the "Inappropriate Behavior" policy may also be used in conjunction.

### **Sunbathing**

Sunbathing is only allowed at the Amphitheater and on Wallis Field. Sunbathing is not permitted on the roof of any building or on Front Campus.

### **Theft**

Attempted or actual theft of University property, and attempted or actual theft of the property of University community members on our off campus is prohibited.

### **Vandalism**

Destroying, defacing, damaging of University property or property belonging to students, faculty, staff, or guest of the University is prohibited.



### **Unauthorized Entry or Use of University Facilities**

No student shall make or abet unauthorized entry into or use of any University facility, building, office, attic, or onto any roof or other University property.

Students shall not enter residential rooms to which they have not been neither assigned nor invited.

### **Violations of University Policies and Procedure**

Failure to abide by any published University policy or procedure is prohibited.

## **Residence Life and Housing**

Residence Life seeks to provide a safe, comfortable environment for living and learning while encouraging individual and community development. While educating students about their rights and responsibilities as members of a community, we facilitate growth and empowerment through community and civic-minded programs, leadership opportunities, and staff interaction. Our intent is that all students feel a sense of belonging and community while fostering a supportive, nurturing atmosphere based on respect and cooperation. Additionally, the Residence Life Department supports the university mission statement by encouraging personal and professional development. Our primary goal in Residence Life is to foster a supportive, nurturing atmosphere based on respect and cooperation focusing on the Brenau Ideal and Honor Code. It is our goal to inspire artistic expression and community service through innovative programming.

The Residence Life Department is made up of professionals and paraprofessional staff members. The RA (Resident Assistant) is a highly trained upper-class student who is charged with the daily management of their assigned residential area. Daily tasks include responding to community crisis, maintaining a positive learning atmosphere, enforcement of University policy and upholding the Brenau Honor Code. The Dean of Students and the Director of Residence Life oversee the departmental operation of Residence Life in accordance with national and regional guidelines. All Residence Life staff, when acting in accordance with their position, acts so as a University official.

### **Housing**

Brenau University's traditional residence life experience is designed for undergraduate students aged 17 to 23. There are limited other housing options available for other students available on a first come first served basis. A variety of housing options are available. Each sorority has a University owned house or living space.. The residential living experience offers a wide range of designs with both community and suite style bathrooms.

### **Residential Students Rights and Responsibilities**

Your enjoyment of life in the residential community will depend, to a large extent, on the thoughtful consideration that you demonstrate for each other. As a community member, you should expect the following rights and responsibilities:

#### ***Rights***

- A. To study and sleep free from undue interference
- B. To expect that community members will respect one's personal belongings
- C. To have a sanitary environment in which to live
- D. To have free access to one's room and facilities
- E. To have personal privacy
- F. To have a safe and secure room
- G. To assert one's self through respectful communication
- H. To be free from fear of intimidation, physical and/or emotional harm

### **Responsibilities**

- A. To abide by the Honor Code and University policies and procedures outlined within this publication, in the University Catalog, and on the Housing Contract.
- B. To accept responsibility for guests and their actions during their stay on campus.
- C. To treat fellow community members as you would wish to be treated with dignity and respect.
- D. To hold fellow students accountable for upholding the safety and security of the community.

### **Residence Hall Policies**

#### ***Access***

Students may not access residential spaces during University breaks without written permission from the Director of Residence Life or a designee. Students who violate this policy may be subject to a minimum \$250 fine, judicial sanctions, and loss of placement.

#### ***Advance Room Payment***

A non-refundable \$300 advance room payment must be paid to the University Business Office prior to a returning student applying for a room for the coming academic year. Proof of payment will be required at time of housing sign-ups for all returning students. Room placements will not be secured until the advanced room payment is received.

No advance room payment is required for Summer Session Term.

The room cost for each semester shall be paid in full as outlined by the University Business Office.

### **Animals in Housing**

#### ***Pets***

- A. For health and sanitation, pets or animals of any type, except fish, are not permitted in any area of the residence halls, sorority houses or apartments. Animals pose a health risk and are not conducive to community living.

- B. Animals such as frogs, turtles, snakes, and lizards, which can live in a fish tank, are not permitted.
- C. One (1) five (5) gallon fish tank per room is permitted.
- D. Guests or visitors who bring pets to campus are not permitted to bring the animals in any area of the residence halls, sorority houses or apartments.
- E. Please see animals on campus policy for service or emotional support animals on campus.

### ***Service Animals***

Brenau University (the University) residential housing units accommodate Service animals as defined by the Americans with Disabilities Act. A service animal is defined as a dog or small horse that is individually trained to do work or perform tasks for the benefit of a person with a disability. While legal access rights are afforded to users of service animals, the access comes with the responsibility of ensuring that the animal behaves and responds appropriately at all times, in public and that the user/handler, as a team must adhere to the same socially accepted standards as any individual in the university community. It is the user/handler's responsibility to ensure the safety of a service animal.

No animal will be permitted in University housing that:

- A. Is not approved by the University Disability Officer as a Service animal or as part of an accommodation plan in the case of Assistive animals
- B. Is not registered with the Director of Residence Life
- C. Poses a direct threat to the health or safety of others
- D. Would cause a substantial physical damage to the property of the University and other residents
- E. Would pose an undue financial and administrative burden to the University
- F. Would fundamentally alter the nature of the University's housing operations

Sensitivity to individuals with allergies and to those who fear animals is important to ensure the integrity of the academic and residential community. All roommates, suitemates, or apartment mates of the owner must agree to allow the Service or Assistive animal to reside with them. In the event that one or more roommates, suitemates, or apartment-mates do not approve, either the owner and animal or the non-approving roommates, suitemates, or apartment-mates, as determined by the Director of Residence Life, may be reassigned to a more suitable location.

The University is committed to providing reasonable accommodations to housing for residential students with a documented disability; the University reserves the right to request additional clarification or documentation to facilitate the requested accommodation.

### ***Types of Service Animals***

Examples of animals that fit the ADA's definition of "service animal" because they have been

specifically trained to perform a task for the person with a disability:

- A. Guide Dog: A dog that is trained that serves as a travel tool for individuals who are blind or have low vision.
- B. Hearing Dog: A dog that has been trained to alert a person with a significant hearing loss or who is deaf when a sound occurs (e.g. a knock on the door, a fire alarm, the phone ringing).
- C. Service Dog (Assistance dog): A dog that has been trained to assist a person who has a mobility or health impairment. Types of duties may include carrying, fetching, ringing doorbells. Activating elevator buttons, steadying a person while walking, assisting a person to get up after a fall, etc.
- D. SSig (Sensory or social signal) Dog: A dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements, such as hand flapping, which are common among those with autism. This intervention allows the person to stop the movement. A person with autism may also have deficits in sensory input, and may need the same support services from that one might provide for a person who is blind or deaf.
- E. Seizure Response Dog: A dog trained to assist a person with a seizure disorder. How the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure or the dog may go for help. A few dogs have learned to predict a seizure and warn the person in advance to sit down or move to a safe place.

Under Title II and III of the ADA, service animals are limited to dogs. However, entities must make reasonable modifications in policies to allow individuals with disabilities to use miniature horses if they have been individually trained to do work or perform tasks for individuals with disabilities.

### ***Assistive Animals***

Though the University prohibits animals in its residential units, the University will consider reasonable accommodations under the Fair Housing Act, Section 504, for students with documented disabilities allowing for the presence of an emotional support/therapy animal (Assistive animal) in a University residential unit "when its use may be necessary to afford a person with disabilities an equal opportunity to use and enjoy a dwelling, common areas of a dwelling, or participate in, or benefit from, any housing program". The Fair Housing Act, Section 504 states that "there must be a relationship, or nexus, between the individual's disability and the assistance the animal provides".

### ***Definition of an Assistive Animal:***

An Assistive animal is defined as an animal whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or promotes emotional well-being. Requests to have an Assistive animal in campus housing are considered requests for accommodation and will be reviewed on an individual basis. Individuals making such requests must establish that they experience a documented disability, and must also establish via documentation from the treating health care/mental health provider, that the animal is

providing essential therapeutic benefit in a current, ongoing therapeutic program related to the student's documented disability.

Only requests for accommodation from full time residential students will be considered. The University will not provide accommodations for individuals residing in University housing for short term (one month or less) stays, i.e. summer camps, short programs, etc.

No assistive animal may enter a residential unit until such written approval from the Disability Compliance Officer has been secured.

***Qualifications for Assistive Animal on Campus:***

A student may qualify for a reasonable accommodation if:

- A. The student requesting an accommodation has a documented disability verified by the University Learning Center
- B. The Assistive animal is prescribed to an individual with a disability by a healthcare or mental health professional and the Assistive animal is an integral part of that person's ongoing treatment process to assist in alleviating the symptoms of the individual's disability.
- C. Most health care professionals do not approve written prescriptions for Assistive animals to persons who are not in an ongoing therapeutic relationship. The absence of therapy is considered a request for a pet; pets are not allowed in residential units according to University policy. Students are only eligible for an exception to the no pet policy if the animal is used as a tool of therapy, and there must be evidence of a current, ongoing therapeutic relationship.
- D. It is important to note that Assistive animals have no specific training and are not Service animals as defined by the Americans with Disabilities Act. Unlike Service animals, they do not directly assist humans; there is no legal requirement allowing individuals to have Assistive animals accompany them in public spaces. Unless covered under an approved accommodation request, Assistive animals will not be permitted in University food service areas, classrooms or laboratories, and indoor areas outside the residential unit.

***Procedures for Service or Assistive Animals on Campus***

Students in need of a service animal are asked to contact the Learning Center Director to complete necessary documentation for accommodative services at 530 Washington Street, SE, Gainesville, Georgia 30501, 770-534-6134.

The University Disability Officer will notify the student and the Student Services Office once a Service animal or an accommodation for an Assistive animal has been approved. The student is then responsible for submitting a copy of the Service or Assistive Animal Registration and Information Acknowledgement Form (acquired from the Learning Center) to the Director of Residence Life along with any other required documentation and payments necessary for placement in University housing. The resident must notify the University Disability Officer and the Director of Residence Life (in writing) if the animal is no longer needed as a Service or

Assistive animal or the animal is no longer in residence. To replace an approved animal with a new Service or Assistive animal, the resident must file a new request with the Disability Officer and follow the same procedures as were originally required for approval.

***Control Requirements for Service or Assistive Animals***

All approved Service or Assistive animals must comply with applicable laws regarding animals and their treatment and care and also meet the following standards:

- A. Animals must be kept on a leash at all times when outside the residence hall or apartment. Animals must never be allowed to run freely.
- B. The handler/partner must be in full control of the animal at all times.
- C. The owner/handler, not the University or another student, is responsible for the care and conduct of their animal. Asking another student to care for or control the animal is prohibited. Should the owner/handler be rendered unable to care for the animal (i.e. illness or accident) the University will notify the emergency contact. Animals must be removed from campus within 24 hours.
- D. The animal must be well groomed and measures should be at all times to maintain flea and odor control.
- E. Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals.
- F. The use of live animals as food for the Service or Assistive animal is strictly prohibited.
- G. The animal must be immunized against diseases common to that type of animal. Dogs must have had the general maintenance vaccine series, which includes vaccinations against rabies, distemper, and parvovirus. Animals other than dogs, must have had the appropriate vaccination series for the type of animal. All vaccinations must be current. Records must be on file with the Director of Residence Life; updated immunization records must be submitted annually at the beginning of the new school year/semester/session for as long as the animal remains in a University housing unit.
- H. The animal must be in good health. Animals to be housed in University housing must have an annual clean bill of health from a licensed veterinarian which must be filed with the Director of Residence Life.
- I. Animals must be licensed as required by the local municipality, and a copy of the license must be on file with the Director of Residence Life. It is the responsibility of the owner to understand and comply with applicable laws with regard to licensing.
- J. It is recommended animals be spayed or neutered.
- K. Collars, tags, and when possible, identification as a service animal should be worn at all times. If there is not identification as a service animal, a University official may ask about the status of that animal.
- L. Animals must possess friendly and sociable characteristics. A specific animal can be restricted from the premises by the Director of Residence Life, or designee, based on

any confirmed threatening or territorial behavior.

- M. Obedience and training programs are highly recommended for all Service and Assistive animals.

A service animal must be well-behaved and its partner must ensure that the animal does not engage in behaviors that would be a direct threat to the health and safety of others. Service animals shall be permitted to accompany that student at all school functions, whether in or outside the classroom. Consider the service animal as a necessary accessory such as a wheelchair would be considered and allowed at all times. When a service animal is determined to be out of control, the infraction will be treated on an individual basis through Disability Services and the Vice President of Student Services, or designee. If the animal poses a threat to the safety of others, Campus Safety will be part of the collaborative team to determine the outcome of the behavior. Consequences may include, but are not limited to, muzzling a barking dog, refresher training for the animal and its partner or exclusion from college facilities. Should the animal be excluded due to being out of control, the university will give the individual who uses the service animal the option of continuing to attend the university without having that service animal on the premises.

Upon approval of a service animal, standards of behavior by animal and animal owner related to health, sanitary, safety and behavior will be provided in writing and must be followed. Any violation to the standards of behavior by animal and/or animal owner will constitute a violation of policy and will be adjudicated appropriately.

### ***Standards of Behavior by Animal and Animal Owner***

Health, sanitary, safety, and behavior standards must be maintained as follows:

- A. Animals require daily food, water and attention, as well as a daily assessment of their general health, behavior and overall welfare.
- B. Animals cannot be left in University facilities unattended overnight at any time. If the owner must be away, they must either take the animal with them, or make arrangements for them to be cared for elsewhere.
- C. Animals must be crated or kenneled when left alone in a University facility. Animals must not be left alone for extended periods of time.
- D. Assistive animals must not be taken into campus offices, classrooms, laboratories, dining facilities, or other residential units.
- E. Service or Assistive Animals must be housebroken.
- F. Animal feces, defined as cat litter box contents and any solid animal waste, must be disposed of immediately and properly. It is the owner's responsibility to remove animal feces from University grounds and buildings, dispose of it in a plastic bag, securely tied, and placed in an outdoor trash receptacle. Animal feces may not be disposed of in any indoor trash receptacle or through the sewer system inside any building on campus.
- G. Residents with cats must properly maintain litter boxes. In consideration of the health of the cat and occupants of the apartment or residence hall room, cat litter box contents

must be disposed of properly and regularly. The litter box must be changed with new cat litter installed regularly as outlined by the manufacturer.

- H. Animal accidents within the residence hall room or apartment must be promptly removed using appropriate cleaning products. Prior to checkout from a contract period, the owner must arrange for an inspection of the premises by the Residence Life Director. Evidence of urine stains or excessive odor may result in the need for carpet replacement. The owner will be assessed the costs of the replacement which may exceed \$3,000 for materials and labor.
- I. The animal owner is financially and legally responsible for the actions of the animal such as bodily injury or property damage including, but not limited to, any replacement of furniture, carpet, drapes, or wall coverings, etc. The Director of Residence Life shall have the right to bill the owner's account for necessary repair and/or replacement costs.
- J. Any flea infestation must be attended to promptly by scheduling a professional extermination company under University contract at the owner's expense; minimum charges of \$225 per application will be placed on the owner's account. Owners are expected to promptly notify the Facilities Department and arrange for extermination when a flea problem is noted. Animal owners must take precautionary measures such as flea medications prescribed by veterinarians, flea and tick collars, and/or taking the animal to the veterinarian for flea and tick baths. Because not all of the precautions listed here can prevent flea and tick infestations, the owner is responsible for extermination costs after vacating the apartment or residence hall room; minimum charges of \$225 per application will be placed on the owner's account.
- K. Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. The odor of an animal emanating from the residence hall room or apartment is not acceptable. Animals must not be allowed to disrupt others (e.g., barking continuously, growling, yowling, howling, etc.). Animals which constitute a threat or nuisance to staff, residents or property, as determined by the Director of Residence Life, must be removed within seven (7) days of notification.
- L. If the Director of Residence Life determines that the animal poses an immediate threat, animal control may be summoned to remove the animal. If the behavior of an animal can be addressed by the owner and the owner can change the behavior of an animal so that the animal does not have to be removed, then a written action plan must be submitted to and approved by the Director of Residence Life. The action plan must outline the action that will take place to alleviate the problem(s) and also must give a deadline for the satisfactory conclusion of the plan. The day after any deadline set by the Director of Residence Life for removal of an animal from the housing unit, Residence Life staff will do a residence room or apartment inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action.
- M. Should the animal be removed from the premises for any reason, the owner will be



required to fulfill his/her housing obligations for the remainder of the contracted period.

- N. An animal must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior.
- O. All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner.
- P. The animal owner will take all reasonable precautions to protect university staff and residents; as well as the property of the University and of the residents.
- Q. The owner will notify the Director of Residence Life if the animal has escaped its confines and is unable to be located within four (4) hours.
- R. The Director of Residence Life has the ability to relocate the owner and the animal as necessary per Revised: 6/22/2015 current contractual agreements.

### ***Public Etiquette by Students/Staff/Faculty/Administrators on Campus***

Individuals should not:

- A. Pet a service animal while it working. Service animals are trained to be protective of their partners and petting distracts them from their responsibilities.
- B. Feed a working service animal.
- C. Deliberately tease or taunt a service animal.
- D. Separate or attempt to separate a partner from his/her handler.
- E. Hesitate to ask a student if he/she would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.
- F. Feed a service animal alcohol on or off campus. To do such will result in disciplinary action.

### ***Cleaning and Damages for Service and Assistive Animals***

When the resident owner moves out of his/her apartment or residence hall room, or no longer owns the animal, the apartment or room will be assessed to determine if damage to University property can be properly attributed to the animal. The Director of Residence Life maintains the right to conduct periodic apartment or residence hall room inspections for the purpose of assessing damage caused by the animal or otherwise determine the resident's compliance with these policies. The animal owner has an obligation to make sure that the apartment or residence hall room remains as clean as the original standard. If the apartment or room has carpeting, this includes regular vacuuming and spot cleaning. Extraordinary cleaning necessitated by the animal is the responsibility of the owner. Replacement or repair of damaged items will be the financial responsibility of the owner.

### ***Violations***

Any violation to the above policies will be reviewed through the University judicial process and

the resident will be afforded all rights of due process and appeal as outlined in that process. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and, as warranted, may also result in a resident being in breach of their housing contract.

### **Appliances**

- A. The capacity of the electrical system in the residence halls, sorority houses and apartment units is limited, and overloading these systems can present fire and safety hazards.
- B. Use of electrical “octopi” (multiple head plugs) and extension cords to obtain a greater number of outlets is prohibited. We highly recommend that students purchase a UL-approved multiple outlet that contains its own fuse and has surge protection. Relaying surge protectors (i.e., plugging one surge protector into another to reach a greater distance) is not allowed.
- C. Surge protectors cannot be placed on the floor or in or near a bed where they can be covered by bedding. Per directive of the local fire marshal, surge protectors need to be mounted approximately 18 inches from the floor on the wall or adhered to the side of the desk. Battery backup units (ups) are approved to remain on the floor.
- D. Placing cords under an item, such as a rug, or in walkways and doorways is prohibited. If a cord has to run near a walkway it cannot be taped down but must be protected in the rubber channel protective strips. All Fire Code regulations, which are in accordance with the Gainesville Fire Marshal, must be met at all times. Failure to do so could result in the closing of a house or halls, or a personal fine to those in violation.
- E. Radios, stereos, computers, desk lamps, small televisions, and other small appliances are permitted, provided the equipment is kept in safe operating condition.
- F. The following items are not permitted in residence halls, sorority houses and apartment units:
  - 1. Open element appliances (i.e., hot plates, broilers, space heaters, coffee cup warmers, coffee pots with open heat elements, ovens, rice cookers, toasters, immersion heaters, kerosene heaters, ceramic or forced air radiant heaters) are not allowed
  - 2. Power tools
  - 3. Halogen lighting
  - 4. Sun lamps / Lava lamps
  - 5. Outside antennae or satellite dishes
  - 6. Air conditioners
  - 7. Microwave ovens, between 600-700 watts, and small refrigerators, 2.5 cu. Ft. not to exceed 4 cu. Ft., are allowed. Microwaves and refrigerators must be plugged directly into the dedicated wall outlets. Microwaves and refrigerators must maintain

reasonable standards of sanitation and cannot be placed in a closet or other enclosure that restricts adequate ventilation.

- G. It is critical that users exercise precautionary measures when using appliances. Electrical stoves installed in limited University housing have been equipped with a fire safety suppression system designed to extinguish any fire that may occur during cooking (please see “Damages” and “Fire Safety” for further information on the fire suppression system). Tampering with electrical systems is prohibited for the safety of all residents and general upkeep of the buildings.
- H. Health and safety inspections of all living areas will occur to insure compliance with said procedures or on before the 15th of each month.

### **Assignments/Room Selection**

- A. Brenau University encourages educational, social and cultural diversity within University housing. Therefore, room and roommate assignments are made without regard to handicap, race, orientation, creed or national origin. It is the philosophy of the department that living in a residence hall is an invaluable learning experience for the student. Every effort will be made to ensure the community is one of proper encouragement for ultimate developmental, social, and academic growth.
- B. The University’s acceptance of an application, contract and advance room payment does guarantee an assignment.
  - 1. Assignments for new students are completed on a first-come, first-serve basis. Housing information will be emailed to the student shortly after Early Registration which commences in June. A deposit must be paid to the Admissions Office prior to receiving a room assignment.
  - 2. Assignments for returning students are based on seniority in accordance with the number of completed academic hours. Assignments for the coming year occur in April. At the time of room selection, students must have registered for the following semester’s classes; are required to fill out a housing contract; and must pay a \$300 advance room payment to secure a room. Failure to complete any of the aforementioned steps may impact housing placement.
- C. If the Student fails to occupy her room within twenty-four (24) hours after the first day of classes the room assignment may be cancelled unless proper notice of late arrival is given to the Dean of Students or the Housing Director.
- D. Students remain in their same room assignments from fall through spring semester unless an approved relocation has occurred.
- E. First year students are not allowed to move into the sorority houses or upper-class housing.
- F. Refer to “Single Rooms” for information regarding private rooms.

### **Breaks**

- A. Checkout times will be posted and properly enforced by Residence Life Staff. Hourly fines will be levied for any student not compliant with the closing requirements during breaks.
- B. Only students in good judicial standing are eligible for housing during breaks.
- C. Break housing is available on a limited basis and must be approved by the Director of Residence Life two weeks prior to hall closure. Daily charges may be assessed for any student remaining on campus during a closing break. Every attempt to find alternate housing must be made by the student. Students who remain on campus during breaks are advised that University support is limited, and security should be notified for emergencies. If break housing is provided then the following guidelines must be followed or the privilege will be immediately revoked:
  - 1. There can be no visitation during the break.
  - 2. All common areas must be kept neat and clean. Everyone is responsible for their trash by placing it in the appropriate dumpsters.
  - 3. Students are responsible for their own meals.
  - 4. All policies of the Student Handbook must be upheld at all times.

### ***Break Check-out***

When leaving for break, students should be sure to close and lock windows, unplug electrical appliances, shut off lights, remove all trash and perishable garbage, and lock the room door. Failure to leave the assigned room in the aforementioned condition will result in a fine to be determined by Residence Life.

### ***Check-in***

Each residential student is required to complete a Room Condition Report upon check-in to their assigned room. This report will be checked against the condition of the room at check out, and the student will be financially responsible for any damage cited on the report.

The key registration information is listed at the bottom of the Room Condition Report. It is a record of the keys issued to an individual student. All keys issued must be returned or a replacement fine will be levied.

Every time a student changes rooms, the Room Condition Report must be completed for the new room.

### ***Check-Out***

- A. When occupancy is terminated, the student must obtain complete a Room Condition Report with a Residence Life Staff member, who will inspect the room and relieve the occupant of responsibility for the room, its furnishings and equipment, or recommend an assessment against the occupant for damages and missing property. Failure to properly checkout with the Residence Life Staff will result in a minimum fine of \$50 and additional assessment charges for damages and/or missing furnishings, equipment and/or keys.

- B. All students should follow these steps below when checking out of the residence hall:
  - 1. Contact the RA 24 hours in advance to schedule a check-out time when the room can be checked for damages and cleanliness.
  - 2. Remove all personal belongings from the room.
  - 3. Clean the room, sweep or vacuum the floor, clean out desk and drawers, close and lock windows.
  - 4. Remove all garbage to the appropriate disposal.
  - 5. Be sure all university-owned furnishings are returned to their original condition and location.
  - 6. Turn in keys to the RA or Residence Life staff member.
  - 7. Sign the check-out forms.
- C. Students will be assessed for all damages, improper check-out, improper disposal of garbage, and loss of keys. These charges may be appealed in writing to the Director of Residence Life within 10 business days of receiving notice of said charges. Improper check-out and key charges are non-negotiable.

### **Consolidation of Rooms**

Upper-class students who are residing alone in a double occupancy room may be granted the following options:

- A. To retain the double room rate by moving to another vacant space; or
- B. To accept a roommate in their current room; or
- C. To pay an additional fee of \$950.00 per semester and retain the double room as a single upon availability.

Brenau reserves the right to change room assignments to best meet the needs of all students. In an effort to build community, traditional aged freshmen are discouraged from having singles. If a student finds herself in a room without a roommate then she could be asked to move into another room with a roommate.

Students are expected to keep their room ready to accept a roommate at any time and understand that it is their responsibility to keep half (½) the room clean and cleared of personal property. Failure to do so will result in a private room charge.

### **Damages**

- A. Any student who is found responsible will pay the cost of replacement, or repair for any breakage or damage to the student's room, its furnishings or equipment, fair wear and tear exempted.
- B. Residents of an individual room, apartment or residence hall or house may be required to share the expense of repairing or replacing property in common areas (such as hallways, living rooms, kitchens, bathrooms, study areas or lobby areas) when such

repairs are determined to be above and beyond the normal wear and tear.

- C. Furnishings or equipment may not be moved from public areas or assigned room without authorization and cannot be taken from the living areas for any reason. Dismantling of University property is strictly prohibited.
- D. Damages in common areas which cannot be attributed to an individual student will be assessed to the student population of the house or floor.
- E. Electrical stoves installed in sorority houses and apartments have been equipped with a fire safety suppression system designed to extinguish any fire that may occur during cooking (Refer to "Fire Safety" policy for further information). Upon the system being activated, the system must be recharged, the stove cleaned and the power restored and checked by University maintenance prior to further use. There are costs associated with this process and charges will be assessed to the responsible party for cleaning and resetting the system. The cost to reset, recharge, and clean the system will be a minimum of \$500. If it can't be determined who caused the discharge or the responsible party does not acknowledge accountability, then the total costs for cleaning and replacement will be divided among all occupants.
- F. Tampering with the fire suppression system is prohibited for the safety of all residents and general upkeep of the building.
- G. The intentional or reckless destruction /dismantling of any University property or equipment may result in judicial referrals, financial charges, and immediate removal from housing.
- H. Charges for damages or abuse to University property can result in a fine to all those living in the area when the responsible party cannot be identified.
- I. Charges for damages and cleaning will be determined by the Director of Residence Life. Students who fail to pay assessed charges will have their records flagged, which may prevent registration for classes, obtaining transcripts or receiving grades and/or diploma.

### **Emergency Residence Hall Procedures**

Each hall is provided with a flip chart containing Emergency Residence Hall Procedures in regards to various emergency situations. This flip chart must stay in each hall and be readily accessible to the occupants of the hall.

The residents should familiarize themselves with the information in this document. Failure to follow procedures and/or emergency staff can result in the endangerment to others which could result in disciplinary action.

### **Evacuation of a Residence Hall, House, or Apartment**

When a fire alarm sounds or it is necessary to evacuate a living facility, the following must be followed:

- A. Leave the building immediately by heading to the nearest exit and/or stairwell.

- B. Close the room door.
- C. Move quickly but do not run.
- D. Move away from the building.
- E. The evacuation sites are located here <https://intranet.brenau.edu/wp-content/uploads/sites/11/2014/08/evacsites2016.pdf>.
- F. Communicate that you have evacuated the building safely to your RA immediately.

A Residence Life staff member or an official Brenau employee will inform the students when they may reenter the building.

Every student and their guests are required to follow the procedure for evacuating the building and follow the staff's instructions.

Failure to leave the facility or respond to staff's request will result in a referral to Honor Court and a possible fine.

### **Fire Alarms and Drills**

Drills will occur throughout the semester and will be managed by the Residence Life Staff and Campus Security.

When the alarm sounds, DO NOT assume it is a drill. Drills are not announced.

Follow the "Evacuation of a Residence Hall or House" procedures listed above.

Failure on the part of any student or guest to follow fire safety and evacuation procedures will result in a minimum fine of \$100 and referral to Honor Court for judicial processing.

### **Fire Safety**

Due to fire regulations, Fire sprinkler lines, smoke detectors, fire alarms, and fire extinguishers cannot be altered, covered or tampered with in any way. The following are mandated by the Gainesville Fire Marshal and set forth by local, state, and federal law.

- A. Extension cords and multi octopi" (multiple head plugs) are prohibited/
- B. Surge protectors are approved but must be mounted approximately 18 inches from the floor.
- C. Microwaves and refrigerators must be plugged directly into a dedicated electrical outlet, not first into a surge protector.
- D. Storage areas must have a ceiling clearance of 24 inches,
- E. The use in individual rooms of open-coil or open-plate devices such as hot plates, coffee pots, space heaters, sun lamps, and toasters is prohibited.
- F. Placing cords which utilize electricity, including those for telephones, computers, etc., under an item such as a rug or within a walkway is prohibited. If a cord has to run near a walkway it cannot be taped down or under a rug but must be protected in the rubber channel protective strips.

- G. The use of open flame or ember devices are prohibited. This includes but is not limited to candles, incense, “plug-ins”, heated oil air fresheners.
- H. Fire doors cannot be propped open or blocked with furnishings or other items.
- I. No electric Christmas or patio lighting allowed. Only battery powered, L.E.D strand lighting are approved.
- J. No live Christmas trees are allowed.
- K. All approved combustible materials (paint, paint thinner) must be stored in a metal box in a well-ventilated area.
- L. The use of bug bombs and insect foggers is prohibited.
- M. All pathways/stairwells leading to exits must be clear of all obstructions.
- N. Mechanical rooms cannot have any storage items in them.
- O. Sprinkler pipes and heads cannot have anything hanging from them and must have a 24 inch clearance. Items cannot be stacked around, next to or over the sprinkler heads.
- P. Only designated University officials may alter or repair electrical equipment or fixtures which belong to the University. Defects in electrical equipment must be reported to the Residence Life Staff immediately.
- Q. Any wall hangings must be hung at least 18” from the ceiling.
- R. Motor powered vehicles are not permitted inside the residence halls, houses or apartments.
- S. Door coverings or openings cannot be totally covered with combustible material, such as cloth, paper, posters, crepe paper or tassels. Decoration is accepted if less than 20% of the surface opening is affected.
- T. The sounding of false fire alarms and tampering with firefighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, doors and fire alarm systems is prohibited.
- U. Failure on the part of any student to follow fire safety policy stated above will result in a fine of at least \$100 and possible referral to the judicial process.

### **Guests/Visitation**

A guest is considered any individual student or person visiting the residential facility for which they are not assigned.

General Guidelines for Guests:

- A. A student must give their roommate adequate, sufficient, and reasonable notice that she is having a guest in the room or apartment. Guests will not be allowed in the room or apartment without full consent of the roommate.
- B. Standard visitation hours are 10:00am to 12:00am seven days a week.
- C. Students must accompany their guests at all times in the residence halls, sorority houses



and apartments. This includes meeting the guest at the entrance door, remaining with the guest during the visit, and escorting the guest out of the building, this includes common areas and stairwells.

- D. Students must register all guests in the hall or building guest log outside of the RA room or designated location for your building
- E. Students should not allow unescorted guests into the building other than their own guests. If this occurs, the guest will be asked to leave.
- F. Students are responsible for the conduct of their guests at all times; especially in assuring that they abide by Brenau policies. Violators may be asked to leave the premises immediately.
- G. There may be no more than six persons in one room for standard visitation.
- H. The presence of a guest shall not restrict the access or entry in the living space nor shall a visitor cause any undue hardship on any other resident. The University reserves the right to determine if a guest has become a nuisance, and restrict visitation.

#### **Overnight Guest Guidelines**

- A. Any student or person who is seen in a residential facility for which they are not assigned between the hours of 12:00 am and 10:00 a.m. is considered an overnight guest.
- B. Their host or hostess must complete an electronic "Overnight Guest Form" located here [https://brenau.formstack.com/forms/overnight\\_guest\\_registration\\_form](https://brenau.formstack.com/forms/overnight_guest_registration_form) . This form must be completed one full business day prior to the visit
- C. If approved, the confirmation must be emailed by the host with your Resident Assistant and roommate(s). Residents must be able to provide confirmation email if requested to any University official.
- D. Overnight guests may stay up to three consecutive nights and no more than six nights in a thirty-day period.
- E. Any guests under the age of 16 may not stay overnight. An exception may be considered by appealing to the Vice President of Student Services.
- F. There will be no overnight visitation during official University breaks nor the first two weeks and last two weeks of each semester.
- G. Cohabitation is prohibited. Excessive duration of visits or frequency of visits may indicate a violation of this policy.
- H. Overnight guest policy should not be abused. If it is determined by a member of the Residence Life staff that non-student guests are constantly staying overnight, the student will be referred to the judicial system and guest privileges will be revoked.
- I. Students are responsible for the conduct of their guests at all times; especially in assuring that they abide by Brenau policies. Violators may be asked to leave the premises immediately.

## **Health & Safety Inspections**

The University reserves the right to periodically inventory University property and conduct maintenance, safety, and health inspections of rooms. Periodically throughout the semester, the Residence Life staff will be conducting health and safety inspections of all living areas. This is done to make sure all students are living in a safe and healthy environment.

The staff will inspect the living areas and making sure that fire safety codes are being upheld, trash is being emptied, clothes are stored properly, and the living areas are being cleaned regularly. The presence of the occupants is optional.

Inspections will occur on or before the 15th of each month. If a staff member finds that a student is not in compliance with a policy, they will be given 24 hours to rectify the problem or be subject to confiscation of violation item, fined and possible judicial referral. Any item considered a fire or life safety item will be immediately confiscated and turned into the Director of Residence Life. Students may contact said Director to potentially obtain their belongings.

If an item is found that is against University Policies and is illegal in accordance with local, state, or federal law, a University official staff is obligated to confiscate the item with support from Campus Safety and Security and/or Student Services Staff. Additionally, judicial action may be taken.

The University reserves the right to inspect residential facilities when deemed appropriate.

## **Keys/Controlled Access**

- A. Room and front door keys are the property of Brenau University and may not be duplicated for any reason.
- B. If a key is lost or not returned to the Residence Life Office when the student vacates a room/building, the University will re-key the lock and charges the student for all costs involved.
- C. All entrance doors to campus residences are locked 24 hours a day.
- D. It is the responsibility of each student who obtains a key to make sure that these keys are never loaned or duplicated. The misuse of keys, including the loaning of keys to another individual, will be referred to the University judicial system.
- E. Students residing on campus are issued a key for their room/apartment and the front door entrance of their building.
- F. For security reasons, if a key is lost, students must notify a member of Residence Life Department immediately.
- G. Students will be charged for all key and/or lock replacements.
- H. These charges will be billed to the student by the University Business Office.
- I. If a student finds themselves locked out after business hours or during weekends, they should notify the RA on duty to gain access to their room. RA on call phone numbers are listed throughout the halls.

- J. During University business hours (Monday-Friday, 8:30 am – 5:00 pm) the student should come to Student Services in Owens to receive a loan key. Loan keys must be returned within 1-2 hours.
- K. Active undergraduate chapter members not living in their sorority house may receive a front door key to their respective sorority, at the request of the chapter President and discretion of the Director of Residence Life.
- L. It is the chapter's President's responsibility to give the Residence Life Department a complete list of current members eligible to receive a front door key each semester. Without this list, keys will not be issued. Once the list is obtained, keys will be issued during specific and scheduled time frames, from the Director of Residence Life. Students should not attempt to obtain keys immediately following recruitment, but should wait for notice of approved times to retrieve their keys.
- M. Active undergraduate members approved for keys will be required to sign for their key and will adhere to policies and procedures related to keys. The privilege of having a key to the sorority house can be revoked if abused or misused.
- N. All house keys must be returned to Residence Life no later than the last day of the exams of the spring semester, unless the student is leaving after the fall semester (in which case the key is to be returned at that time).
- O. It is the responsibility of the sorority president to notify the Director of Residence Life within two business days when a keyholding member is no longer affiliated with the organization. Failure to do so may result in charges to the sorority.
- P. Failure to return the keys will result in the student being charged replacement fees and/or the loss of key privileges.
- Q. Maintenance
- R. Brenau University provides routine maintenance to the residential community.
- S. Residents who wish to request repairs in their room, bathroom or apartment unit should contact their RA and request submission of a work order.
- T. When requesting a work order to be submitted, it is important that you provide your name, building name and room number, and a detailed description of the problem.
- U. In the event of a maintenance emergency (flooding, total electrical outage, etc.), contact Campus Safety and Security and your RA.
- V. While there is no charge for routine maintenance, repairs made for damages that go beyond normal wear and tear may be assessed a fee.

### **Medical Accommodations**

If a student has a medical condition requiring a private room, then it is the student's responsibility to provide the Director of Residence Life with verification of the condition and rationale for the private room. This information must come from the student's primary care physician for the condition.

## **Noise**

- A. Courtesy hours are in effect 24 hours a day, and residents are expected to be aware that their actions and behavior do affect other community residents.
- B. Quiet hours are 10:00 p.m. to 10:00 a.m.
- C. During quiet hours all talking, and music/TV volume must be kept at a low level.
- D. Musical instruments may not be played in rooms unless headphones are used.
- E. Noise determined to be excessive and disturbing to the University housing environment will not be tolerated.
- F. The areas around the front entrances and porches of the residence halls and sorority houses are quiet zones between the hours of 10:00 pm and 10:00 am. Noise must be kept to a minimum.
- G. Large groups of individuals' congregating on the porches must keep noise down, or they will be asked to disperse.

## **Personal Property**

The University strives to maintain adequate security and proper maintenance care, but does not assume responsibility for loss of or damage to students' possessions.

To ensure maximum security and coverage for unforeseen damage, the University encourages families to cover students' possessions on their current homeowner's policy or through renter's insurance.

Residents are encouraged to keep doors locked when not in their rooms and not to leave belongings unattended in common areas.

## **Pets**

For health and sanitation, pets or animals of any type, except fish, are not permitted in any area of the residence halls, sorority houses or apartments. Animals pose a health risk and are not conducive to community living.

Animals such as frogs, turtles, snakes, and lizards, which can live in a fish tank, are not permitted.

One (1) five (5) gallon fish tank per room is permitted.

Guests or visitors who bring pets to campus are not permitted to bring the animals in any area of the residence halls, sorority houses or apartments.

Please see animals on campus policy for service or emotional support animals on campus.

## **Removal from Residential Community**

Failure to abide by policies and procedures is considered hazardous behavior and qualifies for Contract termination and removal from University housing.

The University reserves the right to remove the Student from assigned housing while such behavior is being investigated through judiciary procedures.

Failure to abide by the requests of University officials, including but not limited to all Residence Life Staff, when acting within the scope of their job responsibilities may result in a loss of residential privileges.

No one may reside in University housing who is not enrolled in Brenau University, unless specifically approved by the Vice President of Student Services and/or The Executive Vice President of

### **Residency Requirements**

All women's college students are required to live on campus in approved residential housing with the following exceptions:

- A. Students who become 21 years of age by the drop/add date
- B. Students who have completed 90 academic credit hours or more and are in good academic standing for the semester may request to live off campus
- C. Students who live with their parents or legal guardian within commuting distance (50-mile radius) from campus may request exemption that is accompanied by a written request from the parent or guardian.
- D. Students who are married and/or have dependents are not required to live on campus.

Students desiring to move off campus in accordance with exceptions a), b), and c) must petition for permission at least one month before the beginning of the semester the student desires to change residential status. This request must be submitted by the student to the Dean of Students. If an exception is granted, then the student must complete a "Change of Status" form which is obtained from the Dean's office or online.

### **Roofs, Ledges, and Windows**

Student must consider roofs and ledges of University Housing "off limits". Articles are not to be placed on exterior window ledges.

Window screens are not to be removed.

Windows cannot be used for general entrance or exit for a building, unless directed to do so by emergency personnel.

### **Room Care, Usage and Decorating**

- A. The University shall not be liable for damage to or loss of any property of any kind which may be lost, stolen, damaged or destroyed by fire, water, steam, defective refrigeration, elevators, or otherwise while on the leased premises or in any storage space owned by the University. Therefore, these guidelines should be followed when occupying your room:
- B. University-supplied furniture, a may not be removed from individual student rooms.
- C. Students are not permitted to paint or wallpaper their room; nor are they permitted to put nails, screws, or hooks into woodwork, walls, or ceilings. Televisions are not to be mounted on the room walls.

- D. Contact paper, decals, and bumper stickers may not be affixed to University property.
- E. It is recommended that masking tape be utilized to hang posters and pictures. Additionally, many 3M products are designed for the purpose of causing little or no damage to the walls.
- F. Lofting beds, bed risers, cinder blocks, waterbeds or water filled furniture, and wood paneling are not permitted in student rooms.
- G. Students are not permitted to hang items from their ceiling or sprinkler pipes - this includes but is not limited to plants, netting, blankets, coat hangers, clothing etc.
- H. Ceiling tiles serve as a smoke and heat barrier, and may not be removed or tampered with.
- I. The outside of room doors and windows are visible to all members of the community, and therefore, decorations should be kept to a minimum. Residents will be asked to remove any offensive or inappropriate materials.
- J. The Residence Life Department also reserves the right to remove offensive items as determined by the Director of Residence Life.
- K. Room care and cleanliness are the responsibility of residents. Rooms must be kept clean for health and safety reasons.
- L. Ironing must be done only on an ironing board, not on the floor. Carpet will burn from an iron even if a towel is used to protect the carpet. This is a fire hazard as well as a source of costly damage.
- M. A student may not use her room for commercial purposes.
- N. Tampering with the cable TV system, electrical outlets or wireless access points is prohibited.
- O. Students cannot sublet the assigned room to another party, allow non-resident students to live in the room
- P. Questions regarding the appropriateness of decorations should be directed to the Residence Life Department. Students will be assessed for any and all damages to University property for which they are found responsible.

### **Room/Roommate Changes**

- A. All room changes must be approved by the Director of Residence Life.
- B. Students may not change rooms without advance approval of the Residence Life Department.
- C. Room change requests will be considered each semester after the first two full weeks of class. To request a room change, one must do the following:
  - 1. Discuss with your roommate your wish to change and why. If you are having roommate differences, try mediation with your RA or another member of the Residence Life staff. Often what seems to be a major problem can be resolved with

early intervention and a little help from staff members.

2. If it is then felt that you must change rooms or roommates, you and your roommate must make an appointment with your RA and the Director of Residence Life to discuss moving. Both roommates will have to decide on new roommates.
  3. In the case of a dispute over which roommate remains in the original assigned room, the first student to have paid the housing deposit is given priority.
- D. Upper-class students will have the option to request a private room if space is available. A single room fee will be assessed.
  - E. Refer to “Check-out” for proper moving directions.
  - F. When changing a room assignment, the student is required to move within 48 hours of the date of approval by the Director of Residence Life.
  - G. It is the responsibility of the student to move her belongings in a room change.
  - H. Failure to change rooms in accordance with these policies will subject the student to a \$50 fine.
  - I. The University reserves the right to relocate or remove students within the residential community.

#### **Search and Seizure/Entering into a Room**

- A. Searches may be made with the permission of the occupant (s) of the room and in their presence, when applicable; or without their permission at the discretion of the Vice President of Student Services or her designee.
- B. A room search occurs when there is a concern for student safety, probable cause, and in cases of investigation for suspected violation of University policy, local, state, or federal laws.
- C. Searches will include looking in and going through personal items within the entirety of the room, guest belongings, and adjoining bathroom and closets.
- D. University staff will seize a student’s personal items that violate a University policy, local, state or federal law; or any item that is needed as evidence in a judicial case; or that could later cause personal harm.
- E. The University reserves the right to request assistance from Campus Security when there is probable cause.

#### **Smoking/Vaping**

Smoking of any materials or vaping is not permitted in any residential area.

Smoking only permitted in designated smoking areas. Specific designated smoking areas have been established throughout the campus. Refer to the “smoking” section in the “General Policies and Procedures”.

Vaping is permitted outside away from doors and windows.

## **Trash**

Students are responsible for disposing of their trash in the designated trash bins or dumpsters for their respective buildings

All trash should be appropriately bagged and broken items such as glass or sharp objects should be carefully placed outside of the bag area so housekeeping staff is not at risk for injury.

Loose trash items should be placed in an appropriate bag prior to disposal.

Students who fail to properly dispose of trash will be assessed a fine for trash removal.

## **Tuberculosis Screening**

***The full tuberculosis policy is available upon request in the Health Center***

All persons living on campus must complete the Tuberculosis Risk Assessment/Screening from prior to moving on campus and when returning from abroad.

Any student with a positive Mantoux test must comply with the guidance of the University Nurse Practitioner to rule out an active case of Tuberculosis and/or receive the appropriate medical care.

Failure to comply with medical advice may result in removal from residential facilities.

## **Vaccinations**

Students who choose not to comply with the vaccination schedule may be asked to vacate University housing in the event of an outbreak of a communicable disease.