

Residence Life Handbook



2023-2024 AY

Outlines parameters around the following subject matters:

- **Services**
- **Responsibilities**
- **Rights**
- **Conduct Process**



Residence Life

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General Information

Prescott College Mission Statement

It is the mission of Prescott College to educate students of diverse ages and backgrounds to understand, thrive in, and enhance our world community and environment. We regard learning as a continuing process and strive to provide an education that will enable students to live productive lives while achieving a balance between self-fulfillment and service to others. Students are encouraged to think critically and act ethically with sensitivity to both the human community and the biosphere. Our philosophy stresses experiential learning and self-direction within an interdisciplinary curriculum.

Statement of Non-Discrimination

The Department of Residence Life at Prescott College does not discriminate against any student with respect to eligibility for housing on the basis of sex, race, color, creed, religion, national origin, ethnicity, sexual orientation, gender identity or expression, veteran status, or disability.

Residence Life Mission Statement

As a college, our mission is to provide our community members with the skillset to break down barriers and bring about social change to make this world we share more equitable, sustainable, and informed. As a department, Residence Life seeks to bridge those core values and ensure that these practices are embedded in our resident's home life and daily routines. Practicing these values helps retention and the formation of good habits. Internalized good habits sets us on the path to be good stewards of our necessary mission in this world and life. This accumulates to a wholesome experience that attributes to the foundation residents leave with to become that change agent that they initially envisioned.

Residence Life Staff at Prescott College

The Residence Life Staff at Prescott College is composed of a Director of Residence Life, a Residence Life Coordinator (RLC), and Resident Assistants (RAs).

Director of Residence Life is a full-time staff member who resides on campus and oversees the on-campus residential operation, including residential educational programming and supervision of the RLC and RAs. The Director

of Residence Life works closely with various staff to create new policies and procedures.

Residence Life Coordinator (RLC) is a professional staff member who reside on-campus and works directly with the Director of Residence Life. The Residence Coordinator supervises and works closely with the RAs on a day-to-day basis.

Resident Assistants (RAs) are student leaders whose role is to foster community and support the residents in the residential communities. Residents are encouraged to approach RAs if they are having problems in their unit, including conflicts with roommates or housemates and maintenance requests. The RAs are responsible for communicating concerns of students to Residence Life officials.

Emergency Information

Resident Assistant (RA) On-Call Phone: (928) 713-8915

Call 9-1-1:

For any life-threatening emergency.

To report a crime or any suspicious activity.

To summon fire, police, ambulance/emergency medical team.

When you make a 9-1-1 Call:

Give your name, location, and phone number.

Describe what happened, and always stay on the phone until asked to hang up.

Maintenance Emergencies

Maintenance emergencies include (but are not limited to): gushing water, leaks, sparks or shorts from electrical outlets, shattered windows, exterior/interior doors that won't lock, or any other condition or situation that will/is causing excessive damage or impacts any resident's safety.

Report all maintenance emergencies to the **RA On-Call** at (928) 713-8915.

Fire Extinguisher

The fire extinguishers in your unit are located on the wall near the kitchen and in the hallways of the 2nd and 3rd floors. All residents should familiarize themselves with fire extinguisher locations and thoroughly read the

instructions printed on the extinguisher before use.

In the event of a fire

1. Pull the safety pin at the top of the extinguisher.
2. Operate the extinguisher from several feet away and then move towards the fire once it starts to diminish.
3. Aim at the base of the fire, not the flames – in order to put out the fire you must extinguish the fuel source.
4. Squeeze the handle slowly.
5. Sweep from side to side using a sweeping motion,
6. Move the fire extinguisher back and forth until the fire has been completely put out.

Security Precautions

It is essential that you keep your doors locked at all times. The same unlocked door that lets invited guests in can also let thieves (or worse) in too. Ensure that doors latch behind you whenever you enter or leave your unit and refrain from propping doors open. Call 9-1-1 any time you see suspicious people in or around your residence. The odds of being the victim of theft, or other crimes, go down considerably when you and your roommates show that you care for one another by following these basic security protocols.

Duty/Round

Each night, a RA will be on duty between the hours of 5:00pm and 8:00am. They will be on campus during these hours and will perform rounds through all Prescott College residential areas. During rounds, staff will go by each residential building to ensure the safety of all residents. The RA will also document any incidents that may have occurred during rounds including policy violations and emergency situations. Any policy violation or emergency situation will be followed up on by Residence Life officials.

IT Services

IT Services Acceptable and Responsible Use Policy

Prescott College provides wireless access points in student housing. In order to access this, a wireless network device must be installed into your equipment to detect wireless connections. Please refer to the device's user manual for determining a wireless connection. It is required that you have up-to-date anti-virus software installed on your device prior to connecting to the network. It is also required that all users enable firewall protection that is a

built-in component of Windows and Mac OS. Please refer to your operating system documentation for instructions on how to enable this feature. Prescott College does not offer technical support for personal devices.

Network Security

The wireless network accessible within all residential communities is password protected. While this provides an additional layer of security to help prevent unauthorized access, it does not protect the individual session on your device. This means that any data and information that is sent and received through the connection could possibly be intercepted and viewed by an individual with the proper technical skills and knowledge. Users are responsible for securing any form of transaction that involves sensitive or personal information, such as online banking. It is recommended, but not required, that you use SSL protected websites whenever possible.

Nature of the Service

The service provided to students is intended for reasonable use by a person using a computing device and is provided to support academic needs. Other non-academic uses are allowed but not supported by Prescott College staff.

Permitted uses of our service include but are not limited to:

- ✓ Web surfing.
- ✓ Sending and receiving email.
- ✓ Sending and receiving photographs.
- ✓ Social media.
- ✓ Occasional on-line gaming.
- ✓ Occasional streaming of videos and downloading of files

Prohibited uses include, but are not limited to:

- ✗ Torrents, without exception.
- ✗ The continuous unattended streaming, downloading, or uploading of videos or other files.
- ✗ Maintaining an unattended or continuous uninterrupted connection to the Internet, such as through a web camera or machine to machine connections that do not involve active participation by a person.
- ✗ Operating an Internet hosting service, such as web hosting or gaming hosting.
- ✗ Any use that impairs the user experience of other users, or that otherwise impairs network performance.

Trouble-shooting

Prescott College will troubleshoot and repair connection issues that prevent academic functionality, such as accessing student e-mail or online courses. However, while Prescott College allows non-academic use of the internet, it will not troubleshoot or assist with non-academic issues such as online gaming, social media, or watching movies online. The quality of non-academic applications or services may change without notice.

Prescott College prohibits use of its network that is criminal, unethical, reflects poorly on the character of Prescott College, or that limits the bandwidth available to others.

Wireless internet service has limited bandwidth capacity. Wireless service can suffer from congestion and reduced performance when usage by some individuals exceeds the usage of typical individual consumers, thereby having a negative impact on the entire network. This acceptable use policy is intended to ensure that the activities of a single person or a few users does not unfairly impair the activities of all users of the service. Please govern yourself accordingly.

Technical Support

If you require technical support from Prescott College, you must submit a helpdesk ticket to the IT department. Go to the following website: helpdesk.prescott.edu and click on the tab labelled 'Village Network Trouble Tab'. Then, follow the instructions to submit your request.

Wireless Data Devices

All residential units have devices installed to provide residents wireless internet access. These devices are the property of Prescott College. Residents are prohibited from removing, tampering with or in any way altering the devices. Residents are also prohibited from sharing issued passwords.

Termination of Service

Anyone found to be in violation of this policy may have their wireless privileges terminated and may face other administrative or legal consequences which may include loss of computing privileges, suspension, termination, or expulsion from the College, and legal action.

Mail/ Personal Packages for Residents

Every on-campus undergraduate student currently enrolled at Prescott College has the ability to rent a student mailbox. Student mailboxes are housed within

the Mailroom, which is located within the Penstemon Building. Residential students are (re)enrolled into the Mailbox Rental program; however, must submit a renewal or rental application (whichever is most appropriate).

Student mail is distributed to student mailboxes throughout the course of the day. Students can check their mailbox 24 hours a day. For security purposes a valid photo id is required to pick up all packages that cannot fit into a locking mailbox (no exceptions). Valid forms of photo identification include: Prescott College Student ID, Passport, or State Issued Driver's License/Identification Card.

Students should never use the physical address of the applicable residential facility as their mailing or shipping address, as companies such as USPS, DHL, FedEx and UPS have not been contracted by Prescott College to deliver directly to our residential buildings. To avoid lost, undelivered, or returned mail/packages, residential students should always use the address format listed below:

STUDENT'S FULL FIRST AND LAST NAME
Box ____ (Mailbox Number)
220 GROVE AVE
PRESCOTT, AZ 86301

Please direct any/all mail related questions to Mailroom Operations personnel at: bookstore@prescott.edu.

Residence Life Procedures

Checking In

When students check in to housing at the beginning of the semester, or change rooms during the semester, they are given a Room Condition Report (RCR). It is the responsibility of each resident to accurately document the condition of all living areas prior to getting settled in the space. These notes will be compared to the condition of the room upon check-out and pre-condition inspection photos. Any damages beyond normal wear and tear or extra cleaning will be noted and charged to the student's account when post check out billing commences.

The RCR form should be returned to the Residence Life office within 24 hours. Your RA will help answer any questions you may have about it. Your RA will follow-up within the first week of occupancy. If the RCR is not returned, you accept the condition of all living spaces as excellent at the time

of arrival and will be responsible for any damages not present at the time pre-condition inspection photos were taken.

Cleaning Supplies

Residents are responsible for the day to day cleaning and upkeep of their apartment (including furniture, walls, common areas, kitchen and kitchen appliances). Residents are also responsible for cleaning their bedroom, keeping everything in good order and complying with all health and safety codes.

Each unit was supplied with a Welcome Bucket consisting of sustainably sourced supplies at the time of arrival. Residents are responsible for all subsequent cleaning supply purchases.

Cleaning Chemicals/Safety Precautions

Use rubber gloves when using any cleaning product or supplies.
Read all label instructions completely before using any cleaning products.
Many chemicals can be TOXIC when combined, even on a sponge.
ALWAYS thoroughly rinse sponges before using another cleaning product and when cleaning is completed.

Severe scratches to range tops, sinks, counters, showers, walls, and tubs can occur when using abrasive cleansers or abrasive sponges, and resident(s) will be charged for these types of damages. Do not use abrasive cleaners, please only use the recommended cleaning supplies.

Access Cards, Keys, Locks, and Lockout Procedures

Access Cards

Your Electronic ID/keycard permits access into The Village's main gate. The same card also grants access to your unit's front door if you live in The Village. Your ID is also used as your library and meal card. Each card costs \$10 to replace. Replacements can be obtained at the Student Solution Center.

Keys & Locks

Residents are prohibited from using personal locks on room doors or in storage facilities in common areas. Each resident is issued a mechanical key for their individual bedroom and closet locks (if applicable).

Lockout Procedures

During Business Hours: Residents who are locked out of their rooms must go to the Residence Life office.

During Non-Business Hours: Call the RA On-Call. The RA On-Call will meet the student at the residence and unlock the applicable door(s). RA's will not unlock a room, unit, or building for a non-resident of that room, regardless of the circumstances.

Residents will not be charged for the first 2 lockouts, but will be billed \$60 for each additional lockout thereafter. All lockouts will be documented.

Charges for lock core change and key replacement are \$60.

Obtaining duplicate keys for any Prescott College lock is prohibited.

Only authorized persons may have possession of College keys.

It is against Prescott College policy to replace, damage, tamper with, or vandalize any lock or security device that belongs to the College.

Contract Releases

The residential agreement extends for the entirety of the academic year (i.e. Fall and Spring Semesters). There is the option to extend for a portion of the summer, if enrolled. Any release from the residential agreement must meet the criteria stated in the contract. A release from the residential agreement will be considered **ONLY** under the following conditions:

- Dismissal, suspension, or withdrawal from Prescott College.
- Graduation
- Extended Academic Field Work
- Marriage During Contract Term
- Change in Parental Status During Contract Term
- Medical conditions which prevent the student from living in the residential facility, and which cannot be accommodated by the Department of Residence Life.
- Severe and documented financial hardship confirmed in writing by Prescott College Financial Aid.

A student must submit a formal cancellation. The agreement is still affective until the cancellation is approved by Residence Life officials. An \$800 Early

Termination fee will be assessed to the resident's account for any rationale not cited above. All housing refunds are based on the refund policy stated in the College Catalog and/or prorated based on number of days.

General Unit Information

Heating and Cooling

Building temperatures are set for occupant comfort zones, as determined by ASHRAE standards. In most places on campus, opening doors or windows wastes tremendous energy and money, competes with the heating/cooling system of the building, and will not change the set temperature being held in the building. The Village is designed with passive solar heating and cooling in mind, so you can do a lot to ensure personal comfort while saving the college energy and money by using basic best practices. In the Summer, or on hot days, close windows and shades during day to reduce cooling load and open windows at night to collect cool air (turn cooling system off first). During the winter, open shades during day to take advantage of natural solar heating.

Please do not ever turn off heating/cooling at wall switch (high up near heating/cooling unit) unless specifically instructed by Residence Life officials.

Laundry Facilities

Laundry rooms are available to residents only. Non-residents and the general community are not permitted to use the machines unless they pay the laundry fee. Non-residents can visit the Residence Life office to learn more about how to sign up for laundry services. If a non-resident is caught using the facilities, the occurrence will be documented and the semester fee will automatically be assessed to their account.

Please clean out lint traps after each use. Please be mindful of others and remove your laundry promptly when the cycle is completed. Laundry not removed from the laundry room after 48 hours will be donated.

If a machine is not working properly, please follow the instructions posted in the laundry room to report a service error. There are also laundry lines provided for residents behind the fireplace in The Village.

Maintenance of Premises

Any unapproved alteration of any Prescott College residential facility, furnishings, or grounds is strictly prohibited.

This includes: renovations/remodeling, painting, and/or decorations of any room or disassembly of furniture, additional air conditioning units, no stickers and decals on doors, walls, and furniture, or nails, tacks on walls.

Service Requests for Repairs and Maintenance

If an item in your unit, building, or grounds area is in need of repair, please submit a facilities work order on my.prescott.edu.

When submitting a service request, please provide a detailed description of the problem, including the location, time, and any actions you may have already taken. Please make sure that rooms and common areas are kept clean and picked up so that there is a clear walking path for maintenance to perform their job safely and efficiently.

**If an urgent repair is needed, come to the Residence Life office or call the RA On
-Call at 928-713-8915, whichever is appropriate for the time of day.**

Utilities/Utility Outages

Electrical: To prevent overloading of electrical circuits and to conserve energy, please limit electrical equipment in rooms to such items as computers, study lamps (task lighting), clocks, stereos, personal vanity items, and other small appliances. Outlets in the kitchen and bathrooms are equipped with a ground fault circuit interrupter (GFI) to help prevent accidental electric shock. If the outlet circuit breaker is tripped, first push in the red “Reset” button located in the center of the outlet. If the problem persists, report it to your RA immediately. Should you encounter any problems with the operation of a standard room outlet, you should first unplug/turn off any unnecessary items and report the problem immediately to your RA.

Power Outage: Be sure to keep flashlights and fresh batteries on-hand in case of a power outage. Do not use candles. In the event of an electrical outage, turn off all electronic equipment and appliances; especially computers, to avoid any damage due to a power surge when the electricity is restored. Refrigerator contents should be fine for a period of up to 16 hours, as long as you leave the refrigerator door closed. You should leave a light on to alert you when power has been restored.

Water: Water that is leaking or overflowing from sinks, toilets, or showers is considered a high priority maintenance item because of the extensive damage that can occur. Please report all plumbing problems to your RA. It may be

necessary for Prescott College to shut off the water to your unit or building for repairs or maintenance work. When the water is turned back on after a shutdown, it is common to find that your water has become discolored or cloudy. The water should return to its normal appearance after you allow it to run for a couple of minutes. In the event that your water does not return to its normal appearance, you should notify your RA immediately. Note: All of the faucets in The Village complex are equipped with low volume regulators.

Toilet: Should your toilet become clogged, a plunger is available in every unit. To use the plunger, simply place the rubber end/cup in the toilet then gently push down and pull up, creating suction. Do this several times until the clog is released. If, after plunging, the toilet is still clogged, STOP and contact your RA or the RA On-Call (when appropriate). Should you need to stop the flow of water to the toilet at any time, turn off the valve located either behind or to the side of the toilet. If you cannot find the valve, you can also open up the toilet tank and lift the float arm. When the float is lifted past a certain level, the water will stop. However, it will resume once the float arm has been released. Never flush paper towels, feminine hygiene products, or any other item that may clog the toilet, regardless of what the product's packaging may state. Never use drain-clearing chemicals in the sink, shower, or tub. Contact your RA for help.

Recommended Cleaning Schedule

- **Carpets/Floors:** Vacuum carpets/floors once a week or as needed. Pick up any items that may jam the vacuum such as coins, pushpins, rubber bands, socks, string, etc. Wipe up spills immediately to avoid slips and falls. Use a mop and plain water to clean concrete floors.
- **Countertops/Tables:** Wipe clean with a damp sponge after preparing or eating meals.
- **Furniture:** Dust weekly or as necessary using a soft cloth. Wipe up all spills immediately as they will stain or damage the furniture if left for an extended period of time.
- **Mirrors:** Clean weekly or as necessary using a cloth dampened with an all-purpose cleaner. Wipe the mirror again with a dry cloth to remove streaks until mirror is clean and dry.
- **Sinks:** Remove debris and clean, rinse and dry the sink, faucet, and handles with a soft cloth as needed. Wash dishes daily. To prevent injury to you and our maintenance staff, the use of any chemical drain

cleaners (such as “Drano”) to unclog drains for any reason is prohibited. If you have a clogged drain, please report it immediately to your RA.

- **Toilets:** Clean weekly using a toilet bowl brush and cleaner, and wipe all surfaces with a damp sponge and small amounts of all-purpose cleaner. Rinse toilet, toilet bowl brush, and sponge.
- **Bathtub/Shower:** Remove hair from tub and drain and use a nonabrasive cleaner on a damp sponge, and wipe all surfaces clean. Rinse tub/shower and sponge. To avoid water damage to floors, hang up all bath mats after each use. To prevent injury to you and our maintenance staff, the use of any chemical drain cleaners (such as “Drano”) to unclog drains for any reason is prohibited. If you have a clogged drain, please report it immediately to your RA.
- **Walls, Doors/Knobs, and Ceilings:** Look for drips and handprints on doors and walls. As needed, wipe with a damp sponge; use a small amount of all-purpose cleaner if necessary. Frequently check ceilings for any sign of mildew. Ventilation and light will help prevent this from occurring. Mildew spots should be cleaned with damp sponge and all-purpose cleaner.
- **Wastebasket/Recycle Containers:** Use water and dish detergent to clean when needed. Rinse and dry thoroughly. Place a dry paper towel in the bottom of wastebasket.
- **Windows:** Clean inside of windows as needed using a window cleaning agent and newspaper.
- **Pest Control:**
 - Prescott College maintains a service contract with an outside vendor for pest control services. For insect spray and mousetraps please submit a service request through your RA.

Checking Out

When a resident moves out of their room or unit, they must establish an appointment with their RA to inspect their room and common spaces and complete the check-out portion of the RCR. Residents are expected to vacate their room within 48 hours of completing all on-campus educational obligations.

Spring end of year check out instructions will be emailed to residents and discussed during suite meetings. Residents are expected to sign up for and abide by their check out times. If at any time a resident discovers that they cannot meet at their predetermined check out time they should let the RA know as soon as possible. Residents who fail to sign up for a check out time or show up to their check out time may be assessed an improper check out fee of \$50 and an hourly fee of \$25 for every hour they stay past the appointed check out time.

When you check-out of your room, it should be returned to the condition present at arrival (i.e. LEAVE NO TRACE). RAs will be checking to ensure rooms are clean and will document any cleaning needed and all damages. If you are the last one out of the room/unit, and your roommate/housemate didn't help you clean it, you are still responsible for making sure it is done. Condition photos from your roommate/housemate's checkout will be inspected. Upon verification, your roommate/housemate will be billed appropriately.

Here are some helpful hints to make the process easier (and to help you avoid any check-out charges).

- **Start Early:** Begin taking or sending items home that you will not need for the rest of the year.
- **Boxes:** Find boxes to pack your belongings to make the move easier and faster.
- **Trash/Recycling:** All trash and recycling should be disposed of before beginning the check-out process. Charges will be assessed for any trash or recycling left in rooms/units.
- **Donations:** Instead of throwing items away, consider donating your unwanted, usable items.
- **Bedrooms:** All bedrooms should be returned to their original check-in state. Make sure carpet has been vacuumed, hard surfaces/walls have been wiped, and all personal items have been removed from drawers. All drawers should be vacuumed.
- **Bathrooms:** All bathrooms should be clean at the time of checkout.

- **Bicycles:** Remember to take your bike home. Bicycles left behind in racks located around the residence halls will be considered abandoned and donated.
- **Common Spaces:** All common spaces should be returned to their original check-in state. Make sure floors, counters, walls, furniture and other hard surfaces have been wiped clean. As a general rule of thumb, your unit should be ready for another resident to move into at the time of check-out.
- **Mail Forwarding:** Please remember to change your mail forwarding address with USPS. Graduating senior mail will be returned post-graduation. Resident's will have the ability to renew their mailbox rental, as the rental will expire at the conclusion of May. If they do not renew, and the rental expires, mail will be returned upon receipt regardless of their enrollment status for the fall.

Do not use abrasive cleaners as they will damage the fixtures. You will be charged for damages.

Any excessive cleaning needs or damages within the communal areas of your unit will result in charges being assessed to all occupants of the unit.

Upon completion of the RCR, the resident may request a copy of the report, or the equivalent if formatted differently. All charges for cleaning or damage fees will be billed to you and your roommates. Residents who fail to follow the checkout process may be subject to an improper checkout fine and/or forfeiture of the housing deposit.

Student's Responsibilities and Rights

Residence Life Civility Statement

The Department of Residence Life at Prescott College is committed to providing a fair and just environment for all individuals within the residential community. One aspect of promoting fairness is demonstrating an appreciation for human differences while resisting intolerance and hate-related behavior. Human differences include, but are not limited to; age, culture, ethnicity, gender, ability, race, religion, or sexual/affectionate orientation.

The rules and regulations captured below apply to all residents, guests, and

visitors in and around the residence halls (violation of these policies may be subject to conduct procedures and/or prosecution under the laws of the State of Arizona or the City of Prescott).

Student's Responsibilities and Rights

When students enter Prescott College, they become responsible for their actions, which includes satisfactory academic performance and behavior consistent with the purpose of the College. Student conduct is considered within the College community as a vital part of the educational process. Therefore, students, guests, and other members of the College community are expected to follow College Policies and standards of conduct.

Four compelling community interests are the basis for our residential housing policies.

- Extended promotion of the College's educational agenda.
- Ensuring that a healthy and safe environment is present and maintained.
- Minimizing disruptions to the educational living environment.
- Mitigate property damage and loss.

The following policies are in addition to the Prescott College Student Code of Conduct and are outlined for you, the student, to help you understand what is expected of you, the methods for bringing concerns to staff, and the procedures for staff intervention and response.

Prescott College maintains the right to change, modify, or create new policies throughout the course of the school year. Students will be notified of any and all changes in policies through their prescott.edu e-mail account. Each student is responsible for checking his/her prescott.edu e-mail account regularly to become aware of any changes in policy. Prescott College reserves the right to prohibit any items in the residences deemed to be hazardous or inappropriate at any time.

Abandoned Property

Prescott College, the Department of Residence Life, or any of its staff are not responsible for any resident's property left in assigned rooms or public areas of residence halls. In the event that resident property is left in the residence halls after the housing contract period is over, the property will be removed at the owner's expense.

The Department of Residence Life will maintain abandoned property for 14 days, after which the property will be turned over to a charitable organization in the community, discarded of, or destroyed.

Alcohol

Prescott College and the Department of Residence Life do not have a duty to protect its students or their guests from criminal or civil liability or personal injuries, which may result from their decisions to violate state or local law. The Department of Residence Life specifically rejects such a custodial relationship because it would produce a repressive and inhospitable environment, inconsistent with the objectives of a modern college education and the mission of Prescott College.

- Alcohol is not permitted in residential communities unless approved by the Director of Residence Life. In such case, a resident is required to apply for and display an alcohol permit and abide by its policies
- No person under 21 years of age may possess or consume alcohol.
- Selling, purchasing, trading or winning of alcohol in the halls is prohibited.
- Producing (brewing) alcohol for personal use or for distribution is prohibited.
- Public or severe intoxication, regardless of age, is prohibited.
- Possession of alcohol containers or paraphernalia within residential communities is strictly prohibited. This includes displaying alcohol containers or bongs even if they are empty.

Animals (Wildlife)

Animals depend on instinctual behavior such as hunting and foraging to find food. Residents are asked to refrain from setting out food for local wildlife and are encouraged to clean up thoroughly after any outdoor community event. These measures will ensure that local wildlife preserve their survival skills and prevent foragers from attracting predatory animals that may endanger our community. Dead animals and animal parts (excluding packaged meat) are prohibited in and around residential areas. If there are dead, wild, or untagged animals posing a threat please call 928-350-2222 for

removal.

Assist with a Rule Violation

Assisting in the violation of Residence Life or Prescott College regulations or encouraging the violation(s) of these regulations is prohibited.

Bicycles/Skateboards

All bikes within residential areas must be stored in the bike racks provided. Leaning bikes against the buildings, posts, benches, trees or other structures is prohibited. Residents may not store bicycles nor like items in their rooms. All bikes that are not parked in the provided areas will be relocated. Skateboards must be kept off of the walkways and stored in a manner which does not damage college property. Under no circumstance will bicycling, skateboarding, rollerblading, skates, or related devices be allowed on ramps, curbs, benches, steps, or stairs and any other structure around residential communities.

Grounds Upkeep

Any unapproved student property on the grounds that inhibits maintenance or endangers the safety of the community is prohibited and may be confiscated.

Business Operations

- Door-to-door sales are prohibited. If you encounter someone soliciting within the halls, please contact Residence Life officials and/or the Prescott Police Department immediately.

- Operating a business out of a resident room or within the building is prohibited.

Composting

Composting bins will be disseminated to each unit at the start of the academic term. Helpful hints are captured below:

Please DO

Slice n' dice your whole foods
Take off stickers
Crush shells
Add cotton/paper teabags (no staples)
Add plant
Ask to be involved!

Please DO NOT

Add meat/dairy
Add any plastics
Add wrappers or twisty ties
Add bags
Add "compostable" plates/ware

Fall pick-ups will take place on Sunday, Wednesday, and Friday weekly. If revised for the spring, the Department of Residence Life will make you aware.

Damage or Tampering with College Property

- Residents may not damage, vandalize, or tamper with the property of the College or other parties.
- Bed lofts are not permitted. The use of risers, cinderblocks, or other items to raise the bed is also prohibited.
- Stealing, borrowing, disassembling, or modifying College property is prohibited, including furniture.

Community billing occurs when damage, vandalism, theft, or a lack of cleanliness occurs in the common area spaces of the residential communities.

Common area spaces include, but are not limited to, **hallways, bathrooms, kitchens, stairwells, pavilion, etc.** When no individuals are found responsible for damages in a common area, incurred damage costs are equally pro-rated among the residents of the floor/unit/building and assessed to residents' accounts.

Disorderly Conduct

Behaving in such a way that causes distress or disruption is prohibited. Some examples include

- Sleeping in public areas, self-injury, and exposing private body parts in public.

- Placing an explosive device or intentional facsimile or threatening the placement of an explosive device on College premises is not permitted. This includes any dangerous or disruptive chemical/biological agents on College premises.
- Climbing or attempting to climb the exterior or interior of buildings or halls or through room windows is not permitted. If something is lost on a roof, contact the Department of Residence Life to have it recovered.
- Disrupting or disturbing a conduct meeting is not acceptable.
- Throwing, dropping, or shooting any object (including liquids) within or from windows or any building is prohibited.
- Window screens may not be removed. Disabling window stops or removing screens is prohibited.
- Sports activities are not permitted inside the residence halls or close to the buildings. This includes, but is not limited to, frisbee, hacky sacks, darts, water fights, and snowball fights.

Repeat offenses of disorderly conduct will result in increasingly severe sanctions.

Drugs

Prescott College does not recognize Medical Marijuana cards nor the use of Medical Marijuana. Use or possession of this drug for medical or other reasons will not be permitted at the College.

- Possessing any illegal drug or drug paraphernalia is prohibited. Paraphernalia includes, but is not limited to: bongs, crushers, pipes, water pipes, or any items that have been modified or adapted so they can be used to consume illicit drugs.
- Selling, manufacturing, or distributing any illegal drugs or drug paraphernalia is prohibited.
- The misuse/abuse, selling or distribution of any prescription drug or misuse/abuse of any over-the-counter drug is prohibited.
- The use of compounds that produce or intend to produce hallucinations or illusions or alter your state of mind when introduced into the body are prohibited.
- Remaining in a location where illegal or illicit drugs or drug paraphernalia are present is prohibited.

Failure to Cooperate, Comply, or Identify

- Failure to cooperate with a request of a staff member or authorized agent of the College is prohibited.

- Failure to identify oneself by ID Card or other form of picture identification upon request or furnishing false identification is prohibited.
- Willfully or knowingly lying or supplying false information to, or withholding information from a hearing officer, or other College personnel, whether on your own behalf or for another person is not permitted.
- Failure to attend a student conduct meeting or complete a sanction in the agreed upon timeframe are grounds for further sanctions through the Responsibilities & Rights or the Student Code of Conduct.

Furniture

- All College-owned furniture must stay in the rooms to which they are assigned.
- College furniture may not be traded, removed, or taken outside.
- Privately owned furnishings may **NOT** be placed outside.

If a member of the Residence Life or Facilities staff asks for the item to be removed, it must be removed immediately.

Outdoor areas are not to be used for personal storage. They are to be used for recreation and education purposes only. Items that do not appear to meet this criterion are prohibited.

Fire Safety

- **Extension Cords and Protectors:** The use of extension cords or multi-plug outlet adapters are not allowed. Surge protectors are welcomed as long as they are not linked together.
- **Cooking Items:** Appliances used for cooking must be approved for home use and use fewer than 10 amps in full operation. These items may be stored and used only in the kitchen and cannot be left unattended or be stored in bedrooms. Personal microwaves, refrigerators, and mini-refrigerators are not permitted.
- **Heaters:** Space heaters, immersion heaters, sunlamps and like items are prohibited unless issued by the Department of Residence Life or Facilities.
- **Arson:** Purposely attempting to or actually setting fire to or burn any building, furnishings, personal property, or equipment is prohibited.
- **Combustible Substances:** Using or storing grills, charcoal, flammable liquids or containers (empty or full) such as fuels,

solvents, or other highly combustible substances in campus housing is prohibited.

- **Fire Safety Equipment and False Alarms:** The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. This includes touching, hanging any items from, or covering sprinkler heads and smoke detectors. Falsely reporting, setting, or causing a false alarm is also prohibited.
- **Flammable Materials:** Burning of any substances in the residence halls is not permitted. Possession of candles or incense is prohibited. Candle warmers, wax pots, potpourri pots, oil lamps, and halogen torchiere lamps with bulbs higher than 120 watts are not permitted due to the high incidence of fire safety concerns related to them. Storing, transporting, or discharging fireworks of any kind is not permitted.
- **Non-Potted, Non-Rooted Trees:** Are not permitted. Decorations containing dried plants or plant parts are prohibited. Residents must leave a 4-inch non-decorated perimeter on a door that is decorated with wrapping paper or like items. Paper may not hang over any edge of the door.
- **Failure to evacuate or follow directions during an alarm:** To enhance the safety of everyone—including emergency response personnel—residents and guests must follow directions given by staff, emergency responders, or the voice system and leave the building moving to an area of safety.

Guests

All guests must comply with the rules and regulations of Residence Life as well as Prescott College. Residents are responsible for the actions of their guests and may be held accountable for their guests' actions. Any guest who violates any Residence Life or College policy while within a residential community or surrounding areas may be subject to penalties, including removal and restriction from further entry. Residents may have overnight guests, provided they, in advance, obtain the approval of their roommate, housemates, and inform their RAs, and abide by all College policies and guidelines. In regards to guest and their presence within residential facilities, the following are applicable:

General

- Guests in the building must be accompanied by their host resident at all times.
- Guests less than 18 years of age are not permitted to stay overnight.

Duration

- The following is applicable to Prescott College students (Internal Guests) who live off-campus:
 - Internal Guests may not remain in The Village for more than one night in a fourteen-day period.
 - Internal Guests are permitted to stay overnight for a maximum of three nights per semester.
 - Internal Guests are permitted to stay a total of five nights throughout the academic year.
- The following is applicable to unaffiliated guests (External Guests):
 - External Guests may stay a maximum of three consecutive nights within a fourteen-day period.
 - External guests may stay a total of seven nights throughout the academic year.

Capacity

- A maximum of one guest is permitted in a room (whether configured for single or double occupancy) at any given time.
- A maximum of two guests are permitted in a suite at any given time.

Hazing

Hazing includes any intentional, negligent, or reckless activity or situation that causes another pain, embarrassment, ridicule, or harassment, even if that person is a “willing participant.” Hazing is a serious violation of College policy and is prohibited.

Lockouts

Misuse of emergency lockout service is prohibited. Residents who call upon staff to provide access to their unit may be charged with misuse of this service if the requests occur more than 2 times per year, or if the resident fails to meet at the appointed time for the lockout service. Residents who call upon staff to provide temporary cards may be charged a replacement fee if not returned within the allotted window. If the mechanical key was misplaced, a temporary key may be issued until the core is replaced. The lock core change fee will be applicable.

Noise, Quiet, Courtesy, and Silent Hours

Members and guests of our residential communities are expected to respect others and to assert their right to an environment that promotes learning. Residents should also be aware that the City of Prescott prohibits unnecessary noise that disrupts the community. For more information of this ordinance, please visit <http://www.cityofprescott.net>.

- **Violation of Quiet Hours:** Quiet hours are Sunday through Thursday, 10 p.m. to 8 a.m. and Friday through Saturday, midnight to 8 a.m. This means that no noise should be heard outside of your room.
- **Violation of Courtesy Hours:** Courtesy hours are enforced all other times. Noise should not be heard from outside your unit.
- At no time should noise from your room be heard outside the building, this also includes yelling out of the window.
- Any individual who behaves in a manner that disturbs the peace of others or is a disruptive influence on others is in violation of this behavioral standard. This includes but it not limited to talking loudly on a cell phone.
- Amplified instruments, drum sets and other items, that create loud noise are prohibited unless present for the sole purpose of being stored in the assigned room. The sole exception are instruments that are used only with headphones.

Offensive Odors

An offensive odor is ANY odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: perfume, air freshening spray, or large amounts of dirty laundry. Offensive odors will be addressed by Residence Life officials when complaints are received. Residents identified as being responsible for the offensive odor will be asked to rectify the cause of the odor.

Parking

All motor vehicles belonging to residential students, including dirt bikes, motorcycles, and scooters, must display a Prescott College parking permit. Parking permits are free of charge and can be obtained at the Residence Life office. Residential students who choose not to obtain or display a parking permit for their vehicle(s) run the risk of having their vehicle towed at the owner's expense. Guests can utilize any lot outside of those deemed residential. Failure to comply with parking policies is prohibited.

Pets

Animals are not permitted in residence halls, except fish in properly maintained, clean aquariums, maximum not to exceed ten gallons total capacity per person per room. Reptiles, insects, and amphibians are considered pets and are not allowed. Residents may have a trained service animal or an emotional support animal if both the resident's needs and the

training of the animal is documented and approved by the College. Please contact Prescott Accommodations to make arrangements. Cruelty or abuse of any animal in and around the immediate area of our residential communities is prohibited.

Posting

Flyers, posters, and other forms of advertisement may be posted in approved areas only. Items may be approved for posting on the Residence Life bulletin board by taking them to the Residence Life office. Advertisements must contain the date, time, and location of the event, and the name and contact information of a sponsor affiliated with Prescott College. Residence Life reserves the right not to post advertisements.

- Posting signage in locations (unit doors, The Village gate, wall, windows, etc.) that are not approved by the Department of Residence Life is prohibited.

Room Care/Health & Safety

Residence Life wants to create a healthy and safe environment for all residents living within residential facilities. To maintain this environment, staff may conduct health and safety room checks in the residence halls monthly. Residence Life reserves the right to conduct health and safety room checks at any time. Notice of entry will be provided. Staff will request residents to clean their own room when staff determines that the lack of cleanliness might subject the resident(s) or others to health risks or extreme discomfort. If residents refuse to clean their space in this circumstance, a vendor will be brought in to conduct the cleaning and the responsible resident(s) will be charged for this service.

Assignment Changes

Conflict is a natural part of community living, whether with roommates, floor mates, or other residents within your unit. The majority of conflicts can be resolved through communication and finding shared solutions. Concerns are best addressed through mediation and conflict resolution efforts, both of which should be used before requesting a room change. Room/ building changes are a last option and are not granted easily. Changing rooms or trading keys without permission from the Director of Residence Life is not permitted.

Residence Hall Room Consolidation

The Department of Residence Life reserves the right to require single occupants of double occupancy rooms to move together in an effort to: (1)

make room for students housed in temporary assignments, (2) facilitate cleaning, (3) make space available for the housing of special groups, or (4) support the private room policy.

If you are in a room without a roommate and all temporarily assigned residents have been placed, Residence Life officials will give you the Room Consolidation Form. This form gives you the option of renting the room at the appropriate private room rate, requesting a specific student be consolidated into your room, or moving in with another resident who does not currently have a roommate. Should consolidation not occur and you are allowed to stay in your current room without a roommate, you are required to leave ½ of the room free of your belongings, and to accept the next roommate who is assigned to your room. Be aware that you may receive a new roommate at any time during the semester.

- Failure to accept an assigned roommate is prohibited.
- Mistreating, intimidating, or coercing a roommate for the purpose of gaining a single room or to have another roommate assigned is prohibited.
- Residents not paying for a room at the single room rate must make half of the room available to a roommate (bed, closet, desk, drawers, etc.) at all times. If a student is assigned to your room and cannot move in because of lack of space, you will automatically be billed for a private room from the first day of the semester.
- Residents may only utilize their own bedroom and closet (i.e. may not utilize empty bedrooms or closets).

Room/Unit Entry

The College recognizes residents' desire for privacy, particularly in the context of their group living situation, and will do all it can to protect and guarantee their privacy.

However, the College, through a Residence Life official, reserves the right to enter a resident's room at any time for the following purposes:

- To determine compliance with all relevant health and safety regulations
- To provide cleaning and/or pest control
- To conduct an inventory of College property
- To silence unattended loud alarms and music
- There is an indication of imminent danger to life, health, and/or property
- There is a reasonable cause to believe that a violation of College or Residence Life regulations is occurring

- To search for missing College property
- To perform maintenance work

A room search by a designated Residence Life official is possible but rare. For such a search to take place, the conditions for room entry must exist. Permission for a room search is determined by the Director of Residence Life, or an executive level staff member. Items that violate College or Residence Life regulations will be confiscated.

A room search by law enforcement officials must be accomplished through the use of a valid search warrant, or the resident may sign a release to be searched at his/her/their own approval.

Gaining entry or entering a room/apartment without the consent of the Director of Residence Life is prohibited.

During Preview Weekends and other special events, the Admissions Office may schedule students to tour one of the residences. Community members will be notified of these visits in advance. Residents are expected to keep their residences presentable and behave in a respectful and appropriate manner during these tours.

Room Personalization

- **Decorations:** Stickers and decals are prohibited on windows, doors, walls, and furniture. Other decorations may not cover exit signs, extinguishers, and alarms or like items. Decorations also may not cover exit doors and hallways, lights, ceilings, room numbers, or security peep holes.
- **Electrical lights** (including Christmas and other cord lights) must be UL labeled and designed for interior use. For sustainably purposes, residents should use LED lights when available. Residents must leave a 4-inch non-decorated perimeter on a door that is covered with wrapping paper or like items. Paper may not hang over any edge of the door.
- **Flammable Materials:** Candle warmers are not permitted. Halogen torchiere lamps with bulbs higher than 120 watts are not permitted due to the high incidence of fire safety concerns related to these lamps.
- Storing, transporting, or discharging **fireworks** of any kind is not permitted
- **Non-Potted, Non-Rooted Trees:** Are not permitted. Decorations containing dried plants or plant parts are prohibited.

- **Odor-Producing Paraphernalia** such as candles, incense, may not be used or stored within any residential community.
- **Room Modification:** Painting, making holes, placing items on the exterior of the building (antennas, cable, dishes, etc.), and removing College owned furniture are prohibited. Under no circumstances should nails, screws or wall anchors be used to affix items to walls.
- **Window Air Conditioner Units** are not allowed.
- **Waterbeds and Other Water-Filled Furniture** are not allowed.

It is required that residents use 3M brand ‘Command’ Damage-Free Hanging Solutions, blue painters tape, or Green Frog tape for hanging posters rather than nails. The use of adhesives, other than those recommended above (such as scotch tape, duct tape, masking tape, strapping tape, or lesser grade command strips) is prohibited. Any materials used to affix items to walls or doors must be completely removed upon checkout (including all tape residues).

Security

Every member of the residential community has a responsibility and plays an important role in the safety and security of the buildings. In an effort to maintain the safety and security of all persons in or around the residence halls, residents and their guests are expected to abide by these policies.

- **Propping Doors:** Propping open, tampering with, disabling, or otherwise causing a door not to effectively close, latch, or fully fit into place is prohibited.
- **Combination/Keys:** Tampering with any residence hall lock or disabling a door is prohibited. Duplication of keys or cards or misuse of combinations to any residence hall building, room, mailbox, or office is prohibited.
- **Misuse of Prescott College ID Card:** Students’ PC ID Card is the property of Prescott College and is provided to you so that you and you alone may access the privileges and services provided for you. It is unacceptable to give, loan, or otherwise make available your PC ID Card to another individual. Loss of your PC ID Card must be reported to Residence Life immediately.
- **Unauthorized Entry:** Building and area entry are restricted to residential students and their invited/accompanied guests. Entering through locked doors, windows, over gates or fences, or attempting to break and enter is prohibited. Unauthorized use of a key, PC ID Card, or other method to gain entry to locked facilities without college authorization is prohibited. Allowing another person or persons to

enter the building by holding the security door open for them (tailgating) or allowing another person to use your PC ID Card to gain entry into the building is prohibited. Non-residents are not permitted to use the laundry rooms. Residents may not enter other residents' bedrooms without the resident(s) of the bedroom present or written permission.

Smoking or Vaping

In order to provide a smoke free environment, smoking is prohibited within all residence halls and recreation areas. Smoking is permitted in outdoor areas that are at least 25 feet away from entranceways, sidewalks, operable windows or ventilation.

- Smoking is permitted only in designated posted areas throughout campus, including near The Village dumpster and behind the Library.
- Smoking traditional pipes, cigarettes, hookahs, e-cigarettes and like items within or near residential areas and offices is prohibited.
- Storage of cigarette butt extinguisher containers is not permitted within or near any residence, nor within 25 feet of any entrance or window including The Village outdoor areas.

Technology/Telecommunications Misuse, Tampering, or Damage

Residence Life, in partnership with Information Technology, reserves the right to monitor the flow of traffic over the network and make changes to the network to optimize the network for academic purposes. The privilege of using the College network is governed by this agreement, ACCEPTABLE AND RESPONSIBLE USE POLICY and all local, state, and federal laws. Residence Life reserves the right to disconnect any user at any time for purposes of maintenance (including virus reports) and reported violations of any computer-related rules and regulations listed above.

- Misuse, damage, or tampering with computers, software, and/or data line access is prohibited. Tampering or misuse of a telephone line is prohibited.
- Violation of any of the rules or regulations governing the use of technological resources is prohibited.
- Violation of state or federal technology law is prohibited and may be reported to the appropriate authorities.

Theft and/or Possession of Stolen Property

Theft of property or possession of stolen property is prohibited. This includes Prescott College property, furnishings, equipment, food, or other items and

the unauthorized use or relocation of such items. This also includes property stolen from off-campus locations, such as road signs and construction cones.

Threatening Behavior

- Causing a student or staff member to feel that they are in danger of bodily harm by actions or intimidation is prohibited.
- Threatening or attempting to do bodily harm to oneself is prohibited.

Trash/Recycle Disposal

Prescott College has provided indoor garbage and recycling receptacles at each residence. Residents are responsible for removing all garbage and recycling from their units and placing it in the appropriate outdoor receptacles. All trash should be placed inside plastic bags, tied shut, and placed inside the appropriate garbage receptacle. In the event a dumpster or receptacle is full please notify your RA immediately and use a different one on campus. The City of Prescott also requires that all recycling be bagged in white bags for collection. Large items, such as pizza boxes must be taken to the receptacles immediately to avoid clutter. It is the responsibility of each resident to ensure that recyclables are free of food, drink and other contaminants before placed in their receptacles.

Weapons

Firearms, weapons, ammunition, and explosives are not permitted in or around residence halls. Any object used in a threatening manner may be considered a weapon. These include but are not limited to:

- × paintball guns,
- × tasers,
- × sling-shots,
- × brass knuckles,
- × blow guns,
- × dart guns,
- × bows,
- × arrows,
- × martial arts weapons.

Windows, Screens, and Coverings

- ✓ All windows should contain unbroken glass,
- ✓ operate smoothly,
- ✓ have screens in place
- ✓ have a functioning locking device.

Report any broken windows immediately. Screens may only be removed from windows or doors for life-threatening emergency evacuation. Please keep windows closed whenever the air-handling unit is operating.

Conduct Process and Behavioral Standards

Our primary task in dealing with behaviors and conflicts is to facilitate solutions when issues arise through mediation and civil discourse. In addition to all College regulations, residents are expected to follow all local, state, and federal laws and may be subject to additional criminal action as a result of violations of these laws, rules, and regulations.

Staff members are required to take appropriate measures to respond and resolve violations of any of these rules, which may include

- Contacting Prescott Police Department in any situation.
- Conduct meetings will occur to determine responsibility for alleged violations.
- Sanctions may be implemented. With all sanctions, certain behaviors may also call for action under Prescott College Student Code of Conduct.

It is very important to understand that when a minor (or adult) becomes a student at any college, all rights afforded to parents under FERPA (Family Educational Rights and Privacy Act) transfer to the student.

Residence Life does not have a duty to protect its students or their guests from criminal or civil liability or personal injuries, which may result from their decisions to violate federal, state, or local law. The Department of Residence Life specifically rejects such a custodial relationship because it would produce a repressive and inhospitable environment, inconsistent with the objectives of a modern college education and the mission of Prescott College.

Rights as a Resident and Filing a Complaint

Any resident, student, College faculty, or staff may file an incident report regarding a resident or guest for alleged violations of residence hall or college regulations. Staff within Residence Life can file incident reports regarding matters brought to their attention either by direct observation of student behavior, through on-line media, or through student communication with Residence Life staff. Incident report forms or written letters should include the following information:

- Name of the accused
- Address of the accused

- Date the complaint is filed
- Date of the alleged violation
- A narrative of the incident and summary of concerns
- Name of the person filing the concern
- Name of potential witnesses

Incident report forms may be found at the following web link:
<https://publicdocs.maxient.com/incidentreport.php?PrescottCollege>.

A Prescott College official will review the complaint and follow the most appropriate procedure for addressing your concerns; depending on the type of complaint, you may or may not know the results of the process. **Students reporting an incident involving sexual assault are strongly encouraged to contact the Police Department as soon as possible, and to seek assistance from the Title IX Coordinator. Residence Life staff are able to assist students with these referrals.**

Overview of the Conduct Procedures

Conduct procedures are designed to uphold and respect the rights of the accused and to ensure the well-being of the alleged victim as well as other residents. Access of any person to the conduct proceedings shall be at the discretion of the Director of Residence Life. Official correspondence regarding any incident will be made through the student's college e-mail account, hand delivery, or their College mailbox.

Whenever student conduct constitutes a violation of federal, state, or municipal law as well as Prescott College rules, disciplinary proceedings may be instituted against a student for the preservation of College interests. Proceedings under the Code and this policy may be conducted prior to, simultaneously with, or following any civil or criminal proceedings.

Conduct Meeting

A conduct meeting is the forum in which a student is given the opportunity to respond to the written allegations against him/her/they and to present information in support of his/her/their case. Staff (who are designated as Student Conduct Hearing Officers by the Director of Residence Life) will meet with students and/or witnesses (who have information pertinent to the incident) when they have been involved in an alleged policy violation. The Student Conduct Officers may choose to include other College officials in the meeting process.

Meeting Procedures and Rights of the Accused

- When a potential violation of policy occurs the incident is documented and referred to Residence Life.
- The Hearing Officer will contact the appropriate individuals through Notice of Meeting via e-mail typically within two weeks.

This Notice of Meeting will include:

- Specific portions of this policy and Code of Conduct that may have been violated.
- Time and date of when the meeting is scheduled.
- Review your right to bring your own witness and present your own information of what occurred. At this meeting, the technical rules of evidence applicable to civil and criminal cases shall not apply.
- Review of the potential sanctions.
- The option to bring an advisor to the meeting (*for advisement only, not representation*).
- **At the meeting**, the Hearing Officer will review the Incident Report with the accused and provide an opportunity for the accused to present relevant information and witnesses.
- Should the accused fail to appear, the meeting may be held in her/his/their absence and sanctions may be imposed.
- After all information has been presented, the Hearing Officer will review the findings and come to a decision and possibly assign sanctions.
- The Hearing Officer will complete a Case Resolution Form detailing the charges, decision, and rationale for the decision. Other aspects of the record that will be explained are:
 - **Record Keeping:** The record is a formal document that is kept in a student's conduct file at Prescott College for seven years from the date of the incident.
 - **Appeal Timeframe:** The Hearing Officer will discuss the appeal process available to the student at the conclusion of the hearing and provide an appeal form. The student has five business days to appeal the decision.
 - **Non-Compliance:** Failure to complete any part of the sanction will result in a hold placed on the student's academic record through the College Registrar. New charges and/or sanctions could be implemented.
 - This policy shall apply to a student's conduct even if that student withdraws from school while a disciplinary matter is

- pending.
- **Distinction:** In cases of sexual misconduct, both the alleged and the victim will be notified of the outcome and both parties will have the opportunity to appeal the outcome and any sanction.
- **Distinction:** In all other cases of conduct, only the alleged may appeal the outcome and sanction. There is only one appeal and that decision is final.

Appeals

Students may appeal the decision from a conduct meeting within five business days. Reasons a student could appeal a conduct meeting decision include:

- Meeting was conducted unfairly
- Decision reached was not based on a preponderance of the evidence, which requires that the facts more likely than not prove the issues for which they are asserted
- Sanctions imposed were unduly severe or disproportionately harsh
- New information is available which was not available at the time of the meeting

If a student chooses to appeal, they must:

Complete and submit the Appeal Form and any additional information related to the appeal process, **within five business days of receipt of the meeting decision**, to the Director of Residence Life. The Director of Residence Life, or designee, will review request and if needed, assign it to an Appeal Officer. The Appeal Officer will determine the outcome of the appeal. The outcome of the appeal is considered the final decision in the case. There is no appeal of the appeal outcome. In cases of Sexual Misconduct or other Title IX offenses, the victim has the right to appeal as well.

Conduct FAQs

If you are sent a notice of meeting for a Conduct Meeting by a Residence Life staff member, it indicates that a Residence Life staff member, a resident, Police or Security Officer, or other College faculty or staff has reported to the Department of Residence Life that you may be involved in, or a witness to, a policy violation.

We understand that you may have some questions about the student conduct process in the residence halls. Hopefully this information will answer some of those questions, but if not, please do not hesitate to contact your RA or

Residence Life professional staff.

What If I don't recall being documented?

It is possible that the individual submitting the incident report did not inform you of the documentation. If you review the Notice of Meeting, it will list the policy that was allegedly violated.

What if I don't understand what this policy means?

Please talk to your RA or another staff member to have them explain the policy to you.

What happens during this meeting with the Student Conduct Officer?

During your meeting with the Hearing Officer, s/he will review the alleged violation in question and allow you the opportunity to talk about the situation and provide any additional information which may be useful in determining whether or not you are responsible for the violation of the policy. If you are found to be in violation of the policy you will be given a letter summarizing the meeting and any sanctions.

Do I have to meet with the Student Conduct Officer?

Attendance is required, and is in your best interest to take an active role in your conduct case, tell us your perspective, and assist the Student Conduct Officer in determining your responsibility; you must meet about the policy violation. If you fail to attend, the Hearing Officer may make a decision based on the available information, or re-schedule the meeting and charge you with failure to comply. Meetings are scheduled at times when the student is not in class (according to Powercampus.) If you are unable to attend the meeting, please contact the Student Conduct Hearing Officer at least 24 hours before the scheduled meeting.

Wait, I didn't do it!

You might not have, but you still need to attend the meeting. Please attend the meeting with the Hearing Officer and be respectful. You will probably end up having a productive conversation with him or her about the incident. If you aren't responsible for the incident, it will become apparent during the meeting.

Ok, so what if I did do it?

First, meet with the Hearing Officer at the arranged date and time and tell your side of the story. You are off to a great start by taking responsibility for your actions. The next step will include finding ways to prevent this behavior

in the future and repairing any harm done to the community.

What is a sanction?

In most cases, a sanction is an educational opportunity designed to help you understand why the policy in question exists and to help you succeed in the college community in the future. Some sanctions may be punitive in nature, when the violation is severe or repetitious. Sanctions vary depending on the violation, but may involve attendance at a class, writing an essay, preparing a bulletin board, or community service.

What are some typical sanctions?

Within the Department of Residence Life, each Student Conduct Officer has discretion with regard to what type of sanction is assigned. In most cases, the Hearing Officer follows the recommended sanctions that are developed and reviewed each Summer. However, probation, various essays, bulletin boards, and other reflective pieces are very common. Sanctions are assigned with the goals of learning from the incident and changing behavior.

What is a Discipline Warning?

In simple terms, you have officially received a written notice that further policy violations may result in more severe sanctions, such as probation or removal from College housing. Refer to the Sanctions section in this policy for more information.

What if I don't agree with the Student Conduct Officer's decision? Under the College process, all students have the right to appeal a conduct decision. Grounds for appeal and the process are listed in this policy under the Appeals section.

What happens if I don't complete a sanction?

If you do not complete the sanction in the time frame outlined in your decision letter, you will be charged with "Failure to Comply". This will result in another sanction that will be more severe than the first. A Disciplinary Hold will be placed on your student account which will prevent you from adding or dropping classes and prevent you from obtaining a transcript.

Can I get evicted from on-campus housing?

There are circumstances where a person's behavior may lead to the termination of their contract. If your housing contract is cancelled you will be required to pay the remaining balance for the Academic Year.

So how long will this remain on my College record?

Your conduct file will be active for seven years from the date of the most recent incident.

Sanctions

Sanctions may be implemented when students are found responsible for violations of Residence Life and other PC policy, including violations of the Student Code of Conduct. Repeated violations or multiple violations of this policy are not acceptable. Sanctions are also determined by the student's level of honesty and cooperation during the meeting. Failure to complete sanctions may result in the enforcement of more severe sanctions. Hearing Officers may impose more or less strict sanctions depending on the circumstances of each incident. A conduct file will be created with a violation. The Hearing Officer reserves the right to use creative sanctioning to meet the educational purposes of the violation. Sanctions include but are not limited to:

Discipline Notice: A written reprimand notifying students that their actions and behavior are unacceptable; this may happen without a meeting.

Discipline Warning: Formal, written statement summarizing the outcome of a conduct meeting. This serves as notification to students that their actions are not acceptable and future violations of any rule in this policy during the stated period may result in more severe sanctions.

Housing Probation: The student is placed in a status of warning for a specified period for either serious or repeated misconduct. Occurrence of any further misconduct during the stated period will likely result in eviction from the residence halls or apartments— students may be charged for room/meal plan fees for the remainder of the academic year/lease.

Referral: Students may be sent to other entities to further learn of the consequences of their behavior or to learn how to adjust to a mature college setting. Referrals also may be made to help students learn how to manage life skills.

Recommendation of Parental Notification: Residence Life staff will recommend to the Dean of Students that contact be made with the parents in cases of alcohol or substance abuse problems when the student's behavior demonstrates: a risk of harm to self or others, a pattern of repeat offenses, or, any violation of law involving a controlled substance.

Educational Assignment/Community Service: Educational assignments or

other related community service assignments as appropriate to the violation. Failure to complete the task in the agreed upon time frame may result in new, stricter sanctions being imposed. Examples of educational sanctions include: presenting programs or informational sessions, interviewing staff, restorative circles, or writing a paper.

Tailored Consequences: Tailored consequences are sanctions that are designed and/ or assigned by a Student Conduct Officer for a student to more closely address the desired learning outcomes of the conduct meeting. Examples include but are not limited to: participating in a restorative circle, special projects, apologizing to affected members of the community, participating in a Registered Student Organization, no contact orders, or restriction of privileges such as visitation, or possession of amplified devices.

Transfer: Requiring a student to move to another floor, unit or building.

Eviction from the residence halls: The Director of Residence Life determines the need to revoke the privilege to reside within or visit the residence halls. Students may be charged for room/meal plan charges for the academic year. It is probable that such action will be accompanied by Conduct Probation or perhaps a more severe sanction as determined by the Dean of Academic Programs.

Restricted access to residence halls or common spaces: Eliminating a privilege to visit a particular unit or common area. Campus Security and other stakeholders are notified when this sanction is implemented and violators may be subject to arrest for trespass if they disregard this sanction.

Restitution: Requiring a student to pay for replacement, repair, or damage to property.

Recommendation of Conduct Probation: Such action shall constitute a determination that the misconduct was of a serious nature such that Residence Life staff recommend to the Dean of Students that the student be placed in a status of Conduct Probation for a specified period. Occurrence of any further misconduct during the stated probationary period will constitute grounds for suspension or expulsion from the College.

Recommendation of Suspension from the College: The Hearing Officer may recommend to the Dean of Students separation of the student from the College for a definite period of time, after which the student is eligible to return. An administrative hold may be placed on the student's record and conditions for readmission may be specified.

Recommendation of Dismissal from the College: The Hearing Officer may recommend dismissal (a permanent separation of the student from the College) for misconduct from the College to the Dean of Students.

No-Trespass Notices: It is the policy of Prescott College and Residence Life to maintain an academic community, which is open and accessible to the public. However, when an individual's actions are deemed to be harmful and/or disruptive to the College and/or its individual members; where the individual's actions are harmful, disruptive, and/or contrary to the College's policies, rules, or regulations; or where the individual's actions are contrary to law, a trespass warning may be given to that individual to maintain an environment free of those disruptive, harmful, and/or unlawful influences. The Dean of Students authorizes the Director of Residence Life to issue site-specific trespass orders for the residence halls and related grounds. The Director of Residence Life may designate an individual to issue site-specific trespass orders.