



University Housing Handbook 2014-2015

Welcome Home

We are excited that you have decided to join us this year as a member of our living and learning community. You've made a smart decision: there is a lot of evidence that living on campus improves your chances of academic success by getting you involved in the campus community. There will be many opportunities for you to be involved through student organizations, study groups, student activities, sports and recreation.

Prairie Place is the first residential building on the Governors State University campus. But that isn't the only thing that makes it unique. You'll have neighbors who look a lot like you or completely different from you. Students of all levels – from freshmen to doctoral candidates – live here. Community rooms and lounges, study spaces, laundry facilities, kitchens and even a convenience store are all right here in your new home.

Only GSU students are eligible to live in the hall. Students are expected to be enrolled for at least six credit hours each semester (fall and spring). Enrollment for at least three credit hours is required for summer occupancy.

This Handbook is your guide to being a responsible member of the Prairie Place living and learning community. Please read it carefully. You are expected to be familiar with and follow each of the rules and regulations outlined here, as well as in the Contract for University Housing along with federal, state and local laws. Failure to read and understand this Handbook is not accepted as an excuse for any violation of the rules and regulations. There is also a collection of university policies and procedures most frequently affecting students contained in the GSU Student Handbook, which can be found at <http://www.govst.edu/studenthandbook/>.

General Guidelines

All the rules and regulations in this Handbook have a common goal: to promote a safe learning environment that fosters personal responsibility and growth. Students are required to engage in responsible social conduct and to model good citizenship in the community. As such, we expect you to take into consideration the impact that your conduct may have on others who live in the community. That means being observant and mindful of your surroundings at all times. If you find yourself in a situation where university policies are being violated, remove yourself. If you don't walk away from the situation, you may be held responsible as an accomplice to the violation. Suspected violations at Prairie Place should be brought to the immediate attention of the residence staff. In addition, you must also be aware of the conduct of your guests. You will be held responsible for their actions as well as your own.

Subleasing and Unauthorized Use of Room/Apartment

The student shall not: (1) sublet; (2) allow anyone to live in his/her apartment/room who is not assigned to it by University Housing or (3) assign this contract to any other person.



Smoke-Free Housing

All indoor University Housing facilities are smoke-free, including student rooms and apartments. Residents, staff, and guests may only smoke outside. Smoking is also prohibited outdoors within 25 feet of entrances and exits of buildings, and in areas surrounding fresh air intakes of buildings. In order to have a clean appearance around the residence halls, smokers are asked to use designated cigarette urns. If urns are missing, please let a University Housing staff member know so that a work request can be filed.

University Housing may charge violators of this policy with costs associated with cleaning and repainting apartments to eliminate smoke odor.

Substance Free Community

Students can request assignment to substance-free community on their housing application.

The substance-free room option offers an additional measure of support for students who choose not to drink, smoke or use illegal drugs.

- No tobacco products of any kind are kept in the room/apartment, regardless of whether they are actually used.
- Alcoholic beverages and behavior stemming from their use is not permitted in the room/apartment, regardless of the student's age.
- Illegal drugs, drug paraphernalia and items promoting a drug culture (posters, clothing, etc.) are not kept or displayed in the room.

Entry Policy

The university may enter the premises for the purpose of determining general cleanliness, to treat for pest extermination, to make repairs, to decorate or remodel and to enforce general university rules and regulations.

Assignment Policy

Apartments/rooms are assigned according to the date the application was received in University Housing. The university reserves the right to assign apartments/rooms, to authorize or deny apartment and apartment-mate changes, to consolidate single student vacancies and to require residents to move from one apartment/room to another.

Restriction of Business Practice or Advertisement in University Housing

Unauthorized selling and soliciting in University Housing is prohibited. If you witness any selling or soliciting, call the ON DUTY University Housing staff member or the GSU Police to address this violation.

Any advertisement of commercial items posted or circulated in Prairie Place must be approved by University Housing.

Residents may not carry on any organized business for money-making purposes from their residential room assignment.



Mail and Package Delivery

Every Prairie Place resident will be assigned a mailbox. It is your responsibility to check and empty your mailbox often. When you receive a package or registered mail, the housing staff will notify you via your GSU email. You will then have seven days (day one is considered the date notification was emailed to you) to pick up your package or registered mail. Failure to pick up your package in seven days may result in your package being returned to the sender. Any newspapers that have not been picked up within three days will be discarded. University Housing will not be liable for any unclaimed package or piece of registered mail that is not claimed within seven days.

All students must complete a change of address card upon checking out of Prairie Place. Your mail will be forwarded to your new address by University Housing Staff, as allowed by postal regulations. It is your responsibility to contact your subscription magazines and newspaper publishers to change your address when you move out of Prairie Place.

Campus Mail Service will not be responsible for any damage, loss or delay regarding U.S. mail en route to or from the university and its addressee. Alert anyone sending you mail or packages NOT TO SEND CASH through the mail.

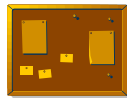
Any problems experienced with mail delivery should be reported to the Assistant Residence Hall Director. Mechanical problems with mailboxes should be reported to the Prairie Place desk.

Repair Requests – Emergency and Routine

Emergency repair requests for both public and living areas that involve electrical, running water or health or safety hazards should be reported to a Resident Assistant or desk staff immediately. Routine requests can be submitted via a work order. Any request that is a result of damage will be charged appropriately to the responsible resident(s). This includes any damages created by a student's guest.

Computing Policies

The use of computing resources provided by GSU Student Housing (including the wireless service in the apartment/room or any other computing services provided by the university) may not interfere with others' use of shared computer resources and/or their activities. The generation of network traffic which compromises, cripples or disables a network resource, propagation of computer worms or viruses or spamming will not be tolerated. Servers (including web, ftp, mail, dhcp, snmp, tftp) are not permitted in GSU Student Housing. Students found to have violated this policy will be charged for the restorations of the computer(s) operating system and any hardware that may be corrupted.



Bulletin Boards/Posting Policy

- Bulletin Boards are only for residents' use.
- All items for posting must be approved by University Housing staff.
- All material must be dated and initialed by a University Housing staff person before it is placed on the board.
- Materials are removed two weeks after posting unless the resident requests an extension. In case of an extension, all material is re-dated by the Residence Hall Director.
- Residents cannot operate a business from their apartments; therefore no advertisement of any such business can be posted on the boards.
- No materials promoting or displaying any alcohol or alcohol manufacturer or substance abuse product may be posted at any time.
- Nothing, including banners and signs, may be attached to the exterior or Prairie Place.

Proration/Community Billing

Financial charges relating to the damage or theft of university property in the residential building are billed to the specific resident whenever such individuals can be identified.

When damage to or theft of university property in public areas of the residential building cannot be assigned to specific individuals, the charges for such damages or theft are divided equally (prorated) among residents of the specific floor where the damage is present; or to all residents when damage is in common/public areas to all (e.g. ground floor lounges or laundry).

Liability

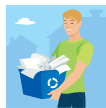
As a resident of Prairie Place you are strongly advised to obtain property insurance for your personal property. While the university will exercise reasonable efforts to protect your belongings, the university will not assume any liability for damages to a student's belongings or those of their guests.' Personal property insurance may be obtained through a parent's homeowner's insurance or a firm specializing in such coverage. Furthermore, the University is not liable for personal injuries sustained in University Housing.

You must make every effort to protect your property and that of the residential community by ensuring that doors are secured and placing belongings in containers during breaks. Each student must collaborate with his/her room/apartment mate to protect their property.

It is your responsibility to remove all belongings from your room/apartment at time of checkout. Any items left behind and not claimed within 30 days will be considered abandoned property and the rightful property of the University. As such, the University may manage such property as it deems appropriate.

Room/Apartment Upkeep

You must clean your room/apartment frequently to ensure an environment that is safe and conducive to learning. University Housing reserves the right to take corrective measures against a student for maintaining an unclean and unsafe living environment. In many cases the student may be given 24 hours to remedy the situation before action is taken.



Trash

All trash and refuse from apartments must be placed in dumpsters and not left in the premises or in any of the common areas, hallways or similar places in GSU Student Housing. You **MUST NOT** deposit room or apartment trash in litter receptacles located throughout the camps since these are intended for litter, not apartment trash or garbage. You should deposit items to be recycled in the appropriately designated recycle receptacles when available. A \$25.00 service charge will be placed on your GSU account for any refuse that is left outside such your unit, placed in litter receptacles or left elsewhere on the property.

Decorating Your Room

It's a good idea to decorate your room. That can make it unique and feel like home. Before adding personal touches, be sure to follow these guidelines:

- Use items similar to 3M Command™ Strips, poster putty or painters tape to hang items on the walls.
- Do not use screws, nails, thumbtacks, staples or strong adhesives such as duct tape, packing tape, glue or foam-type adhesive strips to attach posters and other articles to room surfaces. Use of these items can cause damage to walls, ceilings and furnishings.
- Due to fire safety considerations and the significant amount of damage that can be done to room doors, postings on the inside or outside of doors are prohibited.
- Painting, drawing or writing on any surface in the room, including the doors, with any type of marker, including dry erase markers, is not allowed.
- The outside of the room door and the window facing outward are considered public display areas representing the character of GSU. Public display areas may be monitored to ensure that inappropriate materials/messages are not visible. University administration and Prairie Place staff use GSU policies, mission and values to determine the appropriateness or inappropriateness of public area displays. You may be required to remove public displays deemed as inappropriate.
- The residence hall room number located on the exterior of each resident's room door must be visible at all times.

Repair and/or Cleaning Charges

New residents make an inspection of their suite/apartment and review a check-in sheet, along with a Resident Assistant, at the time keys are received.

University Housing will inspect each suite/apartment when it is vacated and will complete repairs and cleaning, if any is required. While normal wear and tear is expected, students are responsible for damages in a suite/apartment during their occupancy. Students who are billed for damages and cleaning will be given an opportunity to appeal. If the appeal is unsuccessful, the cleaning and repair charges will become part of the student's university account.

Identifying Maintenance Concerns

It is the responsibility of the entire Prairie Place community to identify maintenance needs. The primary purpose of maintaining an attractive and well cared for environment is for the benefit of your and your neighbors living in Prairie Place. It should be the goal of everyone to share the responsibility of taking care of the living environment.

Maintenance Repair Service

All requests for ROUTINE repairs and maintenance are to be submitted via the work order system. To request EMERGENCY service, please call 708.534.4900.

Emergency maintenance requests include but are not limited to: broken pipes, clogged sinks, overflowing toilets and bathtubs, fires, noxious odors, gas or electrical service interruption and all items that threaten the life, health and safety of the apartment residents.

ID card, Key Cards, & Metal Keys

Your GSU ID card (myONECARD) has been programmed to open the exterior door(s) of Prairie Place and the interior hallway doors leading to student living areas. Metal keys will open the apartment/suite entry door and your assigned bedroom door in the apartment units.

If you lose your ID card report it immediately to the Auxiliary Services & University Housing office (C1330) or to the Prairie Place front desk so that it can be deactivated. If the card is reported lost after normal business hours or on the weekend, you will be issued a temporary access card until the Auxiliary Services & University Housing office opens. You are responsible for the cost of replacing a lost ID card and/or key.

Lock Out Policy/Temporary Keys

You must make every effort to carry your keys with you at all times. Being responsible with your key and myONECARD is important to your safety and that of your fellow residents. In the unfortunate event that you are locked out of your room or apartment, a temporary key may be obtained from the front desk.

1. Keys and myONECard are the responsibility of the resident.
2. The front desk will issue a temporary access key to a student who has locked him/herself out of his/her apartment, who is in the process of relocating from one assigned location to another or who has a non-functioning myONECARD. If room/hall changes are not completed in the allotted time or if you delay returning the temporary key a fee of \$25 will be applied to your Student Account.
3. Each resident is allowed two lock-out incidents per semester without charge. Beginning with the third lockout incident, you will be charged \$10. This charge will be billed to your student account.

4. If the desk is closed and a staff member of University Housing has to be contacted to assist a locked-out resident in gaining access to his or her room, the incident will be documented and reported to the front desk. The incident will be counted as a lock out.
5. You and roommate(s), if any, are the only persons allowed to check out a temporary access key card for that room.
6. You must produce photo identification prior to being issued a temporary key; if this is not available, a desk staff member will ask a series of questions to ensure that you are indeed an occupant of the room for which the key is being requested.
7. Your signature on the key/keycard log affirms the following agreements:
 - a. You understand and accept responsibilities involved in signing out a temporary key.
 - b. You understand that a charge of \$10 will be assessed to your Student Account if this is your third (or more) lockout.
 - c. The temporary access key must be returned to the area desk by 11 pm of the day it was checked out (for lock out) or by 10 am the next business day if the myONECARD has been lost and a new myONECARD needs to be secured.

You may appeal infractions/fees in writing to the Director of Auxiliary Services within 48 hours of notification that you have been assessed a fee for checking out a temporary key/key card and/or for not returning or picking up the key/key card by the designated time.

Equipment

Tampering with, altering or changing any university safety equipment, locks, fire alarms, smoke detectors, telephone equipment, TV cable, plumbing, electrical systems, etc. is prohibited.

Storage Space

There is no storage space for resident use in Prairie Place. Under no circumstances are utility/mechanical rooms, entrances, hallways, stairwells or other public areas to be used for storage.

Insect Extermination

The University has a contract with a pest control company.

If you experience any issues with roaches, ants, spiders or other insects in your room or apartment, please submit a work order describing the problem and where the insects have been seen.

Drains

If a bathtub or sink drain becomes sluggish or clogged. **DO NOT USE ANY CHEMICAL DRAIN SOLVENTS.** Submit a work request. If emergency service is needed, see the Maintenance Repair section of this booklet.

Stainless Steel Sinks

To ensure adequate care is taken of the stainless steel facilities, the following steps should be followed when using and cleaning the stainless steel sinks:

- Rinse after each use with clean water, wipe with a damp cloth and dry.
- Do not allow liquid soap to dry on the stainless steel surface.
- Scour occasionally with a soft cloth and a mild household LIQUID cleanser. **DO NOT USE A POWDER CLEANSER.** Always rub with the grain lines.
- Rinse away cleanser thoroughly with clean water and wipe dry.

Alterations, Additions or Improvements to an Apartment

An alteration to an apartment can be made only after written approval is obtained from the Director of Auxiliary Services & University Housing. If you alter the apartment, without prior written approval, it will be considered damage. You will bear the cost of returning it to its original condition.

Any material added/attached to the apartment, interior or exterior, without written University approval will be considered an alteration and treated accordingly.



Garbage Disposal

If your apartment has a garbage disposal, please follow the operating instructions below:

A. Operating Instructions

1. Turn on cold water after removing disposal (drain) cover. A strong flow helps disposal operate best.
2. Turn on disposal switch.
3. Feed food waste continuously into disposal opening.

B. "Do's and Don'ts"

1. DO replace cover to drain position when unit is not running and leave in this position to prevent foreign material from accidentally dropping into disposal. For water drainage, tip cover slightly.
2. DO replace disposal cover in drain position for quieter operation.
3. DO flush disposal for self-cleansing. Allow disposal and cold water to run after grinding or after draining the sink of dishwasher. Some detergents are caustic; flushing will pass such material into the drain line without disposal injury.
4. DO grind food waste only with a strong flow of cold water.
5. DON'T grind hard materials such as bones, corn cobs, fruit pits, etc.
6. DON'T turn off motor or water until grinding is completed and only a motor and water sound is heard.
7. DON'T use hot water when grinding food waste. However, hot water can be drained into disposal between grinding periods.
8. DON'T feed large quantities of fibrous food waste (cornhusks, pea pods, etc.) into the disposal. Mix this type of waste with other food waste and feed the disposal gradually. When grinding this type of material, allow the disposal and water to run for a full two minutes after grinding. This permits the disposal to flush ground waste through the drain lines to the main sewer and prevents possible clogging of these drain lines.
9. DON'T stuff large bulky food waste into the disposal opening. Watermelon rinds, citrus fruit skins, etc., should be cut or broken into smaller pieces that can be readily dropped into the disposal opening.

10. DON'T feed bottle tops, glass, rags, string or paper or allow hairpins, bobby pins, chemicals or solvents to enter into the disposal. These items could result in a clogged drain line or a jammed disposal. Please be careful.

C. What To Do When Disposal Does Not Operate

1. If your disposal stops, it may be due to overloading or a jammed condition. Please submit a work request to have it repaired.

Light Fixtures

All light fixtures and bulbs are the responsibility of the university to maintain. If you need a new light bulb, please submit a maintenance request or contact a University Housing staff member.

Furnishings

All furnishings provided in your room must stay in the room. You are not permitted to move furnishing from their assigned location to another. This includes all furnishing found on public areas such as the lobby and the public kitchens.

MicroFridge®, Compact Refrigerators and Microwaves

You may have a personal microwave (not to exceed 1000 watts), and/or compact refrigerator (not to exceed five cubic feet) in your room.

Ceilings/Walls/False Barriers

Residents are prohibited from affixing any object to ceiling areas and from painting any ceiling areas. Residents are prohibited from tampering with or allowing any objects to come into contact with sprinkler heads.

Students' room should reflect the condition noted on the Room Condition Report that was filled out at time of check in. To prevent damages, care should be taken when affixing items on the walls. The use of nails, adhesive tape, glue, screws and tacks is prohibited. Students may use 3M products (e.g. 3M tapes, 3M hooks) but must make sure that the items used, including the adhesive, are completely removed from the surface of the room (including windows) prior to checking out.

For fire safety reasons, no items or objects such as tapestries or furniture, may create a false wall and block the clear view of the four walls of the room. Items may not block the main window of the room or be attached to the ceiling or affixed on the door, as they may also interfere with emergency personnel.

Window Screens

You **MAY NOT REMOVE** the screens from your room window or other Prairie Place buildings window(s) at any time.

In order to protect people who may be walking outside Prairie Place, no objects of any type may be thrown, dropped, pushed out of, placed outside of or allowed to fall from any building window.

Due to the seriousness of this matter, University Housing will hold the resident(s) of the room in which a violation of this policy has occurred responsible and will fine the resident(s) \$200 for each violation (i.e., \$200 for screen removal and \$200 for objects being thrown out of the window if the resident(s) are in violation of both). Any damage to windows, screens, cranks and/or the surrounding areas should be reported to a Prairie Place staff member immediately so that repairs can be made. Additionally, due to safety reasons and the potential for

significant amount of damage done to the buildings, University Housing prohibits posting of any materials on either side of building windows. Signs, posters, decorations, etc. may be posted in student rooms but must be done in a manner which in no way hinders exit or view through the window should emergency evacuation through the window be necessary.

Sprinkler Heads

Hanging objects from sprinkler heads or tampering with sprinkler heads in any way is strictly prohibited. Residents and their guests will be responsible for any damage to the sprinkler heads or ceiling tiles or water damage to any personal property which is the direct result of their actions.

Electrical Appliances

Across the country, unattended electrical appliances have led to many fires in residence halls. To prevent such occurrences from happening at GSU, all appliances or heat generating devices (such as an iron) must be properly monitored at all times. Failure to do so will be considered negligent and proper disciplinary actions will be taken.

For safety reasons, the following appliances are NOT PERMITTED in the residence hall:

- Devices with open heating elements
- Toaster ovens
- Freezers
- Lava Lamps
- Window/portable air conditioners
- All indoor grills (e.g. Black and Decker®, George Foreman® etc.)

The following appliances ARE PERMITTED:

- Automatic, pop-up toaster
- Crock pot or slow food cooker
- Sandwich maker
- Waffle iron
- Blender
- Food processor
- Portable or stand mixer
- Automatic coffee maker (with fully enclosed heating element)
- Hot pot (with fully enclosed heating element and automatic shut-off)
- Corn popper (with fully enclosed heating element and automatic shut-off)
- Clothes iron (with automatic shut-off)
- Curling iron
- Hair straightener/flat iron
- Fish aquarium heater
- Hair dryer
- Hair rollers
- Heating pad (with temperature settings)
- Electric blanket (with temperature settings)

Approval is needed from University Housing for any appliances not included on the above list.

Due to poor ventilation and combustibility, no electrical appliances (including microwave and refrigerator) should be placed in closets, under lofted beds or behind room doors.

Additionally, a MicroFridge®, microwaves and refrigerators must be plugged directly into a wall outlet; they are not permitted to be plugged into a surge protector or extension cord. Misuse of electrical appliances by not following these guidelines is considered a fire hazard in addition to a policy violation.

General Guidelines - Decorations

Only UL Approved fire resistant and noncombustible decorations may be used. All decorations must be placed in such a way that they do not interfere with a person's vision, safe passage or evacuation. No decorations or any other combustible items (including flags, posters, wires, cables etc.) may be placed or hung in a stairway, exit routes or ceilings of any room or lounge.

Life safety devices should not be decorated or obstructed in any way. As such, it is important that an 18-inch clearance is maintained around all safety devices, including exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, audible fire signals/strobe lights, exit doors, sprinkler heads/cover plates and/or any other life safety devices. Electrical cords or lighting may not be hung around or attached to bed and door frames or placed underneath a carpet.

For fire safety reasons, dry vegetation, such as hay, straw, leaves, corn shocks or evergreen trees and branches are not permitted in the residence hall.

University Housing and the GSU Office of Environmental Health and Safety shall have the final authority as to what material may be used in decorations, should questions arise.

Decorations in violation of University policy must be removed immediately, at the direction of the Environmental Health and Safety Office or University Housing.

Candles and Incense

You may not possess candles, incense, lanterns or any similar open flame devices in your rooms. If these items are found in a room, the University Housing staff reserves the right to confiscate them and pursue disciplinary actions against the student. Candle warmers are permitted only in cases where the candle is just wax or its wick has been removed.

Candles/Incense used for religious purposes (i.e. Hanukkah, Solstice celebrations) must be kept in the RHD office and tagged appropriately. The RHD reserves the right to determine when and where these items may be used.



Lighting/Extension Cords

- Due to their combustibility and excessive heat, halogen light bulbs (used in desk lamps or free standing lamps) are prohibited in the residence hall. Torchiere-style lamps, including multi-armed or flexible floor lamps, are also prohibited for safety reasons.
- The use of fluorescent light bulbs in desk lamps or free-standing lamps is permitted.
- For safety reasons, light fixtures or bulbs may not be covered or painted. Only UL approved lighting sets may be used.
- Only miniature type lighting (no more than one set of 50 miniature lights) or rope decorative lighting (no more than two, 12-foot lengths) is permitted. Under no circumstances, may these lights be left unattended when turned on.
- Only extension cords equipped with a ground (three-pronged plug) and an inline surge protector may be used. It is highly recommended that the proper length of surge protectors be used to ensure that extension cords are used sparingly.
- Multi-plug adapters must have power strips with a safety overload circuit breaker. Only one power strip should be plugged into an outlet at any one time. It is important to not overload the power strip or outlet.

- For safety reasons, power strips, extension cords, rope lighting and decorative light sets must be set at least 18 inches away from all combustible and flammable materials. They should not run through any door openings, be attached or wrapped to furniture or the ceiling or be covered in any way.
- Removal of any university-installed light bulbs, fluorescent tubes, etc., is not permitted. A work order may be placed in the event that a university-provided light does not work.
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Christmas Trees

Only artificial trees (excluding metallic trees) certified as fire-resistant and that are 24 inches or shorter are permitted in the residence hall. For safety reasons, students may not use live or cut trees of any kind (branches, boughs, swags, festoons, etc.). Artificial trees taller than 48 inches are only permitted on the first floor main lobby and lounge. Fire extinguishers must be nearby.

Painting

Students are **not** permitted to paint the interior of residence hall/apartment rooms or residential public areas (e.g., floor, wing, restrooms, lounges, lobbies).

Waterbeds

Waterbeds are not allowed in University Housing.

Guidelines for Outdoor Grills

- Grills must be at least six feet from the building when in use or hot.
- Charcoal lighter fluid may not be stored inside any University building.
- Gasoline may not be used to light charcoal fires
- Charcoal grill coals must be cold before disposal and must be dumped into a suitable garbage disposal container.
- Charcoal grill coals, whether hot or cold, may not be dumped onto the ground.
- The owner of the grill is responsible for the grill's operation whenever it is in use or hot.

Checking Out of Your Room

Any time a resident is permanently leaving a room, whether changing rooms or moving out, he or she needs to complete a Room Condition Form with his or her RA. He or she should schedule a time with the RA to check out of the room. Residents then must turn in the key as instructed. If residents are withdrawing from housing (not moving due to a room change or the end of the year move out), they need to complete a Request to Be Released form.

Improper Check Out

Residents moving out of their rooms, during a semester or at the end of an academic year, are required to schedule an appointment with their RA to checkout. Any resident who fails to make an appointment with their RA for check out may be assessed a \$50 improper check out fee. The residence hall agreement is a legally binding contract in effect for the full academic year, similar to any other standard landlord/tenant agreement.

Safety & Security

The Department of University Housing has developed a number of programs and policies for your protection. In addition, the university employs a full-time 24/7 University Police Department.

Emergencies

GSU is equipped with emergency telephones that automatically ring to the Police Department 24 hours a day. The emergency telephones are either yellow or red.



- Push and release the red button to activate a two-way emergency response call to a Public Safety Telecommunicator. Press the black button to release (terminate) call.
- Dialing 4900 on any ivory-colored phone inside the university automatically connects you to the department without dialing, or go to room C1375 twenty-four (24) hours a day.
- Emergency 9-1-1- is accessible from any phone on campus;
- Just like any other city's 911 system, a computer displays the caller's location if they cannot communicate with the operator. Dialing 911 from a cell phone while on campus will also connect the caller to the University Park Police Department.
- There are "blue light phones" around campus in parking lots and alongside walkways. In addition to 911, there is a list of useful numbers posted at each of these phones. They can also dial any number on campus.

In the event of a campus emergency, students are automatically subscribed to receive messages through the Regroup emergency notification system. The system will use students' current directory information. Student may check their contact information under Academic Profile and My Profile in the portal. If the information is incorrect the student must contact the Registrar's office at 708.534.4500 or regoffice@govst.edu.

Controlled Access

The student living areas in the residence hall are secured 24 hours a day, seven days a week and can only be accessed through card control. Students may access the building by using their myONECARD. Guests must be escorted at all times. The myONECARD may not be duplicated, transferred or given to any other individual.

Door Propping

Door propping or causing doors to not properly close or lock is strictly prohibited. This includes outside entrance doors, wing/stairwell doors, public restroom doors and any other doors intended to be secured for controlled access. The forceful entry into an exterior door, office or residence hall room will result in referral to the Office of the Dean of Students.

Safety Escort Service

If requested, GSU Police Department provides a vehicle (visual) or walking escort to and from any vehicle or class. To request an escort, contact the Department of Public Safety at 708.534.4900, or use any red emergency phone located inside the university or blue-light phone located in each parking lot.

Security Cameras

The Department of University Housing may utilize security cameras and other surveillance equipment to monitor public areas in the halls. This technology shall be used to protect students and property. Possible uses of security equipment could include (but is not limited to) hallways, area desks, entrances, exits and prohibited/restricted areas.

Needles and Syringes

Hypodermic needles and syringes must **ONLY** be disposed of in an appropriate waste container, which can be obtained from the Residence Hall Director. When full, the container must be returned to the RHD for safe disposal.

Missing Persons Policy

Under federal law, the Resident has the right to confidentially register with University Housing the name and contact information of an individual that Resident would like to be contacted (within twenty-four (24) hours) if it is determined that Resident is missing from the campus and/or Resident's whereabouts are unknown for a period of twenty-four (24) hours or more.

Elevator Safety

In the event an elevator should malfunction, residents should use the emergency call button and wait for assistance. The emergency call button is to be pressed **ONLY** when assistance is needed. Residents trapped in a malfunctioning elevator should never attempt to exit without assistance from building maintenance staff or outside emergency assistance. Under no circumstances should an individual attempt to exit by prying open the doors or crawling out of the elevator. Vandalism and horseplay (tampering with doors and control panels, jumping, rocking, etc.) will not be tolerated and may result in disciplinary action. Never overload an elevator. The maximum number of persons and weight capacity must be strictly followed.

Power Outage

In the event of a power outage, university staff will make frequent rounds until the power returns. Students should stay in their rooms/apartment and remain calm. A power outage does not alter the policies on candle burning or the use of open flame devices in the residence hall.

Temporary Campus Closing

In the rare event that there is a forced closure of the university, students will be expected to follow all evacuation timelines. Students may need to pack their belongings, prepare their room as instructed and make arrangements for their travel away from campus. University Housing may provide short-term, temporary shelter for students who are unable to travel due to extreme hardships. Students are expected to follow all check out procedures.



Tornado and Severe Weather Procedures

The Department of Auxiliary Services and University Housing along with the entire University community has developed notification and emergency procedures in the event of severe weather or tornadoes. Severe weather may lead to tornadoes. GSU's Department of Public Safety will alert the campus if a tornado has been spotted in the area or a Tornado Warning has been issued. Notification will be provided through local television stations, local news radio stations, and NOAA weather radio. Local governments may activate outdoor sirens, but students who are in doors may not be able to hear them.

Tornado/Severe Weather Watch

When a **watch** has been issued, conditions are right for a tornado to develop. Be prepared to take shelter and keep informed of the latest storm conditions.

Tornado Warning

Tornado **warning** means a tornado has been sighted and confirmed in the area. **Take cover immediately in a stairwell or in the interior hallway on the first floor of the building.** If possible, residents should take shoes and blankets with them to shelter areas.

Taking Cover

Students must always use the stairways rather than elevators; in the event of power failure, elevators could stop between floors. If there is strong enough wind, which could break glass in stairwells, students must return to the closest corridor (inside walls, away from glass) and protect themselves from flying debris.

Tornado Shelter Locations

Prairie Place 1st floor hallways, interior bathrooms and stairwells.

Safety Tips

Maintaining a safe living environment is the responsibility of all community members. The following tips and guidelines are intended to promote safety. Additional safety tips and guidelines can be found through the GSU Department of Public Safety.

In University Housing

- Residents may not lend their myONECARD to anyone.
- Door propping or causing doors to not properly close or lock is strictly prohibited.
- Room and apartment doors must be able to be open at least 90 degrees without any obstruction
- Prior to opening their apartment/suite door, students should properly identify person knocking. The door viewing hole should be used prior to opening the door.
- Personal items such as bags and electronics should not be left unattended in public areas (i.e. lounges, classroom, etc...).
- Valuables and large amount of cash should not be kept in the student's room.
- Residents should be vigilant and report any unescorted individuals, including solicitors, to hall staff or the Department of Public Safety.
- When walking into the building, students should be careful not to allow others to walk behind them without using their own ID cards to gain access.
- Non-residents needing access to the hall should contact the university housing staff.
- Bicycles are not permitted in the hall and should be always kept locked at the designated area.
- All suspicious activities should be reported to the Department of Public Safety.
- Potentially dangerous situations such as broken locks or lights should be reported to the university housing staff as soon as possible.



Online Communities

Students should be careful about the information they post on social media (as Facebook, Twitter, Instagram) as such information may jeopardize their safety and that of those around them. While university housing staff will not monitor students' online media presence, the department may take necessary disciplinary actions if posted pictures appear to violate residence hall and/or university policy.

In a Vehicle

- Keep your keys at hand when approaching a vehicle. It is unsafe to search for keys while standing near a vehicle.
- Before unlocking doors, check to make sure front, back and floor of the vehicle is unoccupied.

- Do not leave packages or purchases in plain view.
- As much as possible, park in well-lighted areas.
- Only offer or accept rides from people you know and trust.
- In the event that you are being followed, drive to the nearest police or fire station. Do not go home. Use your cell phone to call for help.

On the Street or Campus

- Be aware of your surroundings at all time. The usage of electronics such as a cell phone or mp3 player may interfere with your awareness.
- Walk in well lighted areas and avoid alley ways and deserted places. As much as possible, walk with a friend or use the campus escort service (708.534.4900).
- Follow your instincts and remove yourself from situations you feel are unsafe.



Fire Safety and Prevention

A person, who intentionally causes a false alarm or false warning of a crime, fire or catastrophe, when such report is known to be false, is guilty of Disorderly Conduct. Pulling a fire alarm is considered a type 4 felony under Illinois law. Transmitting or causing to be transmitted a false alarm of a threat or impending destruction, such as a bomb threat, is a Class 3 felony, for which a fine of not less than \$3,000 and no more than \$10,000 shall be assessed in addition to any other penalty imposed.

Fire Extinguishers

- Tampering with or using fire extinguishers for purposes other than firefighting is illegal and strictly prohibited. Violations will result in disciplinary action.

Sprinkler Systems

- The sprinkler system is connected to the fire alarm systems. Students may not tamper with, cover, hang items from or remove any part of the sprinkler system. Such behavior will result in disciplinary action.

Smoke Detectors

- Smoke detectors are installed in individual rooms and the building hallways and connected to the fire alarm system. When the smoke detector in the room is activated, the smoke detector alarm will sound off. It is possible that in some cases, the fire system in the building may not activate as a result. In such instances, leave your room and close your door behind you and immediately contact the Governors State University Police at 708.234.4900. You may not re-enter your room until the smoke detector stops sounding.

As a reminder, it is important that an 18-inch clearance is maintained around all safety devices, including smoke detectors, sprinkler systems, fire extinguishers and pull stations. No items may be hung or attached to any of these devices. Failure to comply with fire safety policies will result in disciplinary action.



Fire Evacuation Procedure

In compliance with state law and university housing policy, students must leave the building whenever a fire alarm is sounded. Failure to do so will result in disciplinary charges. The following evacuation directions should be followed:

- A. Walk to the nearest exit. **DO NOT** run.
- B. If you are inside a building or your room, feel the door with the back of your hand before opening it. **If the door is hot, do not open it.**
 - 1. Call 9-1-1 immediately. Give all pertinent information and your exact location, including floor and room number. Explain to 9-1-1 dispatcher the extent of the fire, if known.
 - 2. Place an article of clothing or other obstruction along the bottom of the door to keep smoke out.
 - 3. Move as far away from the door and heat source as possible.
 - 4. Wait for the rescue personnel to arrive.
- C. If inside a building or your room, and you feel **the door is not hot:**
 - 1. Call 9-1-1 immediately. Give all pertinent information and your exact location, including floor and room number. Explain to 9-1-1 dispatcher the extent of the fire, if known.
 - 2. Slowly open the door while standing behind it. Close doors behind you to contain the fire area.
 - 3. If no danger is present, proceed to the nearest exit. If the fire alarm has not been activated, do so as you proceed toward the exit.
 - 4. If the area is filled with smoke, stay low or crawl to the nearest exit.
 - 5. Evacuate the building using the stairs. Do NOT use the elevator. Be aware of alternate stairwells if the nearest stairwell is blocked.
 - 6. Do not run or panic.
 - 7. Use the handrail in the stairwell, keep to the right, and move in a single file line. Do not push or shove.
 - 8. Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required. Be prepared to give your location and the nature of the problem.
 - 9. Exit the building and proceed to a staging area outside, away from the building. Do not obstruct roadways or the movement of emergency personnel. Remain in the staging area until notified by DPS personnel or other designated authority.
 - 10. Do not re-enter the building unless the “all clear” has been given by emergency officials

Fire Procedures

- A. If the smoke detector activates in your apartment:
 - 1. Check the apartment for smoke or actual fire. Should no smoke or fire be present, call 708.235.4900
 - 2. If there is an actual fire, or if smoke is present, evacuate all apartment occupants to the outside areas, and out of the Fire Department's way (across the street or drive).
 - 3. In case of an actual fire, warn the neighboring apartments that are along your path of evacuation.
 - 4. From the nearest available phone, dial 9-1-1. State your name, floor, apartment/suite number, and that the smoke detector is sounding in your apartment/suite.
 - 5. Do NOT attempt to extinguish the fire.
 - 6. All occupants should remain outside the building until the Fire Department determines it is safe to re-enter the apartment building.
- B. If you hear a smoke detector alarm coming from another apartment/suite:
 - 1. Should the smoke detector sound in a vacant (unoccupied) apartment/suite, dial 911. State your name, apartment/suite number, and the location where the smoke detector is sounding.
 - 2. If the smoke detector is sounding in an occupied apartment/suite, check the apartment/suite by banging on the door or walls, by yelling, etc. to determine if the

occupants are home or have evacuated the apartment. Then find the closest phone and dial 9-1-1. State your name, floor and apartment number, and the location where the fire alarm is sounding.

3. Evacuate the building, warning the neighboring apartments that are along your path of evacuation. Move a safe distance away (across the street or drive), so you will not be in the way of the Fire Department.
4. All occupants should remain outside the building until the Fire Department determines it is safe to re-enter the apartment building.

Dry Powder Fire Extinguisher

To operate the dry powder fire extinguisher:

1. Remove the fire extinguisher from the holding bracket.
2. Pull the safety release pin near the top of the fire extinguisher. (This pin may be held in place with a breakable plastic strap.)
3. Aim the nozzle of the fire extinguisher at the base of the flames.
4. Squeeze the handles together to discharge the dry powder.
5. Sweep slowly back and forth across the fire with the dry powder stream.

To check the dry powder fire extinguisher:

1. Examine the circular pressure gauge located near the top of the fire extinguisher.
2. If the indicator needle on this pressure gauge is in the center position or slightly to the overcharged position, the fire extinguisher should operate correctly.
3. If the indicator needle on this pressure gauge is into the recharge position, the fire extinguisher may not function correctly.

Notify a University Housing staff member or contact University Housing, 708.235.7110, if the fire extinguisher pressure gauge indicator needle is into the recharge position or if the needle is well into the overcharge position.

RESIDENT STUDENT CODE OF CONDUCT

1.1 OVERVIEW & APPLICABILITY

University Housing is committed to supporting the mission of Governors State University by providing an environment that promotes student learning and safety for all residential students. To accomplish this goal, whenever appropriate, the department will take disciplinary actions against students who are found to have violated established community standards. While there are consequences for misconduct, our goal is to help students grow and learn from their mistakes. In those instances where violations of community standards do occur, University Housing has developed policies and procedures to protect the rights of members of the residential community, individually and collectively.

The Resident Student Code of Conduct applies to all residential students and is administered in conjunction with the Dean of Students Office. A residential student is defined as a student living in university housing at the time of an alleged violation. When an incident involves both residential and non-residential students, the matter may be referred to the Dean of Students Office for adjudication.

A residential student will become involved in the conduct process as a result of an alleged violation of the Resident Student Code of Conduct. Violations will typically be documented by a member of the University Housing staff such as a Resident Assistant (RA), Assistant Residence Hall Director (ARHD), Residence Hall Director (RHD) or other members of the University Housing staff. Students will be held accountable for the behaviors of their guest(s).

Students should be familiar with university housing policies as well as the University Code of Student Conduct- Policy 4, and all established policies at GSU. More information concerning the University Code of Student Conduct- Policy 4 and other university policies can be found in the [Student Handbook](#). In addition, information on GSU Clery Crime Statistics can be found by clicking [here](#).

1.2 FILING A COMPLAINT

Any member of the GSU community may initiate a complaint against a residential student for misconduct that occurred in the residence hall. Complaints can be filed by filling out the Incident Report Form that will be located on the GSU Portal. All complaints or incidents referred to University Housing will be reviewed to determine if a possible violation of the Resident Student Code of Conduct or other university policy violations have occurred. University Housing may investigate complaints as deemed necessary and reserves the right to refer alleged violations to the Dean of Students Office.

In consultation with other appropriate university officials, the Director of Auxiliary Services & University Housing or designee may remove a student from university housing if the student is deemed to pose a substantial health or safety risk or it is deemed that the student is unable to meet established community standards.

1.3 STANDARDS OF CONDUCT

What follows is a listing of University Housing policies and rules of prescribed standards for residential students. They are not intended to define misconduct in exhaustive or exclusive terms. The use of alcohol or drugs will not be considered a mitigating circumstance for any violations. Students are expected to adhere to other rules/regulations listed elsewhere in the University Housing Handbook as well as other GSU publications (i.e. the Student Handbook, Student Code Conduct- Policy 4).

Alcohol Policy



No person under the age of twenty-one may store, possess, or consume alcoholic beverages in University Housing.

A person 21 years of age or older, may possess, store, or consume alcohol in the following locations only:

- In his or her contractually assigned bedroom in a non-visible enclosure” (e.g. mini fridge, trunk, wardrobe) if the student shares a room/living area with a resident under 21 OR
- In the common area(s) within his/her contractually assigned apartment where all individuals sharing the space are over 21.

General Policies Regarding Alcohol

- No one may provide alcohol to anyone who is under 21 years of age.
- Any person in possession of alcohol can be expected to be asked for identification to verify age.
- Alcoholic beverages or empty alcoholic beverage containers are not allowed in common areas of the hall (lounges, stairwells, hallways, lobbies, etc.).
- As a practical matter of enforcement and in order to avoid disagreements regarding violations of the alcohol policy and health hazards, storing empty alcoholic beverage containers in University Housing is not permitted.
- Common sources of alcohol are not permitted and can result in dismissal from University Housing on a first offense. Common sources of alcohol are all containers (kegs, barrels, half-barrels, pony-kegs, mixes in large containers, bowls, etc.) where the alcohol is intended to be served to a number of people
- In addition to the above policies, student rooms/apartments in the substance free community must be alcohol free at all times.
- Alcoholic beverages may not be brewed or distilled in university housing facilities.
- Residents under the influence of alcohol or other drugs, regardless of age, will not be allowed to participate in University Housing sponsored programs.
- Alcoholic beverages may not be consumed by residents and their guests at University Housing sponsored events.
- If your guests are under the influence of alcohol or other drugs, they are not welcome in the University Housing and will be asked to leave.
- Alcoholic beverages may not be consumed on grounds or parking areas adjacent to University Housing.
- All residents and guests who are 21 years of age and choose to drink within a resident room are still responsible for their behavior and abiding by the University Housing Expectations and Policies.

Intoxication

Intoxication, regardless of age, is prohibited in Prairie Place. Students who are found to be intoxicated will face disciplinary actions. University Housing staff reserves the right to contact emergency responders if it is felt that the student is a danger to self and/or others. The University will not assume financial liability for medical cost. Students who are transported to the hospital or detox can expect to have their parents/guardians contacted.

Sale or Distribution to Minors

The sale or distribution of alcohol to minors is illegal and strictly prohibited at GSU. Any student engaged in this behavior will face appropriate disciplinary and/or legal actions.

Drugs



The illegal possession, consumption, sale or manufacture of drugs (including marijuana) or drug paraphernalia will not be tolerated. Drug paraphernalia, including but not limited to, hookahs pipes, bong, blow tubes or any other items used for preparing or consuming illegal drugs. The odor of marijuana will be considered as evidence of a drug violation.

Prescription Drugs

The possession of another person’s prescription or the sale of legal prescription drugs is prohibited. Prescription drugs must be in the possession of their rightful owner and kept in the container assigned by a licensed pharmacist.

Endangering Behavior to Self or Others

A student's conduct may not pose a threat to him/herself, others, or to the proper functioning of the University. This includes, but not limited to, endangering the physical, mental, or sexual health or safety of any individual, such as assaulting, bullying, and engaging in sexual misconduct, threats, harassment, and/or abuse.

Failure to Comply with the Directions of University Housing Officials

All students, including their guests, must comply with the directions of university officials, including but not limited to Resident Assistants, desk staff, campus police, or any other GSU staff acting in performance of their duties

Firearms, Explosives and Flammable/Combustible Materials



Possession of guns, explosives or other firearms with or without a license is strictly prohibited in University Housing facilities. This includes but not limited to BB guns, paint pellet guns, laser lights, sling shots, martial arts weapons, paintball guns, stun guns, Taser®, starting guns, airsoft guns, swords, metal-tipped darts, knives (e.g. hunting knives, butterfly knives, switch blades, etc.) or any other object that is used in such a way as to cause fear and intimidation in another or to cause injury or any item that university housing personnel deem to be a weapon are not permitted in the building. Toys that resemble the above prohibited items are also not permitted.

Combustible items such as oxygen tanks (except as permitted for medical reasons) or flammable liquids (gasoline, lighter fluid, charcoal, etc.) or the storage of gasoline-powered mopeds, motorized scooters or similar items, is also prohibited in university housing.

Fire Safety: Breaching Campus Fire Safety or Security through:

- Misusing or damaging fire safety equipment (including alarm systems, alarmed fire safety doors, smoke detectors, or fire extinguishers);
- Setting a fire (including charring, burning, lighting of papers or any other act that could cause a fire);
- Causing or creating a false alarm, tampering with fire safety equipment;
- Such intentional or reckless conduct that causes harm or fear to persons or property;
- Failure to vacate a building after a fire alarm;
- Entering or re-entering a building during a fire alarm without permission;
- Bypassing security or propping safety doors open.

A person, who intentionally causes a false alarm or false warning of a crime, fire or catastrophe, when such report is known to be false, is guilty of Disorderly Conduct. Pulling a fire alarm is considered a type 4 felony under Illinois law. Transmitting or causing to be transmitted a false alarm of a threat or impending destruction, such as a bomb threat, is a Class 3 felony, for which a fine of not less than \$3,000 and no more than \$10,000 shall be assessed in addition to any other penalty imposed.

Gambling

Gambling is prohibited in GSU University Housing. Any card games that involve betting must involve no money changing hands and must use items of non-monetary value, e.g. chips.

Guests and Visitation

As a resident, you may bring guests into Prairie Place. However, you assume responsibility for, and will be held accountable for, the actions of your guests.

All guests who enter and/or remain in the residence hall after 12 midnight must be registered and hosted by a resident who has a valid room contract in the hall the guest is visiting. Unregistered visitors found in Prairie Place after 12 midnight will be required to vacate the building immediately and forfeit the privilege of returning for a 48-hour period. Students must register their guest at the Residence Hall Main Desk by 11pm.

Guests are required to show acceptable picture identification to University staff upon request. Guests who do not have or do not show the necessary picture identification will be required to leave the hall immediately and will not

be given the opportunity to return as hosted guests for at least 48 hours. Accepted forms of guest IDs include driver's license, military ID card, state ID card or passport.

Guests who disrupt the hall environment or otherwise violate university policy will be asked to leave and may be denied the privilege of returning. Guests who repeatedly violate university policy may be banned from future visits to Prairie Place or the GSU campus.

A guest in Prairie Place may stay a maximum of 72 hours within a seven-day period. Residents in violation of this policy may have their hosting privileges revoked. Exceptions **may** be granted upon appeal to the Director of University Housing, if special circumstances exist. The following policies guide the guest and visitation privilege.

Escort Policy

To ensure safety, guests must be escorted by a resident at all times while in the building. A guest may be left alone (for no more than 10 minutes) in their host's room or apartment if the resident host is in the building and the room/apartment mates do not object. It is important to understand that "visitation" is a privilege and that it does not take precedence over your roommate's right to study, sleep and maintain privacy.

Outside Food Deliveries

Students must physically meet the delivery person in the Prairie Place lobby. No delivery person is permitted beyond the lobby. Once food delivery is accepted, residents must ensure that the door to the building is properly secured.

Hall Sports Policy

In an effort to prevent accidents and potential harm to people, property and/or fire sprinkler systems, students are prohibited from participating in any kind of sport or physically active game inside the residence hall, including but not limited to football, basketball, soccer, hockey, golf, rollerblading, Frisbee, tag, bowling, wrestling and water fights.

Inappropriate, Disorderly or Disruptive Conduct

Including but not limited to yelling, cursing, or causing a disturbance. This includes throwing any liquid or objects or participating in a water fight or food fight or participating in pranks that have the potential to disturb the community and/or endanger the health and safety of oneself or others.

Noise Policies



Being a responsible member of our living and learning community means being concerned about the effects of your behavior on other community members. Noise you or your guests create may be disruptive to your neighbors and may interfere with the living and learning environment of Prairie Place. University Housing staff will appropriately address noise complaints.

Resident Responsibilities

While Prairie Place has established policies for noise and courtesy hours, it is your responsibility to communicate directly with your neighbor(s) if you find their level of noise to be disruptive. As a concerned community member, the resident causing the noise disturbance has a responsibility to adjust his or her noise level to accommodate your needs. If the problem is not resolved, the issue may be reported to a University Housing staff member.

Quiet Hours

Students must keep noise level at a minimum in the residence hall during the following established quiet hour times:

- Sunday - Thursday: 9 pm - 10 am
- Friday and Saturday nights: 12 am - 10 am

Courtesy Hours

Courtesy hours are in effect 24 hours a day. Students are expected to be respectful and show concern to others' needs for a quiet living area at all times.

Determining Reasonable/Unreasonable Noise Levels

While a reasonable level of noise is hard to measure, typically, noise that can be heard two doors away (whether the door is closed or open) can be considered unreasonably loud. University Housing staff may ask students to lower their noise level whether or not a complaint is received by a resident.

Pet Policy / Stray Animals



No pets (even for a short period of time) are allowed in Prairie Place. This includes pets of guests or stray animals found on campus. Residents may have a fish tank, but no larger than 30 gallons. Illegal animals found in Prairie Place will be removed immediately and proper disciplinary actions will be taken against the owner(s).

Sports Equipment & Bicycle



Use of any sports/recreational equipment, except in designated outdoor areas, is prohibited. The use of equipment prohibited within the residence hall include but are not limited to: roller blades, scooters, bicycles, skateboards, footballs, soccer balls, basketballs, baseballs, volleyballs, lacrosse equipment, field hockey equipment and Frisbee®.

Bicycles are prohibited from the building and must be stored in exterior bicycle racks. Bicycles may not be chained to any exterior railings, trees, light poles or any other structure. Bicycles may be removed from such areas by university staff and a \$25.00 removal fee will be charged to the owner of the bicycle. The university shall not be liable for damage or loss of any bicycles.

Theft

This includes but is not limited to:

- Forcible access to property;
- Theft of property or identity, including possession of stolen property;
- The use of another's property without proper authorization.

Unauthorized Entrance into University Housing Facilities or the Rooms of Other Students

This includes the illegal possession, duplication, or unauthorized use of keys or myONECARD.

Vandalism To or Destruction of University Property or Another Person's Property

Students will be held accountable for any damages or vandalism they or their guests commit

Violation of Any GSU Rule or Regulation

Published in the [University Handbook](#), [Student Conduct Code-Policy 4](#), or any policies available in hard copy or electronically on the GSU website.

1.4 DISCIPLINARY PROCEDURES

What follows is a general overview of policies and procedures of the Resident Student Code of Conduct.

1.41 Case Assignment and Notification

The case of an alleged violation may be assigned to a hearing officer in University Housing or a trained hearing officer/board from the GSU community. The decision on case assignment will be based on the complexity and severity of the case. University Housing in consultation with the Dean of Students will determine the appropriate case assignment. A student who has been accused of an alleged violation will receive a written notice at their on-campus address and/or an electronic notice via their GSU email account requesting him/her to attend a required disciplinary conference or conduct hearing. The notice will contain the date of the alleged violation and the standards or code that the student is alleged to have violated. Cases which involve more than one student may be resolved together through a single disciplinary conference or conduct hearing.

1.42 Disciplinary Conference

Generally, a case that is less severe in nature and/or the student does not have any prior conduct history will be assigned to a disciplinary conference. This option is most often utilized when the resident willingly accepts responsibility for the violation.

- The goal of the disciplinary conference is for the student and the staff member to reach an understanding regarding both the student's level of responsibility and any applicable sanctions. As such, live witnesses are not permitted during the disciplinary conference; however, a student may present written statements from his/her witnesses.
- Students may submit letters of character reference, which may be used to determine appropriate sanctions. Live character testimony is not permitted during the disciplinary conference.
- Students who accept responsibility will sign a Student Conduct Resolution Agreement. Cases that are resolved through a disciplinary conference are not appealable except if the student wishes to request a review of the imposed sanction(s) due to extraordinary personal circumstances (See "Appeals").
- If a student does not accept responsibility during the disciplinary conference, the administrator may continue the meeting as a conduct hearing or schedule a conduct hearing at another time, so he/she may have time to gather any necessary additional information. Any new information gathered during the inquiry will be shared with the student during the scheduled conduct hearing. The goal of the conduct hearing is to determine responsibility.
- A student who does not attend his/her scheduled disciplinary conference or fails to contact the administrator within 24 hours to reschedule will have his/her case referred to a conduct hearing. The administrator may choose to hear the case as a conduct officer and render a decision. Findings and any applicable sanctions will be based on the case information and not on the student's failure to appear.

1.43 Conduct Hearing

Generally, a student who is accused of committing a more severe violation of the Resident Student Code of Conduct or the [University Code of Student Conduct-Policy 4](#) will be assigned to a conduct hearing. In addition, a conduct hearing may also be scheduled if a student denies responsibility during his/her disciplinary conference. For more information regarding the process and procedures of conduct hearings, please consult [Policy 4](#).

1.44 Interim Suspension/Removal from University Housing

The Director of Auxiliary Services & University Housing or his/her designee in consultation with the Dean of Students may remove or temporarily suspend a student from university housing pending a hearing, if sufficient facts indicate that the student presents a threat to him/herself, or to others, or to the normal operations of the GSU community.

Interim suspensions and orders of restraint do not replace the hearing process, which will be scheduled at the earliest possible convenience. The University reserves the right to modify the hearing procedures in dealing with such unusual cases.

UNIVERSITY HOUSING SANCTIONS

Determination that a student has violated university/residential community policies will generally result in an imposed sanction. The sanction(s) will be based upon the facts and circumstances of the case, including its effect on the community and the conduct history of the accused student.

The following sanctions may be imposed upon any student who accepts responsibility for a policy violation through a Disciplinary Conference. The list of sanctions is meant to be illustrative rather than exhaustive. University Housing reserves the right to create other sanctions based on the nature of the misconduct. It is important to note that sanctions are given on the severity of the incident and not necessarily in this order.

Failure to meet the terms of an imposed sanction may result in additional disciplinary actions, including housing and/or university suspension. Additionally, a fine may be assessed for incomplete sanctions.

1. **Letter of Apology:** A request to submit a letter of apology to a complainant/victim.
2. **University Housing Warning:** A written reprimand for violation of University Housing standards, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action.
3. **University Housing Probation:** A high level of probation status that remains in place for a specified period of time. University housing probation indicates that any similar or more severe violation of the Resident Student Code of Conduct while on this status will generally result in more severe sanctions.
4. **Educational Sanctions**—work assignments, essays, community service, or other related discretionary assignments.
5. **Housing Reassignment:** An action where a student who has been found responsible for a violation is assigned to another room in the building.
6. **Loss of Privileges:** Denial of specified privileges for a designated period of time, this includes loss of guest hosting.
7. **Fines:** monetary fines billed to the student's account.
8. **Restitution:** When the student is required to make payment to the University or to specified individuals, groups, or organizations for costs incurred as a result of violation of policies.

APPEALS

Students may request a review of sanctions because of extraordinary personal circumstances for decisions made during a Disciplinary Conference. Such appeal must be made in writing within 48 hours after notification of the sanctions to the Director of Auxiliary Services & University Housing. The Director may concur with or mitigate the original sanction(s). Students should understand that the latter option will be exercised only in rare circumstances. The University reserves the right to take any action necessary to corroborate the student's appeal statement.

PARENTAL NOTIFICATION

The University may notify parents of students under the age of 21 years for violations of Federal, State, or local law or institutional disciplinary rule or policy regarding the use or possession of alcohol or controlled substances.

INTERPRETATION AND REVISION

Any question of interpretation or application of the University Housing Handbook or the Resident Code of Student Conduct will be referred to the Director of University Housing & Auxiliary Services or his/her designee for final determination.

The University Housing Handbook and the Resident Code of Student Conduct will be reviewed periodically under the direction of University Housing in conjunction with the Dean of Students office. The revised policy will be published on the university housing website.