



# Student Handbook

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# SIMPSON STUDENT HANDBOOK

The overall philosophy of the governing structure at Simpson is the premise that an academic community must have an atmosphere that is conducive to the educational mission of the college. It is the responsibility of all members of the Simpson community to meet the college’s expectations for appropriate behavior and comply with campus policies. As a student, it is important that you are aware of the standards of conduct that have been adopted by Simpson.

This handbook is intended as a general guide for all Simpson College. Programs will operate within policies and procedures unless otherwise stated through explicit language in a separate handbook. While every effort has been made to ensure accuracy in this document, the college retains the right to change procedure and/or policy at any time. The college retains the right to make changes in the academic and social programs as well as operating procedures. All such changes will be effective at times deemed appropriate by the proper institutional authorities and may apply to enrolled as well as prospective students.

Other campus regulations governing the conduct of Simpson students may also be found in the Simpson College Catalog (Academic Policies and Expectations) and the constitution of the Simpson Student Government Association.

Questions regarding the Simpson College Student Handbook and related policies and procedures should be directed to: Office of Student Development, Kent Campus Center 2<sup>nd</sup> floor, 515-961-1306.

Sections to this Student Handbook:

- Simpson Code and Simpson Conduct Procedures
- Student Policies
- Residential Section: Guide, Policies, Terms & Conditions

# Simpson Code and Simpson Conduct Procedures

The **Simpson Code** expects all students:

- To respect the rights of other persons regardless of their race, sex, age, creed, gender identity or expression, sexual orientation, or national origin. Physical or psychological abuse of a person or conduct that threatens the health or safety of any person is not allowed.
- To respect the on-going program of all aspects of the college including teaching, research, administration, disciplinary procedures and other sponsored or authorized activities on college property. Obstruction or disruption of activities is not allowed. (See also: **Statement on Student Demonstrations**)
- To respect the property of other individuals, organizations, and the college.
- To observe all local, state, and federal laws.
- To observe regulations pertaining to housing units and college buildings and grounds that are officially adopted through the organizational procedures of student government, faculty, administration and/or trustees. Specific regulations applicable to housing units and college buildings are included herein and residential students should also refer to the Terms and Conditions of the housing contract.
- To observe honesty in academic work and official college records. Cheating, plagiarism and giving false information to the college are not allowed.
- To meet financial obligations.

## Student Rights within the Conduct Process

- The right to a timely hearing and process, with completion within 60 days of the initial report, unless extenuating circumstances are present.
- Notification of the nature of the alleged violation, and the time, date, and place for the hearing. This notification is delivered by email to the student's Simpson email address.
- To have a minimum of 48 hours' notice prior to the hearing unless an earlier hearing time is otherwise agreed to.
- To know the identity of the complainant unless unique circumstances dictate otherwise (i.e.. The safety of the complainant should be compromised)
- To view any written documentation being used in the hearing, names may be redacted.
- To submit any additional relevant information prepared.
- To question adverse documentation presented during the hearing.
- To present one's own case.
- In the case of a Student Conduct Board (SCB), to ask that a SCB member reviewing the incident withdraw. Based upon reasons given for the request, the SCB advisor will determine the validity and grant or deny such a request.
- To have an advisor, of the student's choice, present during the conduct review, meeting, or SCB hearing. The advisor cannot address the conduct officer or SCB, but the student may confer with the advisor during the hearing.
- Additionally, communication in advance of the hearing may be amended to include the advisor, upon the student's written request.
- Formal notification of the decision made – generally by email.
- Notification of, and utilization of, the appeals procedure when an appeal is valid.
- The opportunity to discuss the conduct process further with the conduct officer or SCB advisor prior to and/or following the meeting or hearing.

## **GENERAL CONDUCT PROCEDURES**

The student conduct process exists in order to maintain a community living environment in the halls and on campus that is conducive to personal, social, and educational growth. Through staff intervention, discussion of behavior and its consequences, and progressive sanctions, students are encouraged and expected to evaluate their behavior and learn to make responsible choices within the campus setting. The main goals are to help students understand their role within a community of learners, assist students in accepting responsibility for their actions, and to encourage students to accept the consequences of their actions.

### ***The goals of the student conduct process are:***

- To support a genuine community living atmosphere in which students, staff, and guests are respected as individuals and community standards are upheld for the good of the community.
- To provide a process that is educational as well as just for students and the community, guaranteeing the rights of both.
- To provide a system which encourages objective treatment of each individual and is sensitive to environmental needs and problems as well as the Simpson code of conduct.
- To minimize the incidents in which students repeat violations of college policy.

### **Violations of campus regulations are handled/adjudicated by the following:**

***Academic Policies:*** Faculty members, Registrar, Senior VP and Academic Dean with appeals to the Senior VP and Academic Dean.

***General Campus or Residential Regulations:*** Student Conduct Board and/or Student Development Staff with appeals to the Vice President for Student Development. The Director of Student Activities and Fraternity & Sorority Life governing bodies when organizations are involved.

### **Student Conduct Process**

Simpson's conduct process is educational in intent. As such, the following guidelines have been established to protect the integrity of the conduct process as well as the integrity of all community members involved.

Staff members and peers attempt to identify and use the "teachable moment," when a student is receptive to recognizing, understanding, and accepting responsible decision-making, the value of community living standards, respect for individual and community rights and property, the components of good citizenship. The purpose of the conduct process is not to condemn a student. It may, however, condemn the student's specific behavior in that it may not be in harmony with the best interests of the college community or the student themselves.

Formal rules of evidence and courtroom procedures are not applicable to disciplinary proceedings conducted by the College. The students involved may all have a personal advisor (see Student Rights above). When a student is alleged to have violated a policy and is referred to a hearing, it shall be the student's choice to attend the hearing or not. If the student chooses not to attend the hearing, the

hearing will still be held. Failure to comply with sanctions will be considered appropriate grounds for additional disciplinary consequences. During break periods or peak work periods, the College reserves the right to adjudicate conduct through an administratively decided process.

### ***Definitions:***

- Respondent: Any student suspected of violating a college, or other, policy.
- Complainant: Any student negatively impacted or victimized by a policy violation. If there is no immediate student complainant, the College community will be considered the complainant.
- Evidence: Any information submitted to a review. This may include - but is not limited to - written reports, written statements, audio recordings, video recordings, and photographs.
- Standard of Proof: The College bases all conduct-related decisions on a preponderance of evidence standard, which means that - based on the evidence - it is more likely than not that a violation has occurred.
- Substantive Grounds: Direct or verifiable information a reasonable person would use to form a basis for the supposition that either a policy violation occurred or that a respondent was responsible for the violation.

### **General Procedures**

*Reporting and Documentation:* Student violations of the Simpson College Handbook may be filed by any member of the college community. A written report shall be prepared or directed to the Director of Security, or the Director of Student Activities, who is responsible for the administration of the college judicial system. Normally, this may be accomplished by filing a written report with the Office of Security, completing and filing a residence hall incident report, or submitting a photocopy of an official police report. Any reports should be submitted as soon as possible after the event takes place. In urgent situations where risk to the community is present, interim measures may be taken (defined below) prior to other official processes commencing.

*Information or Conflict Resolution Meeting:* Following the review of the report, a designated staff member, serving as the conduct officer, may schedule a conflict mediation or an informational meeting with the student(s) to gather information about the incident or resolve tensions between members of the community. In relatively simple situations when a conduct violation is present but multiple meetings are not needed, this one meeting may serve as a conduct meeting as well.

*Based on the outcome of the informational meeting, conflict mediation, or conduct meeting, the conduct officer will determine the disposition of the violation(s) and may decide among the following options:*

- A Simpson College policy has not been violated and no further action will be taken.
- A violation of Simpson College policy could have occurred and can be administratively settled by mutual consent (mediation) of the involved parties on the basis acceptable to the conduct officer. Such disposition shall be final, and there shall be no subsequent proceedings.
- A violation of Simpson College policy may have occurred and may be appropriate for hearing by the appropriate conduct body. These options include:
  - Administrative Conduct Review – Setting for most cases arising from first and/or minor policy violations in campus housing and may be a natural evolution of an information meeting. These are generally heard by Assistant/Associate Directors or the Area Coordinator. In rare cases, other professional members of the Student Development



staff may be utilized to hear cases.

- Note: more serious cases or issues of campus-wide concern may be heard by the Director of Student Activities, or their designate.
- Student Conduct Board (SCB) Hearing – Serious cases, complicated situations, issues warranting a peer review process, or issues of campus-wide concern may be heard by a panel of students.

## **Student Conduct Board**

The student/peer conduct system allows the focus of student conduct to shift from the administration to the student. This philosophy provides for the individual growth and development of each student and holds students accountable for the choices they make and the consequences of those choices.

The Student Conduct Board is comprised of students who apply and are approved by the Student Government Association. Consideration will be given to provide varied representation, i.e., Greek units, theme houses, apartments, residence halls, off-campus, etc. Student Conduct Board members are expected to serve for the entire calendar year. One or more full-time Student Development staff members serve as the Student Conduct Board Advisor. The Advisors function in the position without a vote during hearing procedures.

Under the peer review process, the primary responsibility for student conduct rests with the student. Any student can be brought before the Student Conduct Board. A student can also be brought before the Student Conduct Board if guests of that student are engaging in activities or behaviors that violate policies.

## **Student Conduct Board Proceedings**

Once notified of the need to appear before the Student Conduct Board, the respondent will be invited to meet with the Advisor to review the process and charges in advance of the SCB proceedings. In the event of a referral to the Student Conduct Board (SCB), the chairperson of the SCB is responsible for clarifying the facts and making sure the student understands the policy violated and the rationale behind the policy. The chairperson clarifies and makes sure the student understands the dynamics of who, what, when, where, why, and how the behavior has resulted in an appearance before the SCB. Hearings are not open to the public. Formal rules of evidence and courtroom procedures are not applicable to disciplinary proceedings conducted by the SCB, or other conduct meetings/reviews. The students involved may all have a personal advisor (see Student Rights above).

When a student is alleged to have violated a policy and is referred to SCB, it shall be the student's choice to attend the hearing or not. If the student chooses not to attend the hearing, the hearing will still be held. In the event that the student chooses not to attend the hearing, it may be difficult for the council to fully appreciate the student's point of view in rendering a decision, but a decision will still be made by the board. In the event the student chooses to not attend, their advisor could attend in their place, but the SCB Chairperson and SCB Advisor(s) will begin the proceedings with clarification on the roles during the SCB. Any other requested/needed amendments to the written SCB procedures will be managed in a similar fashion.

Decisions of the SCB will be communicated to the student by a formal letter (sent to the students'

Simpson email account) that details the decision and the results of that decision. This will be prepared by the SCB chairperson, the SCB advisor, or a person designated by the SCB advisor. In addition, the SCB advisor may meet with the student following the hearing. At this meeting, the SCB advisor will discuss the decision with the student, and the actions necessary (if any) that accompany that decision. It is the student's responsibility to schedule this meeting if desired.

The letter will be sent by Simpson email; a student can also request to get their letter from the Advisor. The student will then be expected to follow through with whatever actions may be required by the SCB. Failure to comply with sanctions given by the SCB will be considered appropriate grounds for additional disciplinary consequences. These may come from the SCB or may result from a referral to the Office of Student Development. Records from the SCB will be maintained and retained by the College as a function of the SCB Advisor in conjunction with college record keeping guidelines.

### **Other Terms and/or Expectations of Conduct Processes**

**Abuse of College Conduct Procedures:** Abuse of College conduct procedures is a violation of college policy. This includes, but is not limited to:

1. failure to obey the summons of a college conduct officer;
2. falsification, distortion, or misrepresentation of information to a college conduct official;
3. disruption or interference with the orderly operation of the college conduct process;
4. initiation of a conduct process knowingly without cause (e.g., false reporting);
5. attempting to discourage an individual's proper participation in, or use of, the college conduct system;
6. attempting or committing an act of retaliation against a person or student organization that has reported a violation of the Simpson College Handbook;
7. attempting to influence the impartiality of a member of the Student Conduct Board prior to, or during the course of, participation in the college conduct system;
8. harassment, abuse, or intimidation of a member of the Student Conduct Board prior to, or during the course of, participation in the college conduct system;
9. failure to comply with the sanction imposed as part of the college conduct process; and
10. influencing or attempting to influence another person to commit an abuse of the college conduct system.

**Confidentiality:** At Simpson College, academic and disciplinary records are kept separately and only shared when allowed by law. Within FERPA guidelines, information from disciplinary records is not available to unauthorized persons on campus or to any person off campus without the written-expressed consent of the student or without a determination of an educational need-to-know by the conduct officer. In extreme situations, it can be released where the safety of other persons is involved.

**Civil Authorities:** Civil authorities have the right at all times to come onto the campus, including making entry into rented rooms, with or without the knowledge of the College, for purposes of investigation of illegal activity, including search and/or seizure with a search warrant and/or student consent. On-campus behavior that may be a violation of law may also be referred to local authorities.

If a student is arrested on- or off-campus, the student is expected to notify the Dean of Students office that the arrest has taken place. The College reserves the right to invoke conduct proceedings for inappropriate student behavior occurring off-campus.

**Disciplinary Action while Criminal Charges are Pending:** Students may be accountable both to civil authorities and to the College for acts that constitute violations of law and college policy. Disciplinary action at the College will normally proceed during criminal proceedings, and it will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

**Inherent Authority:** The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include pursuing disciplinary action for any violation of state or federal law – on or off-campus that affects the College’s educational interests.

**Interim Measures:** In cases of emergency, where the well-being of students or the institution may be endangered, or in cases where the respondent demonstrates a pattern of disruptive behavior, the Dean of Students (or their designee) may take appropriate interim measures including an order of no-contact, temporary removal of the respondent from college housing, and/or temporary suspension of the respondent pending campus conduct proceedings. Such a temporary suspension may become effective immediately without prior notice; however, a student suspended on a temporary basis shall be given the opportunity to appear personally before the Dean of Students or their designee to discuss the reliability of the information concerning the student’s conduct and whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to others or the stability and continuance of normal College functions.

**Mediation:** Mediation is encouraged as an alternative means to resolve most disciplinary cases that occur between students or groups of students. Depending on the situation, the conduct officer may inform complainant(s) and respondent(s) about the availability of campus mediation resources. The conduct officer may decline to hear a complaint until the parties in a non-academic misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the conduct officer.

**No Contact Orders:** In some situations involving allegations or conflict between individuals on campus, a No Contact Order (NCO) may be placed between the individuals. This order may restrict movement, communication, third-party contact, or other aspects of campus life for a period of time. These will be tailored for each situation and communicated via email to the parties involved. They can be administered through the Dean of Students Office, Director of Student Activities, Title IX Coordinator, Security, or Residence Life. If violations of a No Contact Order are present, the administrator of the NCO will potentially enforce modifications of the NCO or conduct sanctions.

If a criminal or civil NCO or restraining order is in place by law enforcement or court authorities, Simpson will help enforce it to our ability and help students connect with local law enforcement if desired. A college sanctioned NCO is separate from a legally binding NCO administered by the court. A Simpson NCO has limits beyond the borders of our own campus, but you can obtain both. Students with criminal, civil, or restraining orders should notify the Director of Security for additional enforcement.

### **Definitions of Disciplinary Sanctions**

At the conclusion of a conduct adjudication, a student will be found responsible or not responsible for each articulated policy violation. In the event a student is found responsible for a policy violation,

sanctions may be imposed. The sanction(s) which may be imposed include these options below. Any of these may be deferred, meaning they are not applied immediately but would be applied later if certain conditions are not met (including another policy violation).

**Warning**— oral or written notice that continuation or repetition of specified conduct found unacceptable within a period of time stated in the warning may be cause for more severe disciplinary action.

**Required Compliance**— the carrying out of a college regulation or administrative directive as a condition for avoiding further disciplinary action and/or remaining in good standing.

**Restitution**— reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation and may be combined with other penalties.

**Fines**— not to exceed \$100 for any single violation (\$500 for a group). A student may be provided with the option of supervised community service work at an approved organization or location at the stated minimum college wage in amount equivalent to the fine, should the situation warrant this option. Total services hours will be determined. In all cases of fines, the money will be used for educational programming, training, or conduct resources.

**Deferred Sanction** — All or a portion of a sanction that is not applied at the time of initial incident, but will be assigned to a student if further violations within the following 12 calendar months.

**Restorative Service**— supervised or approved constructive projects.

**Educational Sanction**— may be added to any level of sanctioning. Educational sanctions may include, but are not limited to: service projects, letter(s) of apology, housing relocation, counseling, loss of privileges such as the opportunity to visit or reside in college housing, educational programs, behavioral contracts, or chemical dependency assessments, treatment, etc. Educational sanctions/projects are usually added to the sanction category to facilitate the student's learning from the experience.

**Disciplinary Probation** — the most severe and serious warning a student may receive and still remain enrolled in the college. Disciplinary probation may include loss of designated privileges for a specified period of time not to exceed one year. A summary of the nature of the misconduct will be filed in the student's file. Violation of the terms of the disciplinary probation or any infraction of any college regulation during the period of the disciplinary probation may be grounds for suspension. Probationary status may restrict the student from representing the college in any official capacity including student government, theater, music, athletics, etc. for a specified period.

**Social Probation (Organization)** — formal written notification of unacceptable conduct when an organization violates a college policy. Social probation is the most serious sanction which may be applied against an organization and the group continues to remain a recognized campus organization. Further violation of college regulations or the terms of the social probation notification during the stated period of the probation may subject the organization to suspension of its recognized status. This may include loss of designated privileges such as

pledging, rushing, exchanges, or use of college facilities for the duration of the probationary period, which may not exceed one year. If the organization is affiliated with an outside organization, both will be notified that permission to continue on campus is in jeopardy.

***Suspension (Student or Organization)*** – separation from the college for a specified period of time, usually the remainder of the semester or termination of enrollment in the college for an indefinite period. Readmission must be applied for and may be contingent upon compliance with specific conditions. The conditions of readmission, if any, shall be stated in the notice of dismissal.

## **Levels of Violations and Sanctions**

With respect to the types of sanctions identified above, the following information may help students understand how appropriate sanctions are determined. This framework is only a general model to be used as a starting point, and that the individual merits of a given situation may require deviation from this model.

In the following delineation, violations are separated into three levels. Each succeeding level consists of violations considered to be more serious than those of the immediately preceding category. This is not a binding construct, nor is it an all-inclusive list of possible policy violations, but it does provide a starting point from which individuals, conduct officers, or the Student Conduct Board may begin to establish the particular severity of any given incident.

When the alcohol policy is violated only by creating excessive noise with alcohol present or carrying an open container of alcohol in a public area in building where alcohol is allowed (not in a substance-free building) and by someone of legal age, the student *may* receive a verbal request to remedy the situation. After a verbal warning has been issued to a student, any subsequent violations of the alcohol policy may result in action being taken. It should be noted that a warning *can* be issued at Residence Life or Security staff member's discretion, but they do not have to give a warning before taking action if they choose not to. Verbal warnings will not be given to students violating the alcohol policy in substance-free locations or to students who are not of legal drinking age.

### **LEVEL 1**

- Quiet hours violations
- First time violations of the alcohol policy, where compliance is present and aggravating circumstances are not
- Visitation limitation policies
- Non-compliance with communicated emergency requirements.
- Failure to complete mandatory elements of student life (Title IX training, required floor meetings, etc.)
- Accumulating 5 or more parking violations
- Smoke-free campus violations

### **LEVEL 2**

- Repeated incident of Level 1 violation
- Fireworks (situations involving very little threat to personal safety)

- Vandalism
- Continued Non-compliance with communicated COVID-19 or other emergency requirements.
- Bias related behavior of a non-violent or threatening nature
- Failure to comply with college staff directions
- Verbal abuse or belligerence towards staff members, including student staff
- Unauthorized entry or use of college facilities (includes buildings, students' rooms, and hall restrooms, etc.)
- Theft
- Hosting a large social event that violates the capacity guidelines
- Violations of the common container alcohol policy
- Accumulating 10 or more parking violations

### **LEVEL 3**

- Repeated incident of Level 2 violation
- Fighting or physical assault, sexual misconduct, or other physical or psychological abuse (this includes harassment)
- Bias related behavior of a violent, threatening, or more significant nature
- Fire safety violations
- Weapons violations
- Fireworks (situations involving greater hazard to personal safety)
- Vandalism of a more significant nature
- Drugs

Based on the level of sanction, below is a framework which guides possible sanction options decided by the conduct officer(s) or Student Conduct Board. Specific situations and circumstances may cause deviations from this framework, although most sanctions within the conduct process will fall within the appropriate level.

### **LEVEL 1**

Any combination of:

- a warning
- deferred sanction or fine up to \$50
- fine from \$25 to \$50
- restorative service, up to 10 hours
- restitution for damages
- educational sanction
- attendance at a substance-dependency program
- compliance with other recommendations
- restriction of campus privileges (i.e. visiting other locations, alcohol policy, having guests, etc.)

### **LEVEL 2**

Any combination of:

- a warning

- deferred sanction or fine up to \$100
- fine from \$50 to \$100
- restorative service, up to 15 hours
- restitution for damages
- educational sanction
- attendance at a substance-dependency program
- compliance with other recommendations
- restriction of campus privileges (i.e., visiting other locations, alcohol policy, having guests, etc.)

### **LEVEL 3**

Any combination of:

- a warning
- deferred sanction or fine up to \$100
- fine from \$50 to \$100
- restorative service, up to 25 hours
- restitution for damages
- educational sanction
- attendance at a substance-dependency program
- compliance with other recommendations
- restriction of campus privileges (i.e., visiting other locations, alcohol policy, having guests, etc.)
- disciplinary probation
- removal from residential facilities, without refund
- temporary suspension from the college
- indefinite suspension from the college

### **Alcohol Policy Violations (Group)**

When campus groups or organizations violate the alcohol policy as an activity of the group/organizations, the group/organization will be subject to sanctions as a unit. Group/organizations sanctions may include fines up to \$500, social probation, educational sanctions, community service, and loss of recognition.

In all cases where group fines are assessed, the money will be used by the College for educational programming or resources.

### **Appeal**

Appeals are a means of ensuring that students' rights are upheld and that all students receive fair treatment as they go through the conduct process.

The following are valid reasons to appeal:

- failure of the SCB hearing or conduct meeting to adhere to proper procedures as outlined in the SCB manual or other established guidelines, or
- unusual conditions or the addition of new, relevant information, or
- excessive sanctions outside the range of sanctions for the level of policy violation, or

- inconsistent sanctions from the same event or specific set of circumstances, or
- when suspension, whether temporary or indefinite, is included as a sanction.

*A student may not appeal based only upon dissatisfaction with a finding or a sanction.*

Appeals must be written and submitted to the Vice President for Student Development within 5 business days of issuance of sanction notification, except in the case of new evidence. The 5 business-day time window does not include winter or spring break. The appeal will be evaluated to determine if valid grounds exist for an appeal review. The appellant will be notified within one week via email if and when the appeal will be reviewed by the Appeals Board, which is composed of the Vice President of Student Development or designee, a faculty member, and an SGA representative. In appeals related to the Sexual Misconduct Policy, the appeal is heard by the Sexual Misconduct Appeals Board. For organizational appeals, the appeal is heard by the Director of Student Activities.

Appeals will result in one of three possible actions:

Initial decision is:

1. supported
2. modified
3. removed

Any appeal decision is final and cannot be altered.



# STUDENT POLICIES

The topics below apply to all of Simpson College property and programs. For a housing-specific list of prohibited items, please visit the [Residence Life Policies and Procedures section](#).

## ACADEMIC PROGRAM AND POLICIES

### ALCOHOL & ILLEGAL DRUGS

#### Alcohol policy

As an educational institution, we place a great deal of responsibility on the student while creating a policy and support structure to reduce harmful behaviors and risk. The personal decision to use or not use alcohol should be the student's and the student's alone. Peer pressure to use alcohol will not be tolerated. Evidence that demonstrates illegal use, or the misuse or abuse of alcohol may be detrimental to students' health, safety, and academic success. For those who do choose to use alcohol, Simpson College strongly encourages students to exercise a responsible use and approach to alcohol. Though a responsible use approach is difficult to strictly define, the following guide Simpson College's approach and practice.

*The responsible student will:*

- Make an informed decision if choosing to consume alcohol.
- Know, understand, and conform to federal, state, and local laws and Simpson College regulations on alcohol use.
- Recognize that they are responsible for their behavior (and that of their guests) and accept the consequences for their actions. The use of alcohol is not an excuse for irresponsible behavior.
- Maintain control and not disturb others on or near the college community.
- Not consume in excess, nor participate in high-risk drinking activities (i.e., drinking games).
- Not make alcohol the only focus in their activities. Consuming alcohol just to consume or to get intoxicated is not a responsible use of alcohol.
- Personally ensure that alcohol is not interfering with the rest of their Simpson College experience (i.e., academically successful, and socially capable without use of alcohol).
- Not pressure other students to consume alcohol. Pressure means direct or indirect, verbal or non-verbal encouragement or prodding to consume alcohol.
- Counsel and/or confront those students whose use of alcohol is damaging to themselves or the community and refer them to Counseling, Health Services, or the Office of Student Development for additional assistance.

#### **Federal, State, and Local Government Requirements Regarding Alcohol**

Summaries of the laws of the State of Iowa, which govern the use and possession of alcohol and relate specifically to members of the College community, are as follows:

1. No one can be intoxicated or simulate intoxication in a public place.
2. A person under age 21 cannot have any alcoholic beverage in their possession or control except in a private home and with the knowledge and consent of the parent or guardian.
3. No person can misrepresent their age for the purpose of obtaining alcohol.
4. No person shall sell, dispense, or give to any intoxicated person or one simulating intoxication, any alcoholic beverage.
5. No one can have open containers of alcohol in a motor vehicle on a public street.
6. No one can use or consume hard liquor in a public place.
7. No one can use or consume any liquor at an elementary or secondary school or on any elementary or secondary school premises.
8. No one can sell or give alcohol to a minor (with the exception stated above regarding alcohol in a private home with the knowledge and written consent of a parent or guardian). Students over 21 who are able to consume alcohol in their room should not host minors who are consuming alcohol.
9. No one shall operate a motor vehicle on a public street while intoxicated.

*The penalty for the violation of any of the above crimes (except an OWI – Operating While Intoxicated) is up to 30 days in jail or up to \$100 fine, except if someone gives alcohol to a person 19 or 20, the fine is \$665.*

*The penalty for OWI varies depending on whether it is a first offense, second offense, the age of the offender, etc. Anyone under 21 who is caught driving with a blood alcohol content of .02 or more will lose their driver's license or permit for up to 60 days or until age 21.*

*Temporary driving permits for school, work, or any reason, will not be allowed during the suspension period. Realize that .02 is a very small amount – as little as one beer or drink.*

*For persons 21 and over with a blood alcohol content of .08 or more, the penalty for the first offense is 48 hours in jail and a minimum fine of \$500 plus a 30% surcharge. There is also a loss of driver's license privileges for roughly 6 months. For the second offense, the penalty can be up to two years in prison; payment of a fine of not less than \$750 plus surcharge of 30%; and loss of license that can range up to several years.*

*For a more complete list of Iowa Code related to alcohol, please go here:*

<https://revenue.iowa.gov/resources/law-policy-information/alcohol-laws#state-of-iowa-alcohol-law>

## **Simpson College Alcohol Requirements**

### **I. Alcohol-Free Areas**

Kresge Hall, Barker Hall, Buxton Hall, Picken Hall, theme houses, and Station Square Apartments are substance-free living areas. Alcohol is not allowed in those residence halls or apartments. This includes empty containers and items that lead to an “assumption of consumption.” Additionally, any apartment unit where none of the residents are of legal age (21 or older) is also, by definition, substance-free. Other buildings may be designated alcohol-free if repetitive issues relating to alcohol are present. By National chapter policy, all sororities are alcohol-free.

Alcohol is not allowed in public areas which include, but are not limited to, the following:

- Bill Buxton stadium; Cowles Center; or any Simpson College athletic facility or field.
- Residence hall lounges, stairwells, computer rooms, laundry rooms and hallways.
- Apartment building hallways, balconies, stairwells, laundry/lounge/vending areas.
- Any exterior location (lawn, steps, patio, deck, etc.) of a building.
- Within common and exterior areas of college-owned Greek housing, including stairwells, parking lot, hallways, roof, deck, and yard.
- Any and all outside locations; or any other Simpson facility unless specifically designated in an approved event registration form.

Those persons who do not drink have the right to live on the campus and attend social events without pressure to consume alcohol. Students who choose to live in alcohol and drug-free living areas should have the right to do so. Although the College will identify appropriate space within existing housing facilities, students should realize that living in an alcohol-free space is in no way a guarantee that the residents of this area will not be exposed to alcohol and or the behavior associated with alcohol use.

The residents of these alcohol-free areas, along with staff, will have responsibility for ensuring that the designated spaces do remain alcohol free.

## **II. Age and Space Restrictions**

- Only students who have attained the legal drinking age of 21 years may possess or consume alcoholic beverages in designated private living quarters where someone lives who is of legal age (i.e., students' rooms with their door closed) and at other selected and pre-approved locations as determined by the President's Office or the Office of Student Development.

## **III. Behavioral Expectations**

- Any use of alcohol which endangers the welfare of self and/or others or which results in offensive behavior or disorderly conduct is unacceptable to the community, will be documented, and will be subject to disciplinary action.
- Due to the goals and purposes of the academic community, drunken behavior/intoxication, which is disrespectful, disruptive, and potentially harmful, is not acceptable on campus or at college-sponsored events. Drunken behavior/intoxication is defined as observed loss of mental or physical coordination as a result of the consumption of alcoholic beverages. Persons who have consumed alcohol off-campus are expected to return to campus and their rooms in an orderly manner.
- Students are responsible for their own behavior at all times and under all circumstances.
- Any student who invites a guest who is not enrolled in Simpson College onto campus assumes the responsibility of ensuring that the guest will act in an appropriate manner as well as abide by all College policies. Should the guest of a Simpson student violate the alcohol policy, the host

student will be held socially and financially responsible for any offenses committed by that guest.

- Violators of the alcohol policy will be subject to specified disciplinary consequences.

#### **IV. Beverages and Container Requirements**

- Kegs of beer, party balls or common source containers of alcohol one gallon or larger are not allowed anywhere on the campus. This restriction includes individual apartments and fraternity rooms.
- Devices or games that facilitate or promote unsafe drinking (e.g., beer funnels, drinking games like beer/water pong, etc.) are prohibited in campus residential facilities.
- Drinking and/or possessing alcoholic beverages (open containers) in a public place/area, designated alcohol-free area or campus common area or other non-approved location is prohibited and subject to disciplinary action.
- Transportation of alcoholic beverages to and from rooms must be in sealed containers.
- Students should note that the possession of alcoholic beverage containers, either full or empty, will be taken as a presumption of use and possession, and, as such, may be considered policy violations. Students may also be held accountable, even if they do not have actual possession of alcohol, when they are present at alcohol-related events; or they may be accountable if they, in some other way, are in “constructive” possession of alcohol or illegal substances.
- Display of alcohol-related advertising materials (including bottles) in student housing windows or areas outside the privacy of the student’s room is not permitted. Students are expected to promptly dispose of trash such as cans, bottles, and boxes from all hallways and not store them on balconies, decks, or outdoor areas.
- Exceptions to these regulations may be granted through special requests made to the Vice President for Student Development and/or the President.

#### **V. Events and Event Registration Guidelines**

- Individual students or student organizations (e.g., a fraternity) wishing to host a social event where alcohol will be consumed may do so by registering prior to the start of the event according to guidelines established by the Division of Student Development.
- Social events must be registered in at least two weeks in advance with the host(s) completing the necessary event [registration form](#) through Student Development. Contact the Director of Student Activities for more information about event registration or for an event registration form.
- Alcoholic beverages are prohibited at membership recruitment functions of any College recognized organization (e.g., fraternities, sororities, or honoraries) or at events where potential members are invited or to attend.
- Student organization funds administered through the College may not be used for the purchase of alcoholic beverages.
- Failure to properly register a social event in which alcoholic beverages are served will be cause for disciplinary action.

Contact the Director of Student Activities for more information about event registration or for an event registration form.

#### **VI. Amnesty Policy**

It is a priority of Simpson College that members of the College community get the support they need. Victims who have been subjected to and witnesses to Sexual Misconduct after consuming alcohol or drugs who come forward to file a formal or informal report will not be punished under the College alcohol or drug policies for this instance. This also applies in situations involving a medical emergency. Please do not hesitate to call a CA, Security, or 911 in the event of a medical emergency due to fears of being held responsible for policy violations.

### **Simpson College Drug Policy Requirements**

Simpson College prohibits the unlawful manufacture, possession, use, sale, or distribution of illegal drugs or other controlled substances or paraphernalia by students and employees on its property or as any part of its officially sponsored activities. The college will cooperate with all law enforcement agencies in the enforcement of laws pertaining to the use and possession of illegal drugs or the misuse/abuse of prescription drugs. Violations of this rule will be considered of sufficient seriousness to warrant dismissal from the college. Anyone having information concerning drug traffic on campus should inform a Student Development staff member or the Dean of Students/Vice President of Student Development.

### **Other Applicable Federal, State, and Local Laws Regarding Illegal Drugs**

Summaries of applicable federal, state, and local laws, which govern the use and possession of illegal drugs and other controlled substances violations and relate specifically to members of the College community, are as follows:

1. Possession of controlled substances, such as narcotics, stimulants, depressants, or hallucinogens, unless prescribed and in accordance with prescription, carries criminal penalties including imprisonment up to 20 years and fines up to \$250,000 under federal laws, depending on the type and quantity of drug and whether it is a first or subsequent offense. Moreover, personal property may be forfeited and federal benefits, such as student loans and grants, may be denied on the first offense.
2. Under State of Iowa and local laws, simple possession is a serious misdemeanor and criminal penalties may include up to a year imprisonment and/or a fine of up to \$1,000.
3. Trafficking a controlled substance carries criminal penalties, including imprisonment up to life and fines up to \$8 million for an individual under federal law, depending on the type and quantity of the drug and whether it is a first or subsequent offense.
4. Under State of Iowa and local laws, trafficking an illicit drug carries criminal penalties of up to 50 years in prison and up to \$1 million in fines, depending on the type and quantity of the drug. Subsequent violations can triple the imprisonment sentence and fine. Moreover, there are special penalties for trafficking to minors.

Additional pertinent information may be found at <https://www.legis.iowa.gov/docs/code//124.pdf>.

### **Health Risks Associated with the Use of Alcohol and Other Drugs**

Alcohol is the most abused drug in society as well as on college campuses. Alcohol is directly involved in many injuries, assaults, and the majority of deaths in people under age 25. Other commonly abused illegal drugs include cannabis, cocaine, stimulants, hallucinogens, depressants, narcotics, steroids, and inhalants. Legal drugs such as caffeine, nicotine, over the counter and prescription drugs also have wide

use and associated health risks.

Health risks of using alcohol or other drugs include both physical and psychological effects. The health consequences of drugs depend on the frequency, duration, and intensity of use. For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis, or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring increasingly more of a drug to get the same effect), dependence (physical or psychological need) or withdrawal (a painful, difficult, and dangerous symptom when stopping use of drugs). Long-term chronic use of drugs can lead to malnutrition, organic damage to the body and psychological problems. The risk of AIDS and other diseases increases if drugs are injected. The consumption of alcohol or drugs by pregnant women may cause abnormalities in babies. For more information about the risks associated with the use of alcohol and other drugs, individuals may contact the Director of Campus Security, Student Health Services, or Counseling Services.

Some physiological effects of specific drugs include:

- *Cannabis (Marijuana)*, when smoked, irritates lung tissue, increasing the risk of lung cancer. It decreases visual perception and psychomotor skills; it adversely affects the reproductive system; it delays onset of secondary sexual characteristics, and it is stored in body tissue for periods of time.
- *Cocaine/Crack* increases blood pressure, heart and breathing rates and is extremely addictive. It may cause anxiety, brain seizures, and strokes. Chronic snorting can ulcerate the mucous membranes of the nose. There is no antidote for overdose.
- *Amphetamines/ Stimulants* increase heart rate and blood pressure; stroke and heart failure may result from high doses. Long-term abuse may result in malnutrition and brain damage.
- *Hallucinogens (LSD, mushrooms, PCP)* have unpredictable effects that vary with individuals; panic reactions are common. Impurities are likely, as with any street drug.
- *Depressants/Sedatives/Barbiturates* act much like alcohol, by depressing the central nervous system.
- *Narcotics (such as Vicodin)/Heroin* are opiates used to relieve pain. Tolerance develops quickly, and a user attempting to quit will experience withdrawal symptoms after only a few days of drug use. Infections and AIDS transmission are associated with unsterile conditions of use.
- *Anabolic Steroids* suppress gonadotropic functions of the pituitary. Side effects include liver and kidney dysfunction, testicular atrophy, premature closure of bone growth plates, hair loss and acne, and heart failure.
- *Inhalants* act quickly as anesthetics and slow down body functions. Nausea and nosebleed result from immediate use, while loss of consciousness may result at high doses. Long-term use damages organs and nervous system.
- *Caffeine* in high doses may cause nausea, diarrhea, sleeplessness, headache, and trembling.
- *Nicotine (found in tobacco and vape products)* may cause cancer of the lungs, larynx, and mouth.

Additional information on the health risks of specific drugs may be found at <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

### Statement of Intervention and Treatment

The policy of Simpson College reflects the belief that alcohol and other forms of drug addiction are serious illnesses which are usually preceded by a history of substance abuse with inappropriate and destructive behavior patterns. In view of this, the College is committed to assisting any member of the student community whose behavior shows signs of alcohol/drug abuse or addiction.

Personal [counseling services](#) are available on campus for students who may be having difficulty with drug and alcohol abuse. The college works with local substance abuse programs for making student referrals for assessment and treatment. Current local options include:

Alcoholics Anonymous (AA)- designed for individuals who are struggling with alcohol abuse disorder  
First United Methodist Church, Indianola  
Sundays, 7pm; Mondays, 7pm; Tuesdays, 8pm; Thursdays, 12pm; Fridays, 7pm  
[www.aa-iowa.org](http://www.aa-iowa.org)

Narcotics Anonymous (NA)  
First United Methodist Church  
Mondays, 7pm; Thursdays, 7pm  
[www.iowa-na.org](http://www.iowa-na.org)

Al-Anon-for family & friends affected by a loved one's alcohol abuse disorder  
First United Methodist Church  
Mondays, 7pm  
[www.al-anondesmoines.org](http://www.al-anondesmoines.org)

House of Mercy  
Assessments for alcohol and drug dependency and other resources.  
310 N Buxton St, Indianola

When, in the judgment of a professional staff person, a student is transported for medical attention or monitoring in response to alcohol or other chemical use, the involved student will be responsible for any costs incurred.

### **Drug-Free Workplace**

On November 18, 1988, Congress enacted the Drug-Free Workplace Act of 1988. This statute requires that all grantees receiving grants from any federal agency certify to that agency that they will maintain a drug-free workplace. For purposes of the Act, allocations under the campus-based programs (Federal Perkins Loan Program, Federal Work-study Program, and Federal Supplemental Educational Opportunity Grant Program) are deemed to be "grants" and institutions receiving these allocations are deemed to be "grantees." This Act directly affects the federal allocations for Simpson College.

To comply with the Drug-Free Workplace Act, Simpson College must certify that it will provide a drug-free workplace and must notify its students and employees of that fact. This serves to notify all students and employees that "the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's (Simpson College's) workplace. Workplace is defined as any location utilized for the operation and or delivery of college activities and services.

Student violations of these prohibitions will be considered infractions of the student code of conduct and may lead to immediate dismissal from the college. Disciplinary procedures and sanctions are described in more complete detail in the Student Handbook.

In addition to notifying students of the impact of this act on their college enrollment, Simpson is also required to establish a drug and substance abuse awareness program. For students, that program is coordinated through the Office of Student Development to help students understand the health risks associated with drug usage. These health risks include damage to the respiratory system, immune system, reproductive system, and brain functions. Frequent usage or overdose can cause addiction, coma, and death.

Should you have any questions regarding the implications of these requirements, please feel free to contact the Vice President for Student Development/Dean of Students.

### **BIAS-RELATED BEHAVIOR**

The Simpson Code expects all students to respect the rights of other persons. Simpson students and other members of our community have the right to study, work, and live in a campus environment that is free from discrimination, harassment, violence, or intimidation.

Bias-related behaviors include speech or other behaviors which have the purpose or effect of unreasonably interfering with an individual or group's safety, security, or educational opportunities by creating an intimidating, hostile, or abusive educational or working environment based on an actual or perceived identity. Those identities include race, ethnicity, color, national origin, age, sex, gender identity or expression, sexual orientation, disability, religion, or other legally protected characteristic. Prohibited conduct includes, but is not limited to, epithets, slurs, intimidation, stereotyping, threats, assault, or any physical interference with the individual's normal work or movement. This conduct may occur through:

- Direct oral expression and/or physical gestures or actions;
- Notes, letters, and/or other forms of written communication distributed via U.S. mail, campus mail, or otherwise made visible to the public;
- Phone calls, phone messages, or other forms of electronic verbal communication;
- E-mail, text messages, instant messaging, social networks, or other means of electronic communication regardless of whether Simpson College's network or equipment is being used;
- Graffiti and/or property damage

When considering the appropriate sanction for an incident of bias-related behavior that violates this policy, both the intention of the respondent as well as the extent of the impact on the complainant and/or community will be taken into account, as well as the severity and/or pervasiveness of the conduct at issue.

Allegations of student harassment, discrimination, or other bias-related behavior will be investigated and addressed through the processes outlined in the Student Handbook. If employees of the College are



involved in the allegations as potential responsible parties, the Director of Human Resources and appropriate Vice Presidents of the College will be consulted regarding appropriate next steps.

## Definitions

**Bias-Related Behavior:** Bias-related behavior broadly encompasses actions that may involve the use of images, language or behaviors that directly or indirectly demonstrate hostility or contempt toward a person or group on the basis of actual or perceived identity. Discrimination, harassment and hate crimes are specific examples of types of bias-related behavior.

**Discrimination:** Discrimination is conduct of the type listed in the bullet points above that involves inequitable treatment of a person or group based on an actual or perceived identity.

**Harassment:** Harassment is conduct based on an actual or perceived identity that creates or contributes to a pervasively intimidating, hostile, or abusive environment, as defined above. It is impossible to exhaustively list all conduct which may constitute harassment, and the examples given above are for purposes of illustration, and not to limit the type of conduct that may result in a violation.

**Hate Crime:** A hate crime is an act that violates state or federal criminal law and is motivated by the offender's bias against an actual or perceived identity. Definitions of what constitutes criminal acts and their enforcement are determined by state and federal entities. While all hate crimes are bias incidents, not all bias incidents involve criminal acts. Simpson College's investigation and adjudication of a bias incident is not dependent upon whether an incident has been classified as a hate crime, meaning both that incidents which are not criminal in nature may still violate College policy and that criminal acts may be subject to both legal and College processes.

## Reporting

Students who have experienced an incident that they believe involves bias-related behavior are encouraged to **Report an Incident**. This bias report may be completed anonymously, but community members should be aware that filing an anonymous report significantly limits the ability of the college to follow up or investigate the incident.

Please know that any incident involving sexual or relationship misconduct will be forwarded to the Title IX Coordinator for review and response. For more information relating to that process and resources, please visit <http://simpson.edu/student-life/title-ix/>.

Students may also initiate a report of a potentially bias-related incident by contacting the Vice President of Student Development/Dean of Students or Security. If an incident involves a possible crime, students may also directly contact the Indianola Police Department at 515-961-9400.

## Outcomes & Sanctions

If a situation necessitates initiating the College's conduct process, the parties involved will be informed via email of the outcome of any investigation or subsequent conduct findings. The College will strive to provide simultaneous notification to the involved parties. In the event that the respondent is found to

have violated a policy, the complainant will be informed of any sanctions that are directly related to the complainant (e.g., no contact order, suspension of respondent, educational sanction).

## Resources

Students who feel they may have been the victim of any form of discriminatory or harassing conduct may wish to seek confidential counseling or support. The following offices are designated as confidential resources; they will seek to ensure that information remains private and will not share confidential information with college officials or others, unless required to do so by law:

- Counseling Services: Kent Campus Center, 515-961-1556
- Student Health Services: Kent Campus Center, 515-961-1604
- Chaplain: Smith Chapel, 515-961-1684
- SARAs: (Counseling Center), 515-330-6392

Additional support and information regarding options for addressing bias-related behavior can be found through the following services and organizations:

- Vice President of Student Development/Dean of Students: Kent Campus Center, 515-961-1562
- Academic Dean: Hillman Hall, 515-961-1720
- Director of Security: Kent Campus Center, 515-961-1711
- Title IX Coordinator (for instances of sexual or relationship misconduct): Hillman Hall First Floor, 515-961-1675
- Student organizations and resource centers available to provide support and information:
  - ACES
  - Latinos Unidos
  - Bias Response Advocates
  - Simpson PRIDE
  - Black Student Union
  - SARAs

## COMMUNICATION WITH STUDENTS

Students are advised that Simpson College considers e-mail from the college as the primary official means of communication with students. This includes correspondence between students, staff and faculty, campus bulletins, newsletters, and other official college information. If you use another e-mail address, we ask that you check your Simpson e-mail account on a regular basis or forward your Simpson e-mail account. If you need help setting up automatic forwarding for your Simpson e-mail account, please contact [Information Technology Services](#).

## DINING SERVICES

All full-time residential students must have a food plan. The meal system is based on the number of meals per week (i.e., 19 meals weekly, 12 meals weekly, or 7 meals weekly) combined with a Flex Dollar amount. The number in the plan is the number of meal swipes the student has each week to use on campus. Students can use a meal swipe to purchase an “all you can eat” meal at Pfeiffer or can apply

the swipe to a menu selection (meal equivalent) through the Meal Exchange Program at one of the venues in Kent Campus Center; in each eatery in Kent, one meal swipe will have several meal equivalency options. The student's ID card must be presented at the register. Students can also use flex dollars or pay cash/credit to make different/additional purchases. Students may also purchase Add-On Flex Dollars through food service and receive a 20% bonus.

While unused meals do not carry over from week to week (or semester to semester), unused flex dollars do carry over until the end of May Term. If a student withdraws from Simpson no values will continue. Students already on a meal plan can purchase additional flex if necessary. These can be purchased from Sodexo's office in the Dining & Conferences Office behind the Kent Campus Center Information Desk. All or portions of board plans are not transferrable.

Students may change their food plans during the first two weeks of the semester by submitting a meal plan change through My Forms on SC Connect. Meal charges and flex dollars will be pro-rated to reflect the change.

Please use the following link for [Campus Dining](#) information including meal plan options, dining on campus options, serving hours, and more from our Sodexo Dining Services partners.

## **EMOTIONAL SUPPORT ANIMALS**

(See Service Animals and Emotional Support Animals policy)

## **FAILURE TO COMPLY**

Any action - or failure to act - which disregards a reasonable request or appropriate direction of a College official (e.g., security or residence life staff) acting in performance of their duties.

## **FINANCIAL OBLIGATIONS**

Please use the following link for [Business Office](#) student account questions.

## **FIRE**

### **Emergency Practice Sessions/Fire Drills:**

Simpson College considers fire safety extremely important, and students have an obligation to adhere to college regulations as well as city and state statutes. Fire and evacuation information is posted on the inside of each classroom as well as residence hall, apartment, theme house and College-owned Greek house room door. Students and employees should be familiar with this information.

In accordance with the requirements of the State Fire Marshal, each Simpson College residence hall, apartment, theme house, and Greek house is required to conduct periodic fire drills each semester. In

order to simulate a real emergency, the times will not be announced. All students who are present in a residence hall at the time of the practice are expected to cooperate promptly. Failure to respond appropriately to fire alarms will necessitate the scheduling of additional drills and disciplinary action against the resident(s) involved. Fire system testing and drills also take place in academic and office buildings.

#### Instructions in Case of Fire and Fire Drills:

- If the fire is small and can be contained, use the nearest fire extinguisher.
- Sound/Pull the fire alarm.
- Evacuate the building.
- Call Security (515-961-1711) or 911 to report the fire or alarm.

#### Evacuation Procedures:

- Feel the door from top to bottom with your hands. If it is hot, do not open it!
- If the door is cool, crouch low, and open it slowly. If there is heavy smoke, close the door quickly.
- If the hallway is clear, exit via the nearest stairwell.
- If you encounter heavy smoke in the stairwell, do not proceed—go to a different stairwell.

#### When Trapped In A Room:

- Stuff towels or clothing under the door.
- Open windows—attract someone's attention.
- Stay near the window for fresh air.
- Call Security (515) 961-1711) or 911 to report the fire or alarm

#### Fire Alarms and Fire Alarm Systems:

1. Evacuation is required for students' safety and for the safety of the Fire Department, Police, Campus Security, and Residence Life Staff who provide aid during such circumstances. Failure to evacuate is perceived as an obstruction of these person's attempts to provide such aid. It is considered a serious offense and will result in disciplinary consequences. Pranks or malicious use of fire alarm systems will not be tolerated. Activating a false alarm or removing or damaging an alarm is a misdemeanor. Offenders may be referred to the appropriate judicial official.
2. Persons activating false alarms, tampering with, or interfering with the operation of fire alarms or fire equipment (including smoke detectors, carbon monoxide detectors, and/or fire extinguishers), or interfering with efforts of firefighting personnel are subject to prosecution under the laws of the State of Iowa. These acts may result in immediate dismissal from the residence hall, apartment, or the college.

## **HARASSMENT**

As stated in the Simpson Code, the College expects students to respect the rights of others and follow governing laws. The College expects students to have an experience that is free of harassment, and any

report of such harassment will be investigated and guided through the appropriate conduct process.

Simpson students and other members of our community have the right to study, work, and live in a campus environment that is free from discrimination, harassment, violence, or intimidation based on their perceived or actual identities. Simpson College is committed to providing a bias free environment for all; please refer to the [Bias-Related Behaviors](#) section of the handbook. Harassment on the basis of sex can constitute discrimination and under Title IX, such harassment is prohibited and may warrant corrective disciplinary action, up to and including dismissal. Information about harassment on the basis of sex and the College's response can be found in the [Sexual and Relationship Misconduct Policy](#).

Bias-related behavior may contain elements of harassment. For more information concerning situations related to bias focused on personal identities, please visit the **BIAS-RELATED BEHAVIOR** section. Any member of the Simpson community may use the [Incident Report](#) via Security's website to report an incident of bias. The report will be directed to the VP of Diversity, Equity, and Inclusion and the Vice President of Student Development/Dean of Students. Once a report is made, the appropriate entity will respond. Reports can be made anonymously, however, there may be a limited ability to follow up on anonymous reports.

## **HATE SYMBOLS POLICY**

### **HAZING**

Simpson College, in accordance with the state of Iowa's anti-hazing law, defines hazing as any act or action taken, however communicated, involving or resulting in abusive physical contact or mental harassment of a member or prospective member, whether on or off the organization premises, campus, or place where chapters or prospective members meet, designed to, or the result of which is to produce excessive mental or physical discomfort, embarrassment or harassment. Furthermore, hazing is also defined as any action or situation that involves ridicule, any form of verbal or physical harassment or abuse, engaging in public stunts, morally degrading or humiliating behavior of games, food/sleep deprivation, food/alcohol/drug consumption, and threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches of this statement. Excessive demands on a student's time so as to interfere with academic performance are also prohibited.

Consent by an individual to hazing does not relieve the organization of responsibility. Any chapter, team, or organization found in violation of this hazing policy may be subject to suspension or removal of recognition by the College. No student should ever be in a situation that either is physically or psychologically harmful.

### **Hazing Defined**

Examples of hazing include, but are not limited to:

#### **Subtle Hazing**

Subtle hazing includes actions that are in conflict with the College or group's standards of conduct. This includes any activity or attitudes directed toward a pledge/associate member/new member/member (hereinafter known as "individual") which ridicules, humiliates, or embarrasses. For example:

- Calling individuals demeaning names
- Silence periods
- Threatening individuals with what might happen during initiation
- Any form of demerits
- Requiring individuals to call members certain names
- Scavenger hunts of any type, where participation is required
- Phone or house duties if only assigned to individuals

### **Harassment Hazing**

Harassment hazing includes any action that may cause mental anguish or physical discomfort to a member or individual. This includes any activity or attitude directed toward an individual which confuses, frustrates, or causes undue stress. For example:

- Hell night or Hell week
- Verbal abuse
- Personal services such as carrying books, running errands
- Requiring individuals to wear ridiculous costumes or sing embarrassing songs
- Requiring only individuals to enter by back door
- Stunt night or skit night with demeaning or crude skits
- Line ups or interrogations of any type
- Mock initiation

### **Dangerous Hazing**

Dangerous hazing includes any activity or attitude which may endanger the life or health of an individual. This includes any action or activity which has the potential to cause bodily injury or permanent psychological damage. For example:

- Requiring walking, standing, sitting, or lying in any unpleasant substance or position
- Sexual harassment or abuse
- Alcohol or drug consumption
- Forced eating or drinking
- Blindfolding
- Placed in a confined area
- Physical abuse

Depending on the nature of the offense, severe penalties may be enacted at the discretion of the College. Furthermore, depending on the nature of the offense and willingness of injured persons to pursue, College judiciary charges and/or criminal or civil charges may be pressed against the group or individuals involved.

### **[INFORMATION TECHNOLOGY SERVICES \(IT\) POLICIES](#)**

### **MEDICAL OR PSYCHOLOGICAL EMERGENCIES:**

If a student is suffering from extreme physical illness or from an emotional disturbance, Student Development staff, residence hall staff, counseling services staff, or the campus chaplain may be called for assistance. If an emergency exists dial 911 and also Campus Security at 515-961-1711 or x1711. Campus Security will reach out to appropriate resources on campus to assist with situations that necessitate a broader response.

## **MISSING STUDENTS**

Federal law requires colleges to establish a missing student notification policy and related procedures for students who reside in on-campus housing. The Simpson College policy follows.

### **Policy Statement on Missing Students:**

Students should identify one or more emergency contacts that Simpson officials will contact in the event that a student has been reported missing. Each student may register and update the identity of this individual, known as the Missing Student Confidential Contact, on their Simpson College portal page.

- In the case of students who are under 18 years of age and not emancipated, Simpson College is required by federal law to notify a custodial parent or guardian no later than 24 hours after the time a student is determined missing.
- Simpson College officials will notify the appropriate law enforcement agency no later than 24 hours after the time a student is determined missing.
- If the Office of Security is notified of a potential missing student and makes a determination that the student has been missing for more than 24 hours and has not returned to campus, Simpson College will initiate the emergency contact procedures in accordance with the student's designation. If the Office of Security has reason to believe the student is missing and endangered, the emergency contact process may be initiated prior to being missing for 24 hours.

### **Procedure If There is a Belief a Student Is Missing:**

- Notify a Campus Security Officer, Residence Life professional staff member, or Student Development staff member. A report will be filed with the Office of Security and an investigation initiated.
- After investigating, the Office of Security will make a determination as to whether or not the student is missing and has been missing for more than 24 hours.
- If the student is determined to be missing for more than 24 hours, Simpson College officials will notify the Indianola Police Department and the student's confidential contact (if the student has provided a confidential contact). If the missing student is under 18 years of age and not emancipated, Simpson College officials will immediately notify a custodial parent or guardian. Simpson does have the right to respond in less than 24 hours as well.

## **NEWS RELEASES**

The Office of Marketing and Strategic Communication (OMSC) regularly sends out news releases on students who are on the dean's and president's lists, who are involved in activities or who receive

awards. If a student DOES NOT want their name released, they should please contact [OMSC](mailto:OMSC@simpson.edu) by email at [sccommunication@simpson.edu](mailto:sccommunication@simpson.edu) or by phone at 515-961-1645.

### **OFF-CAMPUS PROGRAM PARTICIPATION**

Simpson College offers students a variety of opportunities for involvement in curricular and co-curricular programs, events, and travel off-campus. All participants in Simpson College sponsored or affiliated off-campus events, programs and travel are subject to all academic and behavioral guidelines and policies as described in the [Simpson College Catalog](#) and the Simpson College Student Handbook. Additionally, participants in college-sponsored or affiliated off-campus activities may be subject to additional academic and/or behavioral requirements as deemed necessary by the College. Additional expectations and requirements for a particular off-campus program, event or travel opportunity will be communicated to students in advance of their participation.

### **OPT OUT PHOTO RELEASE**

Unless an employee or student completes the Opt Out of Photograph Release form, which will be made available anytime 8:30 to 4:30 M-F in the Office of Marketing and Strategic Communications (3<sup>rd</sup> floor Hillman Hall), all students give implicit permission and authorization for Simpson College to use any still photograph of themselves that is taken or is authorized by a Simpson College staff member for instructional or promotional purposes.

An employee or student who does NOT want to be photographed or recorded, and who submits an appropriate completed Opt Out of Photograph Release form, is responsible for removing themselves from the area in which the photographing/recording is occurring, both on campus and at off-campus functions, or notifying the camera person on site of their opt out status. Failure to do so may result in the employee's and/or student's inclusion in a photograph or recording and will be treated as a release, allowing the College to utilize that photograph or recording accordingly.

Students and employees release any and all claims for damages for libel, slander, or invasion of right of privacy unless the Opt Out Photograph Release form is completed and on file with the Department of Student Development.

### **PARENTAL &/OR GUARDIAN NOTIFICATION POLICY**

Simpson College recognizes the student – college relationship as one built on the premise that students are adults and as such any matters of concern regarding student progress, behavioral issues and or health and safety issues will be, whenever possible or practical, directly discussed with the student by a college staff or faculty member. These conversations with a student will be treated as confidential and will only involve campus staff or faculty who have an “educational right to know” as prescribed by FERPA guidelines (see also Academic Policies section).

Per FERPA guidelines, the College retains the right to notify the parents or guardians of a student in matters of behavioral and/or health and safety emergencies. This notification will take place when:

- the student is involved in or exhibiting behavior that has raised concerns for the health and



safety of the student.

- the student has been involved in a violation of college policy which has caused the student to be placed on disciplinary probation or a deferred loss of housing. Students who are on disciplinary probation are subject to suspension and or dismissal from the College if they are involved in any subsequent violation of college policy.

Questions regarding this notification policy and regarding any specific student issues may be directed to the Vice President for Student Development/Dean of Students.

## **POSTING POLICY**

The purpose of this policy is to provide campus organizations and approved community organizations opportunities to promote events and place posters, flyers, and postings in approved locations in the Kent Campus Center and various campus locations. This policy will ensure effective campus posting that reduces waste, restricts unauthorized publicity, and encourages safety and campus attractiveness. Any person(s), organization(s) advertising events, providing information, as well as students campaigning for positions, and/or informing the campus community of events or programs or distributing publicity must follow the college posting policy. Please also note campus organizations and offices can post an event on the college website calendar or share it with OMSC to promote on social media by contacting OMSC by email at [scommunication@simpson.edu](mailto:scommunication@simpson.edu).

Any damage to college property will be charged to the event sponsor. Unauthorized postings will be removed and discarded. Please direct requests for exceptions to this policy to the student activities office.

### Approval and Guidelines for Posting

- Postings in the Kent Campus Center, including but not limited to flyers, posters, and table tents, must be approved by the student activities office prior to distribution and posting.
- Postings in other non-residential campus buildings for non-Simpson College-sponsored events and services must be approved by the student activities office prior to posting
- Postings and distribution in Simpson College residence halls must be approved by a professional Residence Life staff member
- All postings must be stamped for approval prior to posting.
- Personal notices by students and college employees may not be approved for posting depending on the content of the posting.
- Commercial and solicitation advertising will be approved on a limited basis depending on the content. Postings promoting bars, magazine subscriptions, non-Simpson-sponsored spring break trips, etc. are not allowed. The student activities office will consider exceptions for educationally beneficial products. Individuals and groups should consult with the student activities office in regard to requesting an exception.

- Activities prohibited by Simpson College policies or local, state or federal laws may not be publicized.
- Unauthorized postings will be removed and discarded. Repeated violations will result in referral to the student conduct process.

#### Posting Specifications

- No poster should be larger than 11"x17". Exceptions to this policy must be approved by the student activities office.
- A maximum of one posting per event/per campus group/per bulletin board is permitted.
- Posters may be displayed for up to two weeks (unless approved for longer display based on available space by the student activities office) or until the publicized information becomes obsolete, whichever comes first.
- All postings must include the name(s) of the individual(s) or group(s) sponsoring the publicized information and dates of the event.

#### Approved Posting Locations

- Glass panels adjacent to doors may be utilized for campus groups only. Postings are not permitted on glass doors and windows.
- Office doors, with permission of the occupant
- Kiosks and bulletin boards (unless designated for exclusive use of a Simpson College department or group)
- Temporary supports such as poles, sticks, ropes, sandwich boards and sign boards.
- All banners and self-supporting signs and their location indoors and outdoors the Kent Campus Center must be approved in advance by the student activities office.
- Posters and fliers may not be affixed to interior or exterior walls except with prior, specific approval

While all posters must be approved prior to posting, individual academic buildings may have additional guidelines for what can be posted and where it can be posted. All groups should consult with individual building managers for approved locations for posting in each building.

#### Materials for hanging posters

- For cork bulletin boards and tack strips, use tacks or stick pins only.
- For solid surfaces use only blue painters' tape.

#### Exceptions

- Any exceptions to the above policy must be approved by the student activities office.
- Emergency or closing notices are exempt from this policy.

This posting policy may be subject to revisions.

## **SAFE SYSTEM**

The SAFE System notifies the campus community of emergencies and threats to physical safety in emergency situations. Notification is by both email and text-message and may include cell phone as well. Emergent situations can occur rapidly and at any time of day. Simpson Security officers may not be able to immediately send a message depending on the situation, so community members should remain alert to their surroundings and environments and take appropriate action.

Emergency alert information can be updated through [SC Connect](#). A Simpson e-mail address will automatically be contacted through the system in case of emergency, but community members should provide additional contact information where they can easily be reached. Each person can enter up to two phone numbers and give an additional e-mail address.

## **[SECURITY CAMERA POLICY & GUIDELINES](#)**

Located on the Simpson Campus Safety Website

## **SERVICE ANIMAL AND EMOTIONAL SUPPORT ANIMAL POLICY**

Simpson College complies with all applicable laws regarding animals on campus, including the Fair Housing Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Iowa Civil Rights Act, and Iowa Code sections 216C.5, .10, and .11, and City of Indianola's Code of Ordinances Chapters 55 and 56, the provisions of which are incorporated herein by this reference. This policy does not confer contractual rights, and Simpson College reserves the right to amend this policy at any time, with or without prior notice. Other than Approved Animals (as defined below), or fish in an aquarium of 10-gallons or less, pets and animals are not permitted in Simpson College facilities.

## **DEFINITIONS:**

*Approved Animal – “Approved Animal” means:*

- A Service Animal (as defined below)
- An Emotional Support Animal (referred to herein as an “ESA,” as defined below)
- An animal whose Owner (as defined below) has obtained special permission from the Dean of Students (or designee) or Senior Vice President and Academic Dean (or designee) to bring an animal to campus for special events, educational purposes, etc.

*Disability – “Disability” means:*

- a physical or mental impairment that substantially limits one or more of a person's major life activities.

*Owner – “Owner” means:*

- in the case of a Service Animal, the person for whom the Service Animal is doing work or performing tasks.
- in the case of an Emotional Support Animal, the person the animal is assisting.
- in the case of all other Approved Animals, the person who brought the animal onto Simpson College's campus.

*Service Animal – A “Service Animal” means:*

- A dog that has been individually trained to do work or perform tasks for the benefit of an individual with a Disability that are directly related to the individual's disability (e.g., guide people who are blind, alert people who are deaf, pull a wheelchair, alert and protect a person who is having or is about to have a seizure, remind a person with a mental illness to take prescribed medications, alert individuals to the presence of allergens, retrieving items such as medicine or the telephone, solely providing physical support and assistance with balance to individuals with mobility disabilities, helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or distractive behaviors, etc.). A service animal is not one that provides emotional support, well-being, comfort, companionship, or protection. Other species of animals, whether wild or domestic, trained, or untrained, are not service animals for purposes of this definition, except as described below.
- When reasonable, depending on the circumstances, a miniature horse that has been individually trained to do work or perform tasks for people with disabilities that are directly related to the individual's disability. Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds. In determining whether a miniature horse will be accommodated in the relevant areas of the College, the College will assess four factors: (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the College and its programs and facilities.

*Emotional Support Animal – “Emotional Support Animal” means:*

- An ESA is a companion animal that a licensed medical professional has determined is necessary and is part of a treatment plan for an individual with a disability. ESAs alleviate one or more identified effects of a person's disability. The animal's presence must have a nexus with the person's disability.

*Service-Animal-in-Training – “Service-Animal-in-Training” means:*

- A dog or miniature horse in the process of being trained to do work or perform tasks for the benefit of a person with a disability that directly relates to the disability of the individual.

**HOUSING AND URBAN DEVELOPMENT (HUD)/FAIR HOUSING ACT REGULATIONS:**

Although ESAs do not qualify as service animals under the Americans with Disabilities Act, under HUD/Fair Housing Act regulations ESAs may be considered a reasonable accommodation in campus

housing. Since HUD/Fair Housing regulations only apply to housing facilities, the ESA may not be allowed in other areas of campus. For an ESA to be considered a reasonable accommodation there should be documentation of the following:

1. The existence of a disability
2. A relationship between the disability and the relief the ESA provides in regard to the disability
3. ESA registration
4. The ESA is necessary in order for the student to function in an on-campus residence

Link to HUD (HOUSING AND URBAN DEVELOPMENT) memo:

<https://www.hud.gov/sites/dfiles/PA/documents/HUDAsstAnimalNC1-28-2020.pdf>

## **PROCESS FOR REQUESTING AN EMOTIONAL SUPPORT ANIMAL (ESA) OR REGISTERING A SERVICE ANIMAL:**

*Emotional Support Animal:*

*A student with a disability who is interested in requesting an ESA should contact **Student Accessibility Services** ([sas@simpson.edu](mailto:sas@simpson.edu)) as soon as the need is identified. **The request must be approved before the animal is brought to campus.** Requests for approval of an ESA are treated like any other request for accommodation. Requests for ESAs must be made each academic year. Prior approval does not guarantee future approval. The following will be requested:*

- *While it is not necessary to submit a written request or to use the words “reasonable accommodation” or “emotional support animal” to request this accommodation, we encourage you to complete the Student Resident Request for Accommodation Form, or provide the information requested on that form in some other written format in order to avoid miscommunication and to have a record that a request was made.*
- *Documentation from the student’s medical or mental health professional or healthcare provider confirming the student seeking the accommodation has a disability, the recommendation of an emotional support animal, and verification that the animal provides assistance and/or therapeutic support with respect to the disability .*

Once the SAS (Student Accessibility Services) Office has received the necessary documentation, the request and documentation will be reviewed to confirm the *eligibility* of the ESA accommodation.

Once the *accommodation* is approved, Residence Life and the student will be notified to continue the process. Students will be required to attend an appointment with their professional staff member in Residence Life and professional staff member in SAS to finalize the approval. This will be set up by the SAS office. At this meeting, individuals will review the reasonableness/appropriateness of the animal regarding campus housing and ESA policies (listed below). A [Simpson College Animal Agreement Form](#) will be completed during this time and the [ESA Guidelines Poster](#) will be presented to the student for posting in their room.

Prior to the appointment, the following should be submitted by the student to the Director of SAS:

- ESA Registration Form
- Vet records stating the animal is healthy (i.e., free of transferable disease, parasites, and fleas)

- For cats and dogs, Rabies Certificate - regardless of animal's age.
- Emergency Contact for the animal.

ESA approval is valid for the student's time at Simpson college however, the student will be asked to renew their ESA request each year before the start of the fall semester and provide updated proof of rabies vaccination.

**The animal may not be in the residence prior to approval by the Student Accessibility Services and Residence Life offices. This process could take up to 60 days for completion.**

### *Service Animal:*

Voluntary Service Animal Registration.

An owner of a Service Animal that will reside in campus housing is requested to *voluntarily* register the Service Animal with Student Accessibility Services, located on the main floor of Dunn Library.

Registration includes:

1. Notify SAS in writing of the Service Animal coming to campus.
2. Provide proof of Rabies vaccination, and report from a licensed veterinarian stating the animal is healthy and free of disease.

Following this process will enhance the College's abilities to properly accommodate the needs of the student and the service animal. Governing laws allow for two initial inquiries to be asked of an individual with a service animal on campus or in a public facility:

1. Is the dog/miniature horse a service animal required because of a disability?
2. What work or task(s) has the animal been trained to perform to assist you with your disability?

If it is "readily apparent" that the animal is trained to do work or tasks for the individual, no specific inquiries are permissible. To ensure that the interactive process does not violate applicable laws and regulations governing service animals or emotional support animals, it is recommended these questions are only asked by approved College personnel.

The Owner of a Service Animal that will reside in campus housing is requested to *voluntarily* register the

### *Guidelines for Service Animals:*

- A Service Animal can accompany its Owner everywhere the Owner is allowed to go.
- Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal's work or the Owner's disability prevents using these devices (in which case, the Owner must maintain control of the animal through voice, signal, or other effective controls).
- Simpson College need not accommodate a Service Animal if:
  - It is not housebroken;
  - Its Owner cannot effectively control it; or

- It poses a direct threat to the health or safety of others (e.g., displays vicious behavior).
- The care or supervision of a Service Animal is solely the responsibility of its Owner. Simpson College is not required to provide care or food or a special location for the animal.

## CONSIDERATIONS AND REQUIREMENTS:

### *ESA Considerations:*

- All types of animals must submit vet records stating the animal is healthy and free of disease.
- You are required to control your ESA. If your ESA is out of control and you do not take effective action to control it, the College may require the animal be removed from the premises.
- You are required to care for your ESA. You will be required to agree in writing to certain minimum standards of care regarding the ESA. The animal must be kept clean and free of offensive odors.
- The agreement prohibits the student from leaving the ESA alone for extended periods of time without food and water, exercise, and other necessities. Care for the ESA should not fall on the student's roommates or others in their shared living quarters.
- You are responsible for any damage to your residence.
- Consider your animal's claws or if they tend to scratch at furniture. This includes any stains on the carpet or odor within the room.
- Note: any animal that is hypoallergenic provides a more welcoming environment for any roommate/friend who may have allergies.
- Having an animal on campus *prior* to ESA approval is a violation of the Simpson College Pet Policy which will lead to a \$50/day fine and the removal of the animal until approved.
- Because some reptiles and amphibians can carry salmonella, and because [HUD recommends against them](#), they are generally not approved to be an ESA.
- Consider the following with dogs:
  - Size/weight of breed in comparison to living space available
  - Temperament to new people and environments
  - Predilection to bark, whine or whimper especially in reaction to spontaneous loud noises, such as people yelling or a fire alarm
  - Energy level based on your schedule and overall living space
  - Tolerance to kenneling
- Puppies require a high amount of time, training, and energy and are generally not recommended.
- Simpson College need not accommodate an ESA if: it is not housebroken, the Owner cannot effectively control it (e.g., physically restrain as needed, behavior that damages facilities or disturbs others, excessive noise), cannot/has not been vaccinated for rabies, or it poses a direct threat to the health or safety of others.

### *ESA Requirements:*

- Students are allowed only one ESA. Pairs of animals usually are not approved.
- For cats and dogs only: Rabies Vaccine is mandatory, regardless of age, to be allowed on campus.

- Owners need to update their ESA information annually with SAS, typically in August before fall semester move in. If applicable, the most recent Rabies Certificate must be uploaded. Any returning ESAs that do not have an updated registration will be removed.

## **RESPONSIBILITIES OF ANIMAL OWNERS:**

### *ESA or Service Animal Behavior:*

Students are responsible for any:

- Odors
- Noise
- Damage
- Health/Safety/Neglect concerns for the animal
- Other conduct that disturbs others or damages the premises

Reported actions of an animal that violate Residential Life policies will result in a conduct hearing with the student and a Residence Life professional staff member. If the noise (such as crying, barking, or meowing), especially when the owner is not around, is excessive as reasonably judged by residence life staff, it is grounds to revoke the student's ability to have that animal/ESA. Excessive violations of policies could result in ESA removal.

### *Control within Living Environments:*

The owner is responsible for ensuring that the ESA does not unduly interfere with the routine activities of the residence halls or of the residential students. Reported ESA behaviors that are not conducive to the community will be adjudicated through the student conduct process.

The owner must comply with all state laws and local animal ordinances, as well as recommended Residence Life policies and guidelines including, but not limited to, the following:

- An ESA may reside in the residence hall only in the assigned dwelling space after the approval process has been completed.
- Within the residence hall, ESAs are permitted in the dwelling unit which is defined as the student's room as well as any public common spaces including community/shared spaces, lounges, recreational rooms, study rooms, prayer rooms, computer labs, laundry rooms, conference rooms, or public bathrooms. The ESA is not permitted in other students' residence hall rooms or in other buildings on campus.
- The owner is solely responsible for the ESA's care, restraint, control, and supervision at all times.
- In the event the ESA no longer resides in the residence halls, the owner should contact Residential Life staff and/or Student Accessibility Services.

### *ESA Containment:*

ESAs must be contained within the assigned dwelling unit (see above) except when transported outside. When outside, the ESA must be in an animal carrier or restricted by leash or harness. The ESA must be under the control of the Owner, and the Owner is always responsible for the actions of their ESA.

Except for cats, when the ESA is left alone in the residential room, it must be stored in a crate or carrier



to allow Residence Life and/or Facilities access to the space for maintenance or other routine tasks without posing risk to the ESA or staff members.

*Unattended ESAs:*

ESAs shall not be left alone for extended periods of time (longer than 8 consecutive hours) in a student's room and should never be left overnight without the owner. In the event that the ESA is left in the care of another student, the Owner is still solely responsible for the animal's behavior. In the event of an unexpected emergency (i.e., the owner is hospitalized), the owner should communicate with the Director of SAS and Residence Life professional staff to inform both of the situation and to plan care for the approved animal during the emergency period.

In the event an ESA is left for an extended period of time without proper care, Residence Life will attempt to contact the student to remove the ESA. If these parties are unable to be reached, Residence Life may notify animal control and have the animal removed. Any costs for removal of the ESA if the student is not present shall be the responsibility of the student.

*ESA and Service Animal Identification:*

We strongly recommend cats and dogs wear current vaccination and identification tags. Additionally, due to the possibility of an animal getting loose, we recommend that dogs and cats wear a collar with a tag identifying the ESA and its Owner with name and telephone number.

*Cleanliness and Sanitation:*

Fur/Dander: The Owner agrees to clean weekly, or as needed (if more often), their living space to minimize the accumulation of animal fur/dander. The owner is responsible for providing equipment necessary to clean their living space (i.e., broom, vacuum, duster, etc.).

Indoor Waste: Used litter, wood shavings, etc. must be disposed of in a sealed plastic bag. Used litter should be disposed of daily, placed in a plastic bag and securely tied before being disposed of in an *outside* trash dumpster as ESA waste may not be deposited in hallway, lounge, or bathroom trash containers. Animal waste, litter, shavings, et al. may not be flushed down toilets or urinals.

Outdoor Waste: All outdoor animal solid waste must be immediately retrieved by the Owner, placed in a plastic bag, and securely tied before being disposed of in an OUTSIDE trash dumpster. This material may not be placed in the small site trash containers found along walkways and at seating areas.

Food: Animal food should be kept in an airtight container within the Owner's room.

Waste Matter: Animals must be housebroken prior to residing on campus. If the ESA or Service Animal vomits or becomes incontinent, it is the responsibility of the Owner to make sure the contaminated area is cleaned up immediately, and the affected surfaces cleaned by the Owner with appropriate disinfectant.

Continued violations may necessitate the removal of the animal from housing.

**ADDITIONAL ACCOUNTABILITY/POLICIES:**

*Residential Policies:*

The Owner agrees to abide by all other residential policies. Though this reasonable accommodation constitutes an exception to the prohibition of animals in the residence halls, this does not constitute an exception to any other residential policies.

*Damages:*

The Owner is solely responsible for any damage to persons or property caused by the animal. The Owner shall be financially responsible for the action of the approved ESA or Service Animal including bodily injury. The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to the residential space that are assessed after the Owner and animal vacate the residence including, but not limited to, replacement of furniture, carpet or floor tile, dry wall or wall covering, and closet or room doors. If fleas, ticks, or other pests are detected in the residence hall as a result of the animal, Residence Life reserves the right to treat the building using approved fumigation methods and bill the student for the expense of any necessary pest control treatments.

*ESA or Service Animal Missing, Damage, or Death:*

The Owner is responsible for immediately notifying Residence Life if their ESA dies or goes missing. Simpson College is not responsible for loss, damage to, or death of the animal.

*Roommate Conflict:*

If one or more roommates or suitemates has concerns regarding the presence of an ESA, then Residence Life professionals should evaluate the information and make arrangements without discrimination related to the disability. Residence Life, in consultation with SAS, will work to identify other reasonable accommodations as necessary dependent on circumstance.

*Conflicting/Competing Disability Accommodations:*

A student with a medical condition(s) adversely affected by an ESA or Service Animal should contact the SAS office if they have a health or safety related concern about exposure to an ESA. The student registering the concern will be asked to provide medical documentation that identifies the condition(s) allowing a determination to be made as to whether the condition is disabling and whether there is a need for accommodation. The student will be notified of a determination within 60 days after which SAS and Residence Life will work together to find an appropriate placement.

*Liabilities:*

The Owner is solely responsible for all liability claims related to the animal. College provides no indemnification to the animal, handler, or resident. The college provides no personal property insurance coverage; however, it is recommended that the owner purchases his or her own personal liability insurance for their protection.

*Inspections:*

Residence Life reserves the right to conduct additional health and safety inspections for students with ESAs should it be deemed necessary to ensure the safety of the resident(s) or of animals living in campus housing.

*Enforcement of Policy:*

The Owner of an Emotional Support Animal may be asked to remove the animal from college housing if the student or animal fails to comply with the guidelines. Violations or breach of any condition outlined in these guidelines may result in the Residence Life office enforcing any one or combination of the following remedies, as appropriate to the circumstances:

- Verbal and/or written warning
- Charging the student for damages, cleaning, pest-control, or deodorizing.
- Removal of the animal within 7 days of written notification.
- Removal of the animal within 24 hours for aggressive or threatening behavior, as well as when the animal's health/safety is in jeopardy.
- Contacting Animal Control Officers to exercise the authority granted by their agency.
- Pursuing Code of Conduct Violations for noncompliance for failure to remove the animal within eviction notification period.

#### *Removal of an ESA:*

Should an approved ESA be removed from the premises for any reason, the Owner is expected to fulfill their housing obligations for the remainder of the housing contract period.

1. The ESA or Service Animal may be removed in the event it causes or poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation.
2. Removal of an animal can occur, however; the student may still be eligible to bring an ESA. Additional stipulations will be discussed if a new animal is requested.

## **SEXUAL AND RELATIONSHIP MISCONDUCT POLICY**

### **SIMPSON ID**

Each resident student will be issued an ID/proximity card. Students should keep their Simpson ID with them at all times while on/in any Simpson-owned properties. Lost or damaged ID cards must be reported immediately to the Office of Student Development. A replacement card can be purchased for \$20. ID cards may not be used by anyone other than the student to whom it was issued, or a fine can be charged.

### **SMOKING & TOBACCO**

In accordance with the Iowa Smoke Free Air Act, Simpson College is a smoke free campus. This act prohibits smoking inside all buildings, outside all buildings, and on all College property. Simpson College also prohibits the use of electronic nicotine delivery systems (i.e., electronic cigarettes/vapes) in the same locations. The use of chewing tobacco is also prohibited. Additionally, Iowa state law states it is illegal for those under age 21 to purchase or possess tobacco products. Simpson College complies with, and enforces, this state law.

## **SOLICITATION OF FUNDS**

As an independent, gift-supported institution, Simpson College depends upon voluntary contributions to underwrite a significant portion of its annually-budgeted operations, to support special projects for purposes over and above current operations, and to make possible the development of the College's physical facilities and endowment resources. The fundraising policies of the College are established by the Board of Trustees, and their implementation is managed and coordinated by the [Office of College Advancement](#).

Alumni and friends of Simpson, parents of current and former students, and local and national business organizations and foundations are regularly solicited through the Office of College Advancement to make contributions for approved capital projects and annual operations. Solicitation of gifts from these groups by other college departments, college employees or members of college-sponsored organizations and clubs is not permitted without prior consent from the Vice President for College Advancement. In particular, students, faculty, and/or coaches, individually or collectively, are not permitted to request gifts from members of the above listed groups to secure funds for the annual operations, special projects, equipment, or capital projects unless authorization by the Vice President for College Advancement has been obtained. College-sponsored organizations that are separately incorporated, e.g., social fraternities and sororities, need not receive advance authorization to solicit their memberships. Student-sponsored fund-raising projects (including soliciting Simpson students, producing income through sales and advertising, and merchandising goods and services on campus) must receive prior approval from the Vice President for Student Development or their designee.

## **STATEMENT ON STUDENT DEMONSTRATIONS**

Students are free to support causes by all orderly means without interference from the college or any part of it so long as their activities do not interrupt the regular business of the college or interfere with the rights of any member of the community. It is for the protection of these activities that this statement is issued. Students have the accompanying responsibility to ensure that any protest or demonstration is consistent with the expectations outlined in the Simpson Code of Conduct. Specifically, students are expected to conduct themselves in a manner which respects the rights and property of others. Abuse of another person or conduct which threatens the health or safety of any person is not allowed.

Additionally, students must respect the on-going program of all aspects of the college including teaching, research, administration, disciplinary procedures and other sponsored or authorized activities on college property. Obstruction or disruption of college activities is not allowed. The college is obligated to maintain an atmosphere conducive to academic work and social responsibility. Any non-peaceful and/or obstructive demonstration, regardless of duration is prohibited. It is recommended that any student, student organization or group of students contemplating a demonstration inquire at the Office of Student Development about procedures which should be followed.

## **TORNADO**

During severe weather alerts (watches and warnings), individuals are encouraged to monitor television, cell phone, and radio reports and should take reasonable precautions. Simpson will also use the S.A.F.E.

System to communicate via email and text to all users. The S.A.F.E. system/RAVE will automatically generate a Tornado Warning message when an official NWS tornado warning/alert has been issued for Warren County. When appropriate, follow-up messages will be issued by Simpson College personnel regarding any updates or relevant information.

Windows should be closed during thunderstorms or severe weather alerts. Each resident should have a flashlight accessible in case of power failure.

When tornado alert sounds:

- Proceed to the lowest floor that can be reached before high winds or a tornado strikes.
- Stay away from windows.
- All electrical items should be disconnected if time permits, except for radios used for weather alerts
- Remain calm.
- If a tornado strikes, do not move to see the damage until the storm is well out of the warned area. Tornadoes sometimes come in twos.
- Wait for an all clear to be communicated before leaving your safe location.

The Office of Security is equipped to monitor up-to-the-minute conditions during all-weather watches and warnings. Communication of that information is made to the Residence Life staff as quickly and completely as possible, and each hall staff is prepared to notify residents and/or take appropriate precautions as needed. With all severe weather situations, notification to residents is dependent upon weather notifications from local and national weather agencies.

In a critical situation such as a tornado threat, time may not allow staff to conduct a floor-by-floor or room-by-room alert. Persons who fail to respond to a tornado alert siren or who choose to leave safer areas of the building before an alert siren ceases do so at their own risk.

When a severe thunderstorm or tornado has been sighted in the area, a severe thunderstorm warning or tornado warning may be issued. If a warning is received, persons close to the storm should take cover immediately.

- *Residence Halls* – students living in residence halls will be directed to take cover by residence hall staff, if time and the situation allow. Residents should take shelter in the basement or an interior hallway on the lowest floor. The residence hall staff will monitor the weather bulletins and indicate directions to be followed, if the situation allows. Students disregarding staff directions or failing to follow established procedures will be subject to disciplinary action.
- *Classroom, Office Buildings* – Go to an interior hallway on the lowest floor, or to a designated shelter area.
- *Outside* – Go to a designated shelter area. If there is not time, lie flat in the nearest depression area with your hands shielding your head.

## **UNAUTHORIZED ENTRY OR USE OF SPACE/EQUIPMENT**

Unauthorized or attempted unauthorized entry, occupation, or use of any college-owned or controlled property, equipment, or facilities is prohibited. Examples of this conduct include, but are not limited to,

the unauthorized entry into or occupation of any college room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any college property, equipment, or facilities. It is a violation to enter restricted areas of the university such as restricted research areas or restricted or closed offices. It is a violation to enter, use, or occupy any residential unit/room other than one is assigned to during the period one is contracted/billed for. Refusal to leave a space at the request of a college official is considered prohibited conduct. Assisting another individual to enter a restricted area without authorization is also prohibited.

### **UNWANTED/DISTURBING COMMUNICATION**

Some consider this harassment but, by definition, it is not. Nonetheless, any form of communication that threatens or endangers the health or safety of another person is unwelcomed. This includes all inappropriate communication through nonverbal language, verbal, written, electronic exchange or posting (including but not limited to blogging, IM, e-communities, chat rooms, and all forms of social media). This can include profane, insulting, or offensive language or behavior. This also includes any form of behavior used to retaliate against another or which is prohibited as part of a disciplinary process. This does not include behavior resulting in any form of physical contact.

### **VISITORS & GUESTS**

It is the responsibility of any student who hosts a visitor or guest on campus to ensure that the person knows and adheres to the expectations stated in the Simpson College Student Handbook. In instances where guests violate rules or codes, the student host will be held responsible. Residential students are responsible for all that occurs within that dwelling including any guest misconduct. Whether a visitor is a student, non-student, or non-identified guest, the student host will be held responsible for violations of the Simpson College Student Handbook. Responsibility under these rules may occur even if the host is not a participant in the activity or has left the visitor(s) alone.

Residents are permitted to have a maximum of 2 guests. If a student wishes to have a guest stay overnight, they should make sure their roommate(s) are agreeable to this.

### **WEAPONS**

No firearms or weapons are permitted on the Simpson campus except those that are being stored in the firearms safe room located in Campus Services (Contact Campus Security for Weapons Storage Protocol). Possession of any weapon such as, but not limited to, knives, rifles, shotguns, handguns, air guns, bb guns, bows and arrows, slingshots, and ammunition including explosives (e.g., fireworks, firecrackers, etc.), is prohibited while on College-owned or -controlled property. Possession of a firearm will result in College disciplinary action and/or arrest, imprisonment or fine according to state law.

## **Residential Section: Guide, Policies, Terms & Conditions**

### **Residence Life Guide to Living on Campus**

We believe that living on campus is an important part of your total educational experience at Simpson College. We strive to create communities in which students have opportunities to learn, grow, and develop. As one of our residents, you have the opportunity to make lifelong friendships in your residence hall, apartment, theme house, or Fraternity/Sorority house and to be able to participate in programs and activities that will complement your academic experience.

Our residence life staff is committed to making your life in campus housing as positive and enjoyable as possible while affording you opportunities to grow. Take advantage of the many opportunities offered to you as a resident student and make the most of your time living on campus. We're glad you're here!

### **Community Statement**

The Simpson College residential community is dedicated to the integrity and personal growth of each individual. Joining the community obligates each resident to make positive contributions to the community and to abide by a code of behavior. As a member of this community residents agree to the following:

- Respecting the dignity of all persons. Committing to not demean individuals or groups by teasing, ridiculing, insulting, intimidating, harassing, or discriminating. Committing to strive to learn from differences in people, ideas, and opinions.
- Striving for personal integrity and academic achievement. In all areas of life striving to eliminate the practice of deceit, plagiarism, lying, or disloyalty.
- Demonstrating concern for others, their feelings, and their need for conditions that support their work and development.
- Respecting the rights and property of others.
- Doing all in their power to see that their room, apartment, or house is kept clean and attractive, knowing that such an environment is essential to both physical and mental health.
- Challenging all the members of the community to abide by these fundamental expectations and committing to confront those who violate them in an appropriate manner.
- Reading and agreeing to abide by housing regulations and standards of conduct as stated in the *Simpson College Student Handbook*.

### **Your Responsibilities**

As a resident of Simpson College, there are certain responsibilities that you assume when you move into campus housing. Some fundamental responsibilities deserve emphasis and those are outlined below.

#### Responsibility for the Rules

The rules and regulations of the College and Residence Life are spelled out in this Simpson College Student Handbook. You are responsible for knowing these rules and for adhering to them at all times.

#### Responsibility for Attending Floor/House/Building Meetings

Floor/House/Building meetings are held at the beginning of each year and periodically as needed. Floor meetings are for your benefit and you are responsible for any and all information discussed there. If you are unable to attend a floor meeting, you should contact your CA for clarification of anything missed.

### Responsibility for Your Living Area

Along with your roommate(s), you are fully responsible for activities that occur in your room, apartment, or house. Even if you are not actively involved in a policy violation, you will be held responsible if you are present during such a violation, or if you give others access to your room. Therefore, you should always lock your room when you leave, even if for only a few moments. This will prevent others from committing violations in your room that can get you in trouble. Do not condone a violation by your presence. It is your responsibility to put an end to any violation that occurs in your room, and to call a CA, AD/AC or Security if you need assistance.

### Responsibility for Your Guests

You are responsible for the conduct of your guests when they are present in your room, apartment, or building. Each year, cases of vandalism and policy violations occur as a result of visitors who lack respect for our housing. If you intend to have visitors or guests in the hall, be aware that YOU may be subject to disciplinary action because of THEIR behavior. Additionally, staff members reserve the right to ask any individual who is not a resident to leave the building at any time.

### Responsibility to Staff

All members of the Simpson College community share the responsibility for governing their own conduct. Staff members, who, in the course of their duties, are confronted with violations of college policy, are obligated to report them. Employees are not expected to tolerate abuse in the performance of their duties, therefore the harassment or retaliation toward any Residence Life staff, Security personnel, custodian, or any other employee will result in disciplinary action. Students are expected to comply with all reasonable staff requests; failure to do so can result in disciplinary action.

### **Personal Check-In Checklist**

- Complete your online Room Condition Report (RCR) [with your roommate(s)] and submit it electronically. The form allows you to include photo evidence as well. You are responsible for the accuracy of the inventory form upon move-in.
- Prepare for the arrival of your new roommate(s). Suggestions on how to get the year off to a good start are in this handbook.
- Meet the other residents on your floor and in your building.
- Explore your building and area of campus. Look for the laundry areas, vending areas, study lounges, computer room, etc.
- Familiarize yourself with the emergency evacuation and fire safety information posted on the back of your room door. Read this handbook for more information and additional tips for keeping yourself and your possessions safe.
- Get to know your Residence Life staff.
- Read and understand all College and housing rules and regulations. This guidebook contains a list of policies, procedures, and your responsibilities as a residential student.
- If you bring a car, make sure you register your vehicle with Security so they can give you the appropriate parking sticker for a student parking lot in your area of campus.
- Relax! Let us know how we can help you feel more at home.

### **Can I decorate my room, apartment, or house?**

Yes! Students are encouraged to personalize their rooms to make them more like home. There are



various things that can be done to accomplish this. Here are some basic guidelines about what to bring and what not to bring.

Area Rugs: Although all of our halls, apartments, and houses at Simpson are fully carpeted, rugs are a great way to personalize your room. Do not use adhesive tape to hold down rugs. Our experience is that it does not come off the carpet after removing the carpet/rug.

Furniture: Furniture that is not affixed to the floor may be moved and arranged as you like as long as the door is not blocked. You may add items such as a chair or TV; however, furniture may not be removed from your room. At the end of the year, you will be responsible for seeing that all furniture is in the room, assembled, and in the same condition as when you moved in. If any college-owned furniture is missing from the room, the student(s) will be charged for the replacement.

Decorations (posters, pictures, flags, etc.): Other ways to personalize your room include putting up posters, pictures, flags, and other items on your walls (not the ceiling). Blue painter's tape is the best way to put up wall hangings without the risk of damage. Do not use duct tape to hang materials in your room.

- Doors: Although the exterior of a room door is facing a public space, it is commonly decorated by students. This is generally encouraged, although blue tape and/or 3M Command strips should be utilized. Due to the public visibility of these doors, the materials may be asked to be removed if deemed offensive or problematic. Concerns about materials may be directed to a Residence Life professional staff or your CA.
- Windows: Similar to doors, exterior-facing windows are often publicly visible and should be treated appropriately. Signage may be posted within these spaces, although it should be appropriate for public view from exterior locations and not limit visibility for emergency responders.
- Christmas Decorations: To avoid fire hazards, live Christmas trees are not permitted in residential facilities. Low-heat bulbs and flame-retardant materials may be used to decorate. However, all decorations should remain interior to your room.
- No items such as TV/wall mounts should be installed on walls

#### Fire Danger and Safety:

- Flammable Items: Candles, incense, anything with open coils, and halogen lamps are prohibited in the residential facilities. They present serious fire hazards and may produce an odor that may be disturbing to other residents.
- Ceiling decorations: Flammable items such as fishnets or flags should not be hung from the ceiling. Do not hang anything on or over ceiling lights, sprinklers, or smoke alarms. Choose and place your decorations carefully in your room.
- Tampering: It is a federal offense to tamper with fire equipment (smoke detectors, fire extinguishers, etc.).
- Simpson College policy requires everyone evacuate the building when an alarm sounds.
- Improper use of fire extinguishers or creating false alarms are serious offenses. Disciplinary actions, fines, &/or removal from housing can occur for anyone found responsible for infractions of fire regulations.

#### **You & Your Roommate**

Learning to live in close quarters with a person you do not know very well presents a challenge for you. You will want to create an atmosphere that permits studying to get done, relaxation and sleeping to occur, privacy needs to be met, and perhaps allow a deep friendship to develop. All of the above are more likely to happen if the two of you communicate openly and listen willingly. Start by becoming acquainted with each other's background, attitudes, habits, and moods so you know what to expect of each other. The questions below will help facilitate sharing. Keep in mind that your roommate is not going to be a carbon copy of you. There will be differences. You both need to adjust, accommodate, and compromise. Give it a try!

### **Questions to ask each other (and yourself!)**

- Begin by getting to know your roommate as a person:
  - Hometown? Career goals? Talents? Interests? Hobbies? Likes/Dislikes?
- What about guests dropping by? How often? How late? Weekend visitors?
- What time do you go to sleep? What time do you get up? Are you a heavy or a light sleeper? Do you snore?
- How much do you study? When do you study? How quiet does the room have to be for you to be able to study?
- At what temperature do you like to keep the room?
- What kind of music do you prefer? How loud? Can you use headphones?
- How clean and neat do you want the room? How do we decide who cleans what and when in the room?
- Which items of your property are okay to borrow? Which are off-limits?
- How will we set up the room? What about food in the room? Do we share?

Keep the lines of communication open. Discuss potential areas of conflict. Be open to compromises. If necessary, make a list of ground rules concerning such issues as music and visits by others. This will lessen the chance of arguments over simple misunderstandings.

### **Roommate Expectations and Responsibilities**

#### **All roommates have the right:**

- To privacy
- To respect
- To open communication
- To mutually clean-living quarters
- To personal safety and freedom from physical harm and harassment
- To security of possessions
- To comfortable sleep and study conditions
- To be asked before possessions are used
- To stay true to their own values
- To agree and disagree
- To ask residence life staff for assistance when needed
- To be treated civilly
- To comfortable living space
- To free access to one's room

- To a room free of policy violations

**All roommates have the responsibility:**

- To respect one another's privacy
- To respect themselves and others
- To communicate openly with their roommate and discuss potential conflicts before they get out of hand
- To keep their living space neat and clean
- To assure security of the room
- To maintain a comfortable environment for sleep and study purposes
- To treat one another's possessions with care and ask before borrowing personal items
- To respect differences
- To compromise
- To enlist the help of the residence life staff when a difficult roommate situation arises
- To be kind and civil with no intent to harm
- To check with one another before having guests
- To pass on messages to their roommate in a timely manner
- To abide by all residence hall rules and regulations
- To take ownership and responsibility for actions of guests
- To comply with reasonable requests from residence life staff

**Tips for Success**

- Discuss "Questions to Ask Each Other" as soon as possible.
- Be realistic. Don't expect your roommate to be your best friend or constant companion. Continuous close contact can strain even the best of friendships.
- Keep the lines of communication open.
- Discuss potential areas of conflict. Be open to compromises.
- If your roommate is doing something you don't like, don't repress your feelings. It's usually better to air gripes/concerns immediately rather than to store up a lot of petty grievances until you have a major blow-up.
- Be considerate of your roommate's privacy.
- Never assume your roommate is just like you. You are both individuals.
- Always ask permission. Don't just use their gaming system or eat their cookies - even if you think it might be okay - unless you've asked.
- Appreciate your roommate. Praise, respect, and courtesy are the foundations for any positive relationship. Never take your roommate for granted.
- Avoid being judgmental. You are not your roommate's keeper.
- Be honest, assertive and stand up for yourself.
- Ask your Community Advisor (CA) or Residence Life Professional Staff for advice. They are trained to help mediate conflicts.

**Steps to Resolving a Roommate Conflict**

We feel that students can learn a great deal about themselves and others during their time on campus, and some of the most valuable lessons can occur when conflicts arise between roommates. We hope this doesn't occur but working through conflict and attempting to work toward a resolution can be a

valuable educational opportunity.

If problems arise, we recommend that roommates try the following steps to improve communication and resolve the issues before you consider requesting a room change:

- Talk to your roommate. It can be hard to confront someone you're living with, but your roommate can't read your mind! If you don't tell them what's bothering you, the issue can't be resolved. Here are some tips to get that conversation started:
  - Have a plan. Be ready to state the specific behaviors that are bothering you, come with questions, have a potential resolution in mind.
  - Be self-aware. Recognize that you may also have behaviors and habits that bother your roommate. Be prepared to talk about these – once you bring up your concerns, it's likely your roommate will want to talk about theirs. It's a two-way street!
  - Practice active listening. Steps to active listening include:
    - State your issue but allow your roommate to respond without interruptions
    - Check for understanding
    - Try to think from your roommate's perspective
    - Be aware of body language
  - Avoid accusatory language. Try using "I" statements instead of "you" statements ("I feel uncomfortable when you have six friends over on a weeknight" instead of "You always have your friends here and it bothers me."). "I" statements allow you to explain why you feel the way you do, whereas "you" statements often lead to defensiveness and arguments.
  - Be prepared to compromise. Try to end the conversation with a plan that works for both of you. You may not get exactly what you want but resolving the problem in a way that makes all of you comfortable should be your main priority.
- Talk to your CA and write a roommate contract. If talking to your roommate didn't resolve the problem, ask your CA for help. Your CA can mediate a conversation between everyone involved.
- Ask your CA for help. Your CA may want to meet with everyone involved individually to gain a better understanding of what's going on.
- Schedule a mediation meeting. Your CA will mediate a conversation between everyone involved and try to help you come to a resolution.
- Write roommate contract (if you haven't already) or revisit your existing roommate contract (if you already have one).

**Follow your roommate contract for at least two weeks.** It may not work in the long run but give it a fair shot. Two weeks gives you enough time to get used to the arrangement and work out the kinks. Make sure you continue to communicate openly with your roommate.

**Repeat, as necessary.** On-going communication is essential. Your plan isn't going to be perfect, and you may need to try it several times before you figure out what works best for all of you. If you need clarification or assistance with any of these steps, your CA, Area Coordinator, or Assistant/Associate Director can help.

A room change request will generally not be considered unless you have followed the steps above. Following these steps does not necessarily mean your request will be approved, but it will show that you've done your best to resolve the issue and make it more likely that your request will be considered. Your satisfaction with your living arrangement is a priority, but you can also learn important life skills

from living and communicating with people who are different than you.

*If you feel unsafe in your living situation, please tell a Res Life staff member immediately. Your safety is the number one concern. A room change can happen without following the steps above in extenuating circumstances.*

## **You & Your Neighbors**

Each residence hall, apartment, theme house, and FSL house community is unique. Living so close to one's neighbors can allow for the development of long-lasting friendships and good times. When disagreements inevitably pop up, it is important to remember to "treat others as you would have them treat you" and "to be courteous to your community."

*Being courteous to your community leads to a cleaner, quieter, safer, and more comfortable living environment for everyone.*

### **Tips for a Cleaner Hall Environment:**

- Don't leave food particles in the sink or attempt to rinse large pieces of food down the drain.
- Clean your room, vacuum the floor, and empty your garbage and recycling bins to appropriate bins/dumpsters outside on a regular basis. This will help keep bugs out of your room, apartment, or house.
- Take all of your trash to the dumpsters located in your area.

### **Tips for a Quieter Community Environment**

- Always observe Quiet Hours. This is one of the most common complaints from residents about other residents!
- Stairwells and hallways can be echo chambers. Keep your voice down when in these areas out of respect for those living close by them.
- Keep in mind that rooms and apartments are in close quarters – walls, floors and ceilings can be very thin.
- Theme Houses are located alongside Indianola community members. Please remember this and be courteous.
- Wait until you get outside before beginning any sports activity.
- Adjust the volume on your alarm so that it wakes only you, not your entire room, suite, or apartment. When leaving for a day or weekend, make sure you turn your alarm off.

### **Tips for a Safer Community Environment**

- Read and follow all guidelines in this handbook.
- Never give strangers access to the building by letting them in or by propping doors.
- Do not let anyone borrow your proximity card (Student ID).
- Never escort a stranger.
- Do not give out your room combination.
- Don't block hallways with furniture, decorations or other materials.

- Don't chain your bike to trees or stairwell railings. Like materials stacked in the hallway, your bike could be blocking emergency access or exit.
- Don't leave laundry unattended in washers or dryers. Report any vandalism or machine malfunction directly to your CA or Residence Life (515-961-1306).
- When a fire alarm sounds, do not attempt to silence the alarm yourself. Simply exit the building and call Security (515-961-1711) so they know and can respond.

### **Tips for a More Comfortable Living Environment**

- Get to know your neighbors. Knowing them on a friendly basis now will help you discuss that loud stereo later.
- Always observe smoking regulations.
- Work with your roommate(s) and/or suitemates to come to an agreement on an appropriate room temperature.
- Get to know and work with your CA and Residence Life Professional Staff member. Give them any suggestions you might have on how the living environment can be improved.

### **Check-Out Checklist: Planning ahead for the end of the year**

When looking ahead to the end of the year, you may be wondering how you'll ever be able to accomplish all the tasks necessary at the end of the semester or May Term. The key is careful planning. Before you are immersed in sessions of intense studying for finals, begin listing all the tasks that need to be done and a timetable for completing them. Use the checklist below to help you get started.

#### Things To Do Before Finals Week:

- Make travel arrangements now. Visit the Residence Life website [here](#) for specific dates and times regarding check-out deadlines.
- Begin packing now. Ship home things you won't need (clothing, books, etc.) or plan to take a load home on a weekend prior to finals week. Boxes may be hard to find later — start collecting them now.
- Study! You'll be busy during finals week dealing with last minute details. Don't put off all of your studying until then!
- Watch for signs announcing the time and place of a closing meeting or other information regarding check-out procedures. A lot of important information that can make your check-out faster and easier will be given out at this time.
- Sign up with your CA for a checkout time on the Friday before finals (fall or spring semester) or the Friday before the last week of May Term with your desired checkout time.
- Carefully read the check-out instructions and checklist distributed to you from your CA and posted on your floor or building. If you have questions, ask your staff member.

#### Things To Do During Finals Week:

- Observe special 24-hour Quiet Hours designated for finals week. Tell family and friends who may be helping you move about these hours and request their cooperation in keeping the halls quiet for those who are still studying.
- Take a study break and watch for special programs sponsored by the Department of Residence Life.

- Be ready to either checkout at the time you agreed to with your CA or complete the Express Check-out process properly.
- Make certain all your belongings are out of the room.
- Make sure the room is clean (even if you are the first one to check out)
- Have a safe trip home!

## **RESIDENTIAL POLICIES**

This section of the Simpson College Handbook is designed to acquaint you with the policies, guidelines, and regulations of your residence. We expect that you will take the time to read and familiarize yourself with its contents.

### **Abandoned Property**

Any personal items left more than 24 hours in public hallways, bathrooms, or kitchens can be considered abandoned and is subject to being discarded or donated by custodial staff. Any items left in residential facilities after check-out will be donated or discarded, including furniture. Items left in Colonial storage (priority given for out-of-state or international students) beyond contract deadlines is also considered abandoned and subject to being donated or discarded. Summer or break storage of personal belongings is not allowed within campus housing other than in the Colonial Apartment storage area dedicated to supporting students from out of the state or country. Additionally, students who leave behind items after they check out can be subject to removal charges.

### **Accommodations**

Students seeking any accommodations in their housing (i.e., single room, private or semi-private bathroom, emotional support animal, etc.) need to work with the Director of Student Accessibility Services (SAS) to gain approval. The Director of SAS will explain the process of submitting supporting documentation and how Simpson College may meet the needed accommodations. This process can take up to 60 days. Typically, accommodations need to be reviewed and approved annually. The SAS office can be reached at [SAS@simpson.edu](mailto:SAS@simpson.edu).

### **Alcohol and Drugs**

Alcohol: The residence halls, theme houses, and Station Square apartments are substance-free living areas. Substance-free means that, regardless of age or occasion, alcohol use or possession is not allowed within the building. This includes empty containers and items that lead to an “assumption of consumption.”

In other residential facilities only students who have attained the legal drinking age of 21 years may possess or consume alcoholic beverages in the privacy of their own rooms with the door closed. Student rooms are not designed to accommodate large groups of people. A group consisting of no more than two guests per resident of the room and never totaling more than 12 people in a room is permitted. Any group of more than 12 where alcohol is present constitutes an unregistered party and is therefore subject to disciplinary action. At no time should a resident or guest who is under the age of 21 consume alcohol.

Alcohol is not allowed in any public area such as lounges, stairwells, hallways, computer rooms, laundry rooms, and any exterior location (lawn, steps, patio, balcony, deck, etc.). A building’s substance policy may be changed if continued policy violations or vandalism are present.

Drugs: Federal and state laws forbid the sale and use of drugs that are not prescribed by a physician or available on the legal open market.

The College prohibits possession, use or distribution of cannabis or any other illegal substance, use of



prescribed medications used by someone else, or used in a manner not consistent with the prescription.

Any student known to be possessing, using, or distributing drugs is subject to college disciplinary action and arrest, imprisonment or fine according to state law. Anyone possessing prescription drugs must have the original container for the prescription. Storing in an unmarked bag or container is not appropriate without the original packaging.

The complete Simpson College Alcohol and Drug policies can be found elsewhere in the Simpson College Student Handbook.

## **Appliances**

Study lamps, radios, televisions, stereos, portable hair dryers, computers, closed coil appliances, sealed unit coffee makers that are 1500 watts or less, and crock pots may be kept in student rooms. Microwaves must be 1500 watts or less and refrigerators must be 4.6 cubic feet or less. Microwaves and refrigerators are limited to two per room. Space heaters, window air conditioner units, halogen lamps, and open coil electrical appliances (including toasters, toaster ovens, some pizza ovens, and hot plates) are prohibited. Appliances that are permitted by Residence Life must be safety (UL) approved. Overloading the electrical systems can present a fire and safety hazard. Students should use a power strip with surge protection for everything not plugged directly into a wall outlet. Extension cords are prohibited. All electrical appliances should be unplugged during winter and spring breaks.

### Approved Appliances:

- Rice Cooker
- Microwave (1500 Watt or less)
- Refrigerator (4.6 cubic feet or less)
- Air Fryer
- Coffee Maker
- Insta-Pot
- Crockpot
- If worried about an appliance not listed above, please contact Residence Life

## **Bicycles**

Bicycles cannot be parked in stairwells, hallways, or doorways, and they may not block or prohibit the use of fire exits or hall entrances. Bicycles may be kept in student rooms; however, any additional maintenance cost which results through such storage will be assessed to the student. The College is not responsible for damage or theft of bicycles while on campus. Bikes should be locked to bike racks.

## **Cable TV**

Cable access and services are available for purchase through Mediacom in student rooms; call (855) 633-4226 to order. Cable services are provided in residence hall lounges. Students purchasing in-room cable service must give their physical street address (example: 703 North E Street instead of ATO Fraternity). More information about the channel line-up and packages can be found at Mediacom's website, and a listing of physical street addresses can be found on the Residence Life site.

## **Calendar/Important Dates**

Always consult the Residence Life calendar online [here](#) for dates of all breaks, hall closings, Room Selection, Staff Selection, etc.

## **Check-in**

Consult the **Residence Life page** for move-in details. The Room Condition Report (RCR) records all damages and imperfections in the room/apartment. The online form should be completed by all residents, and submitted by the communicated deadline. The RCR is the standard by which the room will be judged at the end of the year. It is the responsibility of a resident to make their staff aware of any problems or imperfections not noted on RCR when they notice it. Repairs for any additional damage, other than normal wear and tear, found by the staff member upon checkout will be charged to the resident(s) of that room/apartment/building.

## **Check-out**

A resident moving out of their room/apartment for any reason must officially check out of the room by:

- Setting up a time to check-out with their CA 48 hours in advance of their needed check-out or Express Check-out.
- Having the room checked for cleanliness and damages against the initial RCR. For students who transition to summer housing in May, this will be completed by summer CAs.
- A charge will be assessed to cover the cost of improper checkout procedures (up to \$50), services required to remove personal belongings or abandoned items, and damages or excessive cleaning that has resulted from a resident's actions or inactions. The College will not be held responsible for loss of or damage to items left in a room or apartment. Abandoned items cannot be retrieved.
- Students checking out at the end of an academic term must do so within 24 hours after their last final exam or by the closing deadline, whichever comes first. Any exceptions to this rule must be cleared through the Department of Residence Life.

## **Cohabitation**

Cohabitation (living together) between couples who are romantically involved is discouraged in Simpson College housing, regardless of sexual orientation and gender identity. If Simpson students are cohabitating, and concerns arise, the Department of Residence Life may mandate a room change or modify visitation access.

If a non-Simpson person is living on campus (i.e., their primary place to stay is on our campus), they will be asked to vacate Simpson's housing and both the host's and the guest's visitation privileges may be suspended.

## **Cooking**

All apartments and theme houses are equipped with a full kitchen. When cooking, food should not be left unattended. It is the responsibility of each student to leave the appliances and kitchen area clean and left in the same condition as when they moved in.

Most halls are equipped with sinks, surface units, microwaves, and ovens for students' occasional cooking convenience. Cooking in rooms should be limited to minor cooking such as popping popcorn, making coffee and heating soup. When cooking, food should not be left unattended. It is the responsibility of each student to leave the appliances and cooking area clean and all the hall-owned utensils in their proper places.

### **Custodial Service/Custodians**

The custodians in the residence halls do a great deal to make buildings a comfortable and pleasant place in which to live. Custodial staff clean common-use bathrooms (e.g., a wing bathroom) daily and clean all other common areas (i.e., stairwells, hallways, lounges) at least weekly. Custodians are not expected to clean unnecessary or excessive messes made by residents; when they do, residents from a floor/building may have a common area damage charge applied to their student account. When using a common area, students are expected to pick up all trash and leave the area in good condition. Students' cooperation in caring for the facilities will make their job easier and will create a pleasant atmosphere and help keep room and board costs low.

When cleaning individual living spaces, all trash should be taken to the appropriate receptacles or dumpsters outside behind the building. Unwanted large items, such as boxes and carpeting, must be taken directly to the dumpster. Do not leave garbage outside room doors. Do not sweep dirt into the hallways or stairwells. All residential facilities have vacuum cleaners and basic cleaning supplies available for student use; contact a CA for details.

### **Damage and Vandalism**

Students are responsible for the condition of their room, apartment, or house. The Room Condition Report (RCR) should be filled out carefully upon move in because this form is used to determine damages that occur during the year. If damage other than normal wear and tear occurs, students will be charged for repairs. Furniture must be in the same place and condition in the room that it was upon check-in.

The condition of public areas is the responsibility of all students. Please help maintain them by treating them with care. Although those persons doing the damage should pay for damages that occur in public areas, unassigned damages will result in community or general hall damage charges, which will be divided among students in the appropriate house/floor/wing. Students can help keep costs down by encouraging others to respect public areas and to assume responsibility for their actions. Students have until January 30<sup>th</sup> (for Fall) and June 30<sup>th</sup> (for Spring/May) to appeal damages. This is done by emailing their AC or AD with what they are appealing and why the charges are unfounded.

### **Equipment Checkout**

Residents may check out equipment such as vacuums, pool cues, and games in the four traditional residence halls with their student ID.

- Only the residents of that particular building may check out equipment.
- Equipment may not be taken off campus or to other buildings on campus.
- Each staff can set time limits for equipment use.

### **Extermination**

Residential facilities are professionally exterminated regularly. Residents should contact Residence Life if there is an insect or pest problem.

### **Fines/Disciplinary Sanctions**

Fines can be assessed or discipline taken for any violation of policies listed herein or any action that jeopardizes the health, safety, or security of residents. When an incident or violation of policy occurs, an Incident Report is generally written. The Residence Life Professional Staff will usually meet with involved students to obtain more information. Failure to meet with the Residence Life Professional Staff or other conduct officer may lead to a decision being made without students' input. Residence Life Professional Staff serve as conduct officers for most violations by students who live in their area. Subsequent or larger infractions of campus policy can be acted on by other College officials or the Student Conduct Board. For more information about campus conduct proceedings, please refer to relevant sections in the Simpson College Student Handbook.

### **Fire Safety Policies**

In addition to policy statements made in the Student Policies Section (see "FIRE"), the following are offered here for residential students. Items and behaviors that pose a fire threat prohibited in or near residential facilities. Any open flame or open element equipment are prohibited. Additional prohibited items include candles, incense, personal grills (charcoal or gas). See also the section on Appliances for direction.

For student safety smoke detectors have been installed in all residence hall rooms. Under Iowa law, the occupants of a residence hall room are jointly responsible with the owner for the condition of the smoke detectors. Tampering with the detectors or removal of the battery is a misdemeanor punishable by law. Damage to, loss of, removal of battery, or other tampering with smoke detector may result in a disciplinary sanction and a minimum fine of \$50. Carbon monoxide detectors and College-provided fire extinguishers follow these guidelines as well. If a student room's smoke detector beeps intermittently, the battery needs replacement. The student should contact their CA or Security for a new battery/replacement.

### **Firearms/Weapons**

No firearms are permitted on the Simpson campus except those that are being stored in the firearms safe room located in Campus Services (Contact Campus Security for Weapons Storage Protocol). Possession of any weapon such as, but not limited to, knives, rifles, shotguns, handguns, air guns, bb guns, bows & arrows, and ammunition including explosives (e.g., fireworks, firecrackers), is prohibited while on College-owned or controlled property. Possession of a firearm will result in College disciplinary action and/or arrest, imprisonment or fine according to state law.

### **Furniture**

Simpson provides a bed, desk, desk chair, and dresser for each resident. Most rooms or apartments are also provided with a bookcase. Each apartment and theme house is furnished with a couch, armchair, coffee table, and dining table with chairs. Residence hall and Greek house lounges are furnished with couches, chairs, and other lounge items. All furniture assigned to a specific room/apartment MUST remain there for the entire year. Missing room furniture at checkout will be billed to the residents of the

room. No built-in furniture may be detached from the walls or floors, and no furniture (TVs, shelves) may be affixed to the existing walls. No waterbeds are allowed. College-owned lounge furniture found in student rooms will result in a minimum \$25 charge per item to the student(s) responsible and may accumulate daily charges.

### **Gender-Inclusive Housing**

Simpson College, the Division of Student Development, and the Department of Residence Life are committed to providing comfortable, welcoming, and safe housing options for all students. Gender-Inclusive housing (GIH) is a policy that allows two or more students to share a multiple-occupancy room, suite, or apartment regardless of the students' sex, gender, or gender identity/expression. GIH furthers the College's non-discrimination policy and provides housing options for students who may identify as transgender, are more comfortable living with another sex or gender, or do not wish to prescribe to gender classifications. Although the College respects the privacy of individuals and will not require students to reveal their reasons for opting into GIH, this option is not meant for couples in romantic relationships. Further guidelines to the policy are outlined below.

GIH is available to all students. Returning students may submit a valid housing application during the room selection process that occurs each spring semester. Gender-inclusive housing is also available to first-year and transfer students. Incoming first-year and transfer students will have the option of selecting gender-inclusive housing via the student housing application. First-year and transfer students who indicate they are interested in GIH will be contacted by a Residence Life professional staff member so that the College can provide housing that best meets the needs of the student.

The following policy and conditions are applicable to students who elect to live in a gender-inclusive space:

- Students may choose to request a roommate(s) of any sex or gender.
- The Department of Residence Life will only honor those requests made by all parties living within the same living space (i.e., room, apartment, suite).
- Returning students must apply with their prospective roommate(s) following the same processes and deadlines of all students entering the housing selection process.
- Students will not be required to reveal their reasons for opting to live in gender-inclusive housing, although romantic relationships within the same living space are discouraged.
- Students will not be assigned to gender-inclusive housing unless they have elected to do so. Although we feel that students are able to make decisions about their housing situation, we encourage students to maintain an open dialogue with their families about their decision to live in a gender-inclusive situation.
- As with any roommate situation, conflict between individuals may arise. We strongly encourage proactive conversation between roommates regarding room preferences, possibly utilizing a roommate agreement. These can be obtained through any Residence Life professional staff member. Room change requests due to conflict will follow the same procedure as any other conflict, using the student staff and/or professional staff members to aid the situation.
- When there is a vacancy in a gender-inclusive space, the student(s) remaining in the room may elect to pull in any new roommate whose age is appropriate for the style of housing (i.e., a first-year student would not be eligible for the apartments), following other standard procedures within Residence Life. In the event of an additional resident moving into the space, all parties must be agreeable to the change.

- Any space in Buxton Hall, Picken Hall, theme houses, or apartments can be gender-inclusive. This avoids segregation and offers students gender-inclusive housing within multiple housing styles. The default designation for a room, apartment, or suite will be single-gender unless the students selecting into the space opt to create a gender-inclusive pair/group. Once a room, apartment, suite is gender-inclusive, that space will continue to be gender-inclusive as long as the residents can continue to occupy the living space. Gender-inclusive spaces can also exist in Barker and Kresge.
- Depending on the number of first-year students who are interested in GIH, a gender-inclusive community may be created within a wing of one of the first-year buildings. In the event that the number of interested students is lower than the number of occupancies on a wing, the Department of Residence Life will work individually with students to find options that meet their needs.
- Gender-inclusive bathrooms exist in all residential buildings where gender-inclusive housing options exist. Buxton has in-suite bathrooms, and Picken, theme houses, and the apartments have single-user bathrooms. Barker and Kresge each have a single-user bathroom with full shower capabilities.

### **Guests (see Visitation/Guests)**

### **Hall Sports**

Hallways and stairwells are common areas designed as passageways and are not for recreational activities or excessive noise. Sports, horseplay, running, screaming, or other games or activities in hallways may be disruptive to residents and/or harmful to the condition of the building. These activities are prohibited and violate 24-hour "Courtesy Hours."

### **Holiday/Break/Vacation Housing**

Residence halls, apartments, theme houses and Greek/FSL houses are closed between fall and spring semesters. Residence Life staff will enter all rooms and apartments during each break period for reasons of safety, security, and energy efficiency. Residence Life staff will be on all-campus duty to provide for basic services, security, and care during these periods. Information about break housing will be sent to all residents approximately two or three weeks prior to each break period. Any student needing the ability to remain on campus must be approved by Residence Life. Students remaining in buildings for reasons other than Simpson- related purposes will have charges billed directly to their student account. Students with any questions about holiday/break housing should contact the Department of Residence Life. Consult the Residence Life calendar online [here](#) for dates of breaks and hall closings and [here](#) for more information.

### **Housing Accommodations**

Students requiring housing accommodations (i.e., mobility issues, medical or disability-related single room request, etc.) must submit necessary documentation to the Director of Student Accessibility Services. Contact SAS for process guidelines. Granting a single room one year does not guarantee a single the following year. Single room/unit applications must be accompanied by substantiating written documentation from an appropriate medical or mental health professional and meet the criteria of the Director of Student Accessibility Services. Depending on the location of these spaces, additional charges may apply.

## **Insurance**

Residents are strongly encouraged to have Personal Property Insurance if not covered by a parent's/guardian's home policy. The College is not responsible for damage to or loss of personal property in the residential facilities due to fire, theft, interruption of water, heat or other utilities or other causes. Thefts, damage to property, etc., should be reported to the CA, Area Coordinator (AC), or Assistant/Associate Director of Residence Life and a report should be filed with Simpson College Security.

## **Laundry Facilities**

Each residence hall, apartment building, theme house, and FSL house has laundry machines for student use. Any malfunction of a College washer or dryer should be reported to a CA or Assistant/Associate Director of Residence Life. Please provide them with the malfunction, machine number, and location by email. Dyes of any kind are not permitted in washing machines. For the convenience of other students and the safety of personal property, clothes should not be left unattended. We also recommend High Efficiency (HE) detergent pods in our machines.

### Notes for a Successful Laundry Adventure:

- Do not overflow the washers. Washers should be about three quarters full to allow space for water and movement. Overflow can lead to ineffective usage of the machine as well as potential safety risks.
- Always, always ALWAYS, remove lint from the lint traps in dryers after your are finished and before use by the next person.
- Washing machines need to be left open after use to let them dry out. Failure to do so will cause the buildup of moisture and unwelcome odors.
- Set a time for your laundry (roughly 30 minutes for wash cycle and 1 hour for dry cycle). Your laundry should not linger in the machines for any extended period of time. Others will be looking to use them once you are done, so please set yourself a timer as a reminder.
- **Theft of Personal Clothing Property.** The college will not be responsible for the theft of personal clothing property from any of the laundry machines on campus. These machines while on campus property, are more or less considered 'public' use. If you fear for your things being taken or have experienced this before, we encourage you to read, watch a movie or otherwise find something to keep you busy whilst you stay with your laundry while the machine is in use.

## **Locking Policies (see Proximity (Student ID) Cards & Room Combination Locks)**

## **Lofts**

All of the beds in the residence halls are bunkable or loftable. Use of a homemade or store-bought loft is not permitted.

## **Loitering**

Loitering in the residential facilities by persons who are not residents of that area is prohibited. Guests must be accompanied by a resident host at all times. Guests in residential facilities must be there for the

specific purpose of visiting an identifiable resident.

### **Musical Equipment/Pianos**

Most of the halls have pianos that are available for student use. Students are requested to respect the rights of others when using any musical instruments. Pianos or other musical instruments cannot be used during Quiet Hours.

### **Occupancy**

Each residential room on campus can house somewhere between 1 and 4 residents. Each of said residents in a residential space is allowed up to 2 guests at any given time leading to the following maximum occupancy formula:

Number of Residents Room designed for + 2 guests per Resident = Maximum Room Occupancy

Examples:

- 1-person room– 3 Maximum Occupancy
- 2-person room = 6 Maximum Occupancy
- 3-person room = 9 Maximum Occupancy
- 4-person room = 12 Maximum Occupancy

Residence Life will not be committing door-to-door enforcement of this written policy. Instead, it can be utilized if the violation of other policies causes an inspection of the room in which we find the occupancy to be exceeding its maximum rate. If the occupancy of a room is found to be exceeding the maximum occupancy rate, then Residence Life may consider this a violation of the policy and require any non-residents of that room to disperse. For example, if the Residence Life Staff is notified of a clear noise policy violation and upon inspection, excess residents/guests are found currently occupying that space, any individual found to not be assigned to that space will be asked to leave the room immediately and not return for up to 24 hours.

### **Outside Hall Activities**

If a campus organization or group is planning an outdoor activity, consult with the Residence Life Professional Staff of that building(s) to make sure there are no scheduling conflicts and notice, if necessary, is given to the residents. It is important that any outdoor activity not cause unacceptable noise levels or safety problems. Any use of amplified sound must be approved by the Director of Residence Life and/or Director of Student Activities.

### **Pets**

Pets are not allowed in any of the residential facilities, even to visit, because of health, sanitation, and noise concerns. The only exceptions are fish (in a tank less than 10 gallons). Exceptions to this policy must be approved by the Director of Residence Life. Violation of this policy may result in a minimum fine of \$50 and can accumulate daily. For information on Emotional Support Animals or Assistance Animals, see also the Service Animal and Emotional Support Animal Policy in this handbook.



## Posting Policy

In order to keep the halls neat and orderly, the posting policy within residence life mirrors the Simpson College posting policy. Please visit [here](#) for more information.

In general, all material posted in residential facilities must be cleared through the Department of Residence Life prior to being posted. A maximum of 50 copies may be left at the Department of Residence Life to be distributed through student staff to all residential facilities.

If hanging materials, painter's tape is the only acceptable adhesive to hang materials on walls. Materials cannot be posted on glass surfaces. Any approved and posted materials must be removed within 48 hours after the event. Any advertisement that is not posted according to the guidelines will be removed.

## Private Rooms

Private rooms for non-medical need are generally not available unless created as part of the room selection process during the spring semester. The College reserves the right to consolidate private rooms should crowded conditions exist.

## Prohibited Possessions

The following items are prohibited in or next to student housing for health and safety reasons:

- Candles, incense, oil lamps, lawn torches, halogen torchiere lamps and open flames
- Illegal drug paraphernalia (e.g., bongs, pipes, grinders, etc.)
- Flammable substances such as gasoline, cleaning fluids, lighter fluid, and mineral spirits
- Personal charcoal or gas grills
- Motorized vehicles such as motorcycles, mopeds, and hoverboards.
- Live Christmas trees, other live holiday greenery, large decorative bulbs
- Fireworks and other explosives
- Firearms, ammunitions, bows and arrows, slingshots, large knives, switchblades, dangerous martial arts equipment, and other potentially hazardous items. These items should be checked in and stored in the firearms safe room located in Campus Services. Please contact Campus Security for Weapons Storage Protocol. (See the **Weapons Policy** for details)
- Electrical appliances; toasters, toaster ovens, space heaters, and any appliances with an open hotplate or heat coils
- Extension cords, multi-plug outlets, overloaded circuits
- Pop-up hot tubs and inflatable pools

## Proximity (Student ID) Cards

Proximity locks are located on all the primary exterior doors of all residential facilities (except theme houses, which use keys). Residents' proximity card (Student ID) gives access to those doors. Giving a proximity card to another individual for the purpose of accessing the housing unit constitutes a serious security risk. There will be a \$100 maintenance/disciplinary charge and subsequent disciplinary action for the student who loans their Student ID to anyone. Students must carry their Student ID at all times. Residential students may access all traditional residence halls via their Student ID cards from 8 a.m. – 10

p.m. all days when campus housing is open. Proximity Card access for Apartments and College- owned Greek Houses are restricted to their own residents.

## **Public Areas**

The custodial staff cleans public areas regularly in all residential facilities except Theme Houses. However, residents are expected to help keep public areas neat and orderly. Personal items should not be left in public areas at any time including patios and decks. Laundry should be removed promptly from laundry rooms and balcony/patio areas. At all times, hallways and stairwells must be kept free of furniture, trash, and other objects. Only approved wall hangings will be permitted in hallways. Items found in the hallways and stairwells will be removed.

Hallways and stairwells are common areas designed as passageways and are not for excessive noise. Horseplay, running, screaming, or other activities in hallways may be disruptive to residents and/or harmful to the condition of the building. These activities are prohibited and violate 24-hour "Courtesy Hours." Common areas of residential facilities may be used for programming activities. Anyone sponsoring activities in common areas must have the approval of the CA, or Residence Life Professional Staff.

## **Quiet Hours/Courtesy Hours**

Residents should observe Courtesy Hours 24 hours a day and always maintain reasonable noise levels. This includes keeping noise to a minimum while moving throughout the buildings and hallways, stairwells, and elevators so as not to disturb others. In order to ensure that students have the opportunity to exercise their primary rights to sleep and study in their rooms, Quiet Hours have been established for all on-campus housing. Quiet hours are from 10:00 pm to 10:00 am daily Sunday through Thursday and 12:00 am (midnight) to 10:00 am Friday and Saturday. At any time, a floor or building can decide to extend Quiet Hours with appropriate approval. Extended Quiet Hours will be posted in each area as appropriate. During Quiet Hours, noise should be limited to a level which could not possibly disturb the nearest neighbor's attempts to sleep or study. It is suggested that students keep their room door closed during Quiet Hours. Televisions, stereos, and radios must be played at a low volume that cannot be heard outside of the room. This standard is upheld whether or not neighbors are present. Music and noise may not be projected from any residential facility to the outside at any time. (For example, speakers may not be placed in windows.) Station Square Apartments is a 24-hour Quiet Hours facility.

24-hour Quiet Hours are observed during final exams beginning midnight the Friday night prior to finals until the end of each semester.

*Tips for Handling Loud Neighbors:* If a resident feels that the primary right to sleep or study is being violated, the resident should follow these guidelines:

1. Speak to the person causing the interference and politely request that the behavior be modified.
2. If the request does not produce satisfactory results, contact a student staff member (CA) on duty for assistance.
3. In more extreme situations when Steps 1 and 2 have not produced satisfactory results, contact Security at (515) 961-1711.

- Steps #1-3 should be repeated for each occasion or incident. Remember to treat others as you would like to be treated and that most often people are not trying to disturb you or your neighbors and may need occasional reminders.

### **Repairs & Maintenance**

All repair and maintenance needs should be reported to a CA, and they will submit the issue to Campus Services. To place an *emergency* work order, please call 961-1622, report them to a CA, or call Security at (515) 961-1711 for further action. Repairs will be completed based on a campus-wide priority including urgency, type of repair and date received. Unless it's an emergency, five (5) working days should be allowed for repairs. If repairs have not been made within this time, check with the CA, Residence Life Professional Staff, or directly with Campus Services by calling 961-1622 during business hours.

Students will be charged for any damage or corrective actions taken due to failure to adhere to the room personalization specifications. A student may be required to pay any charges assessed in order to return a room to good condition if the conditions of that room resulted from a student's actions.

### **Residency Requirement**

All full-time, traditional program undergraduate students are required to live in College-owned residential facilities. The College also allows Delta Delta Delta and Pi Beta Phi residents to live in non-College-owned housing without reduction in financial assistance and with no petition process.

Exceptions to the live-on requirement are made for students living *at home with parent(s)/guardian(s)* within a commutable distance, students 24 or older, veterans, married students, and students with dependent children living with them. Permission to live off-campus for these or other reasons must be obtained prior to moving off-campus via the petition process on SC Connect. In rare cases, modifications to these expectations may also be made for transfer students by the Director of Admissions in consultation with the Director of Residence Life. Please be aware that financial aid will be adjusted for off-campus students. All decisions about granting petitions or changes to these expectations rest with the Director of Residence Life.

### **Room and Roommate Changes**

Students should contact the Director of Residence Life if they are experiencing roommate issues in their room which they desire assistance resolving. CAs are trained to assist in roommate conversations and will involve professional staff (Assistant/Associate Director (AD) or Area Coordinator) as needed. If a resolution cannot be made, a desired change in room can be requested by a resident through the [Housing Change Request Form](#) located on SC Connect. Once submitted, a housing change request will generally be discussed with the professional staff member. All moves must be approved before the change occurs. An approval will be communicated by an email from the Assistant/Associate Director (AD) or Area Coordinator giving instructions on time frame for the move and new assignment. Students must follow regular check-in/check-out procedures. Failure to follow any of the above procedures may result in the \$50 improper check-in/check-out fine. A resident is generally granted 48-72 hours to fully complete the room change (moving in/out) changes. A student who fails to complete in time can be subject to a daily occupancy rate charge as well.

Multiple room changes within a given year are discouraged. Every time someone moves out of a room or apartment, Campus Services will change the room combination lock at no charge. Room/roommate changes are unlikely to be granted until the roommates have taken several steps toward resolving the issue(s) on their own and with the help of their CA first.

### **Room/Roommate Consolidation**

If there is a vacant space in a room, it is expected that students maintain that space (and furniture) as “open” and ready for someone to move in. The College reserves the right to consolidate all vacant spaces. Additionally, the College reserves the right to change housing assignments in special circumstances. In these cases, decisions will be made by the Department of Residence Life and will be communicated clearly to the students affected. Consolidations can be expected after FSL recruitment is completed in the fall and again in January/February after occupancy audits are complete.

Residents in multiple occupancy units (i.e., double, or more) who find themselves without one or more roommates have the following options:

- Another resident may move into the room if they are also without roommates.
- The resident may move into a different occupied room that has a vacancy.
- The resident will accept other residents as assigned by Residence Life.
- The resident(s) may be reassigned. This is especially likely if the occupancy of a room drops to 50% or less of its full occupancy.
- In rare circumstances, the remaining student may be charged the premium single room fee and continue in the same room below normal occupancy (on approval by the Associate or Director of Residence Life).

Below are the consolidation options by scenario:

If the residents are in a quad that has 3 people:

They need to pull in a 4<sup>th</sup> roommate,  
or one may be assigned to you.

If the residents are in a triple that has 2 people:

they need to pull in a 3<sup>rd</sup> roommate,  
or have a roommate assigned to them,  
or they may move to a different room.

If the resident is in a triple and are the only person there:

they will be moved to a new location, hopefully of their choice.

If the resident is in a double and they are the only person:

they need to pull in a 2<sup>nd</sup> roommate,  
or they may be moved to a different room,  
or they may buy out the room for the \$500 premium single room charge (if Residence Life can offer this option).

Triple and quadruple occupancy rooms are not typically allowed to be occupied by only one person. Any exceptions to this needs to be approved by the Associate Director.

### **Room Combination Locks**

Room doors have combination locks. Residents will be given the combination to their room door when they check-in. It is very important that a student not divulge their room door combination to others. Room door combinations are changed anytime there is a resident who moves out of the room. If a student requests to change their room door combination for other reasons or are responsible for the combination being shared inappropriately, they will be charged a fee of \$25. If a student is irresponsible in their use of their combo lock or giving out information regarding their combo lock, they may be subject to additional disciplinary action.

### **Room Inspection and Search Policy:**

The College reserves the right to have authorized personnel enter student rooms for the purpose of:

1. Determining and/or addressing concerns about cleanliness of rooms
2. Determining the amount of damage and/or general misuse of College property
3. To remove electrical equipment or other items not in compliance with the housing contract or hall regulations
4. To make repairs
5. To address suspected violations of College regulations and/or city, state, or federal laws
6. To respond to emergency situations
7. Routine health/safety inspections

Discretion will be used at all times. Whenever possible, the room will be entered when the student is present. Also, whenever possible for an occupied room search, two staff members will be present during the search. Student staff may be present but will not conduct the actual search. In the event of a search, when suspected policy violations are present, items in the room, including personal property, may be searched.

### **Room Selection**

Simpson College has a room selection process for current first-years, sophomores, and juniors, during which they pick rooms for the following academic year. Lottery numbers and Room Selection applications are available mid-February, and actual Room Selection takes place late February and March. In general, members of Greek chapters are expected to live in their chapter residence. Details about room selection and all residential facilities are available online [here](#).

*See Housing Accommodations and Private Rooms for additional information.*

### **Security & Door Propping**

Part of the obligation of living in a community is to help safeguard the living environment. Do not prop open exterior doors. Students are advised to be security-minded at all times and contact Residence Life staff or the Office of Security whenever they have concerns or issues regarding security. The Office of Security is staffed by a combination of full- and part-time professionals staff who monitor the outside of buildings as well as provide an escort for students around campus, in the event of unsafe or unique medical conditions. The Security Department is available 24 hours a day, seven days a week throughout the year. Their phone number is (515) 961-1711.

## **Solicitation**

The College does not allow door-to-door solicitation of products or services in the halls. Printed material may not be distributed under a student's door without the approval of the Department of Residence Life. The Department of Residence Life must approve fundraising activities sponsored by campus organizations if the location is in a residential facility. Furthermore, student rooms are not to be used for commercial solicitation or enterprises. This policy applies to all campus organizations as well as off-campus groups or individuals.

## **Storage**

Due to limited space, storage facilities are generally not available for any students except international or out-of-state students. Residents usually need to keep all their furnishings in their rooms and only bring personal items that their room can accommodate. During summer break, leaving personal belongings and possessions within housing units is not permitted (other than in international/out-of-state student storage in Colonial Apartments).

## **Summer Housing**

Summer housing is available each year for Simpson students in one of our apartment buildings. Applications are available in March and housing assignments are made in May. The summer rate is determined each year in March. Students must move into their summer apartment when scheduled after May term and move out or to their fall location in late July (to accommodate early arrivals). Charges for summer housing end the last Sunday before classes begin in the fall, or when students would otherwise arrive on campus had they not been in summer housing.

## **Trash and Recycling**

Large trash and recycling containers are located around the exterior locations of every residential building. Please pay careful attention to what can be recycled vs. what needs to be thrown in the trash. Please only discard non-recyclables in the containers marked for trash. Do not place personal trash in small trash containers dedicated for bathroom, lounge, or kitchen trash needs.

## **Visitation/Guest**

A student's right to study, sleep, and exercise control over their personal space takes precedence over the right of others to host guests. No resident shall be obligated to give up access to or use of their room in order to acquiesce to the visitation desires of the student's roommate(s). It is the responsibility of every resident to respect the right of privacy of their roommate. In general, the limit for overnight guests is three days and two nights (consecutively) and ten days/nights per semester. Additionally, each resident is permitted two guests/visitors in the unit. This also provides guidelines for how many total visitors may be in a room: the designed occupancy multiplied by 3 (assuming two visitors/occupant). See also the Occupancy Section.

If there are complaints from roommates or others, the resident with visitors is expected to cooperate and compromise in resolving the difficulty. The CA and/or Residence Life Professional staff will handle violations of visitation privileges and unresolved conflicts in accordance with established housing and

judicial procedures. The Department of Residence Life may actively intervene if conflicts arise and cannot be resolved between roommates with respect to visitation policy. Final authority for determination and resolution of violations in this area will rest with the Director of Residence Life.

### **Windows, Ledges, Decks, Porches, Roofs, or Balconies**

Window screens may not be unfastened or removed. Students may be subject to disciplinary action, including a fine of \$50 for violations. In addition, residents will be charged for screen repair and/or replacement. Windows are not to be used as an entrance or exit; only in the case of an emergency should the window be used in this manner. Climbing out of / into a window or hanging from a window is not permitted.

In some apartments, theme houses or Greek/FSL houses, there may be a deck, balcony, or a porch. The following guidelines apply to these areas:

- Alcohol (even if students are 21) is not allowed in these areas.
- At no time are any objects to be thrown from these areas.
- Trash should be taken to dumpsters and not left on the balcony
- Gas and/or charcoal grills are not allowed due to fire hazards – there are grills located near most residential facilities. Any exceptions to this must be approved by the Director of Residence Life.
- Quiet/courtesy hours still apply in these areas. Please be aware that noise travels far outside.
- Combustible materials, including, but not limited to, gasoline, torches, or propane, are not allowed on porches, balconies, or decks.
- Entering and exiting the building by scaling up the balcony or lowering oneself from a balcony is not permitted, unless in case of emergency when no other option is available.
- Music should not be projected from the building in these areas.
- Simpson-owned furniture is not to be moved outside the dwelling unit.
- Hammocks should not be hung or fastened to the building, deck, porch, etc.

College liability insurance does not cover accidents occurring from the use of windows, ledges, roofs, balconies, or decks. Individuals and/or groups wishing to hang banners off these areas must obtain permission from and make arrangements through the Director of Residence Life. Entrance onto roofs of buildings is not permitted.

*Please note:* The College reserves the right to make changes in the rules and regulations for campus residential facilities at any time and will attempt to give prior notice in case of significant proposed/adopted changes.

## **HOUSING AGREEMENT (Terms and Conditions)**

All full-time undergraduate students are required to live in college-owned residential facilities (see Residency Requirement). The college also allows Delta Delta Delta and Pi Beta Phi residents to live in non-college-owned housing without reduction in financial assistance and with no petition process. Exceptions to the live-on requirement are made for students living at home with parents within a commutable distance, students 24 or older, veterans, married students, and students with dependent children living with them. Permission to live off-campus for these or other reasons must be obtained prior to moving off-campus via the petition process on SC Connect. Modifications to these expectations may also be made for transfer students by the Transfer Admissions Counselor during the enrollment process. Please be aware that financial aid will be adjusted for off-campus students. All decisions about granting petitions or changes to these expectations rest with the Dean of Students.

1. **CONDITIONS OF PREMISES: STUDENT and COLLEGE** agree to keep premises in same condition as when rented, reasonable wear and tear excepted. STUDENT should inspect premises prior to occupancy. Any prior damages must be noted by the STUDENT through the Room Condition Report provided by Residence Life in the first seven (7) days of occupancy. COLLEGE agrees to provide housekeeping services in public areas of the residence halls.
2. **CONDUCT: STUDENT** shall observe all rules and regulations of Simpson College as stated in the Simpson College Student Handbook, the Residence Life Handbook, and this contract.
3. **OCCUPANCY:** It is agreed that only the STUDENT (and other STUDENTS assigned by the COLLEGE in the case of multiple occupancy units) will occupy said premises during the terms of the lease. Quadruple and triple occupancy units may not be occupied as a single unit. In instances of summer billing or determining when to end housing charges, the presence of possessions and use of room will be factored into the date used for occupancy.
4. **VACANCIES:** If vacancies occur in multiple occupancy units, the remaining STUDENTS agree to consolidation based on the Student Handbook. The COLLEGE reserves the right to consolidate all vacant spaces.
5. **FURNISHINGS:** COLLEGE agrees to furnish the following items for each tenant's use: window treatments, one desk and chair, dresser space, and one bed with mattress. COLLEGE further agrees to provide and maintain windows and working door locks.
6. **KEYS and COMBINATIONS:** COLLEGE agrees to issue keys, proximity cards, or combinations to the STUDENT. Damaged keys shall be replaced by COLLEGE free of charge upon presentation of the damaged key. In case of lost or stolen keys, the STUDENT agrees to pay a replacement charge of fifty dollars (\$50). In case of lost or stolen cards, the STUDENT agrees to pay a replacement charge of fifteen dollars (\$15). In case of requested room combination change, the STUDENT agrees to pay a twenty-five dollar (\$25) re-combination charge. Room combinations are changed without charge when someone moves from a room.
7. **PERSONAL PROPERTY:** COLLEGE specifically accepts no liability for damage to or loss of personal property of the STUDENT whether in the rented premises or in storage for any cause whatsoever. STUDENT shall provide insurance on his or her own personal property if STUDENT desires. COLLEGE specifically accepts no responsibility for any property left by STUDENT after termination of occupancy. All personal property needs to be stored within the student room or apartment during the periods of occupancy. Summer storage is only available for international students or by invitation and is located within Colonial storage units.
8. **ACCESS TO PREMISES:** COLLEGE will make a room check or search only in accordance with the conditions stated in the Student Handbook. COLLEGE shall have access to the rented premises at all reasonable times for purposes of inspecting said premises for damage, cleanliness, and for



maintenance requirements. The COLLEGE reserves the right to enter premises without the consent of STUDENT if COLLEGE believes that an emergency exists with respect to the life of the STUDENT, or to maintain property, or so that repairs may be affected, or to ensure compliance with college and residence hall policies.

11. **DAMAGE: STUDENT** shall be liable for all damages beyond reasonable wear and tear. Damage to a rental unit shared by more than one person shall be shared equally by all STUDENTS of the unit, except in cases where damage can be specifically attributed to one STUDENT. Such charges shall represent the fair and reasonable value of repairs incurred. In the event of such damages, the appropriate charge for repairs will be assessed to the STUDENT(S) account(s) and billed to the STUDENT(S) for payment at that time. In this way the original deposit is maintained until termination of enrollment. If a damage charge exceeds the amount of the deposit, it will be billed as stated above. Damage which occurs in the public areas of the residence halls is considered general hall damage. All students residing in the residence hall which incurs general hall damage are responsible for such damage. At the beginning of each term STUDENTS shall be assessed a ten dollar (\$10) fee. All student fees collected will be held in a damage fund for each hall. Unidentified general hall damage costs will be deducted from the hall damage fund. After all general hall damages are paid, any excess money left in the hall damage fund will be transferred to the hall activity account. In the event that general hall damage costs exceed the amount available in the hall damage fund, the excess charges will be divided by the number of residents to determine the individual damage charge per student. Damage costs exceeding the hall fund and requiring individual student billing will result in a minimum charge of five dollars (\$5) per resident. Appeals of billed damages must be made in writing to the professional staff member for the area the student lived in and must be submitted by January 30<sup>th</sup> (for Fall) and by June 30<sup>th</sup> (for Spring/May) damages.
12. **TERMS OF CONTRACT:** The COLLEGE agrees to provide the following housing: a) for the FALL TERM, room occupancy begins at 9:00 a.m. on Sunday prior to fall term classes and end at 5:00 p.m. on the last complete day of term exams; b) for the SPRING TERM, room occupancy begins at noon on the Sunday prior to the beginning of term classes and end at 5:00 p.m. on the last complete day of term exams; c) for the MAY TERM, room occupancy carries through from spring term and end at 5:00 p.m. on the last complete day of term exams (students involved in commencement excepted). Any exceptions to this schedule must be approved by the Associate Director or Director of Residence Life. Winter break (dates are published in the catalog) are *excluded* from this agreement and the individual student is responsible to find accommodations during these periods. Students who would like the privilege to remain on campus during the recess periods and who are not required to be on campus for an approved college activity (academic, athletic, or co- curricular requirement) will be charged the communicated rate (nineteen dollars (\$19) per night) for the duration of their stay and must seek and be granted prior approval from the Residence Life Office. For dates before or after the academic year, there will be a daily rate applied to a student account for approved dates of occupancy which are not considered associated with summer housing. There may also be fines in addition to this for non-approved housing occupancy. Occupancy is determined by either the presence of personal belongings or the student, or both.
13. **FOOD SERVICE: COLLEGE** agrees to provide the following food service: a) for the FALL TERM beginning one day prior to fall term classes and continuing while classes are in session; b) for the SPRING TERM beginning the first day of spring classes and continuing while classes are in session; c) for the MAY TERM continuing from the SPRING TERM and while classes are in session. All residential students are required to have a meal plan unless excused for special medical or dietary reasons; such requests may be made on a petition form available from the

Department of Residence Life. The meal plan options may vary between residential buildings and are governed by the College's contract with its food provider. An additional charge will be made for board provided prior to or subsequent to the dates as determined above. Meals missed because of special diets, religious beliefs and activities, employment or class scheduling during meal service times are not refundable. Residents who have any of the above conflicts may request a to-go option each day of the conflict. Such request must be made to the Food Service Director 24 hours in advance and picked up by the resident. Some special diets, whether temporary or continuous, which cannot be satisfied within the limits of the regular menus, cannot be provided in the food service.

14. **CANCELLATIONS:** The COLLEGE agrees that the following shall be just cause for canceling this agreement: a) withdrawal, suspension or leave of absence from the College; b) participation in off-campus programs of the College except during the May Term; c) not registering for any term covered by the contract; d) permission of the COLLEGE to live off-campus via approved 'Petition for Exemption from Room and Board.' Refunds are based on the schedule presented in the College catalog. When this contract is cancelled (e.g., withdrawal, hiatus, termination), the student has 48 hours (unless approved for longer by professional staff) to complete their moving, vacate (including all belongings), and check-out of their room with a staff member or an approved Express Check-Out process. If the cancellation is due to student conduct, the timeline to complete the move may be reduced, including an immediate move out in serious situations.