



GEORGE WILLIAMS COLLEGE
AURORA UNIVERSITY

Welcome to George Williams College of Aurora University and thank you for choosing to live on our campus! There are a variety of learning opportunities awaiting you on campus and we are excited for your arrival.

By choosing to live in the residence hall, you will have the unique experience of interacting with people from diverse backgrounds, interests, and lifestyles. This environment will provide enriching and challenging situations for you and we hope you will make the most of your experience at George Williams College of Aurora University!

Please read through the following pages for information on campus life policies and procedures. Be mindful that you are expected to be a responsible member of our community. We strive to create inclusive communities where students respect one another and the environment. You play a vital role in creating these by working collaboratively with fellow residents and the staff, abiding by policies and procedures, and getting involved on our campus.

As you adjust to your living and learning environments, please feel free to contact myself or the Resident Assistant to assist you. We hope this experience is a positive one and that you enjoy your year with us!

Garth Underwood
Director of Enrollment Management

Residence Life at George Williams College: Your Home Away From Home

The Mission of Aurora University

Aurora University is an inclusive community dedicated to the transformative power of learning.

Aurora University Statement of Core Values

Aurora University draws upon the rich legacies of Aurora College and George Williams College to welcome learners to our campuses in Illinois and Wisconsin. Here all become members of an inclusive educational community dedicated to the development of mind, body and spirit. Today, as in the past, we prize the twin virtues of character and scholarship and affirm our commitment to the values of integrity, citizenship, continuous learning and excellence.

We will adhere to the highest standards of integrity in every aspect of institutional practice and operation. Through this proven dedication to honesty, respect, fairness, and ethical conduct, we will lead by example and inspire our students to do the same.

We will exercise the rights and responsibilities of citizenship in an educational community, founded upon the principles of mutual respect and open discourse. We will live within our means and manage our resources wisely, while creating an environment that fosters teamwork and promotes service to others.

We will work and live as an organization devoted to continuous learning. We recognize that the university exists in a diverse and changing world and know that we will succeed in helping students achieve their full potential only if we realize our own. We seek a growth process that is never-ending.

We will pursue excellence by embracing quality as a way of community life. Accordingly, we will set high expectations for ourselves, our students and our university and will work together to

attain them. The university's core values are the foundation upon which our aspirations rest. They under gird our belief in the transformative power of learning. As members of the Aurora University community, we enter into a voluntary compact with one another to live, learn and work in ways consistent with these ideals.

Residence Life Staff

The primary goal of each Residence Life staff member is to aid residential students in every phase of their adjustment to college life.

Director of Enrollment Management

The Director of Enrollment Management is responsible for the operation, management, and supervision of the residence hall. The Director provides direction and guidance and implements various programs on campus. The person acts as a resource person for students. The Director works collaboratively with other members of the campus community to uphold the mission of George Williams College of Aurora University.

Resident Assistant (RA)

The GWC campus has a Resident Assistant, who is a carefully selected and trained student staff member who works under the direct supervision of the Director of Enrollment Management. The RA helps residents build community and develops programs conducive to learning and personal growth. The RA acts as a resource for students. Also, the RA enforces George Williams College of Aurora University policies.

Students are encouraged to consult the staff with questions, problems and solutions.

Campus Life Phone Numbers & Office Locations

Director of Enrollment Management (262)245-8587 – Winston Paul Center
Resident Assistant (262)245-8789 – Coffman, room J

Important Housing Contract Information

Eligibility for On-Campus Housing

George Williams College of Aurora University offers on-campus housing.

To be eligible to live within George Williams College of Aurora University on-campus housing, each applicant must, upon occupancy, be a registered George Williams College of Aurora University student, carrying a minimum 75% credit load. The Director of Enrollment Management will hear and grant exceptions on a case-by case basis.

Students 17 years of age are required to provide parental or legal guardian permission to live on the GWC campus.

George Williams College of Aurora University reserves the right to deny housing to an otherwise eligible applicant if the College determines that the applicant's presence on campus would not be in his/her and/or the College's best interest.

Contract Period 2008-2009

Your residence hall contract entitles you to a room as defined below.

Fall Semester

Campus housing will open for new students on Thursday, August 21, 2008, at 1:00 p.m.; and returning students on Saturday, August 23, 2008; beginning at 1:00 p.m. Campus housing will close for the fall semester on Monday, December 22, 2008, at 12:00 noon.

Spring Semester

Residents may return to their room assignments beginning at 1:00 p.m. on Saturday, January 10, 2009. Spring semester continues through Monday, May 7, 2009, when the hall close at 12 noon.

Early Move-In Policy

Students wishing to move in to the residence hall prior to their scheduled arrival time must seek permission from and make arrangements directly with the Director of Enrollment Management. Permission will be granted for an early arrival on a case-by-case basis. Students checking in early will be billed at a rate of \$10 per day or the weekly rate established for a given break period.

Initial Housing Deposit and Refund Policy

Students assigned to live on campus must sign housing contract with George Williams College of Aurora University. Each student must have a \$100 damage deposit on file with the College prior to moving into his/her room. This deposit serves to reserve a room and acts as a contingency deposit in the event of damage to College property. The deposit is refundable once students terminate occupancy, minus any damages that may be charged to them at that time, or in the event of an outstanding account balance.

If a student decides to leave during the semester, a written request must be submitted to the Director of Enrollment Management and the student will forfeit his/her deposit.

If a student wishes to leave between the fall and spring semesters, s/he must submit a written request to the Director of Enrollment Management two weeks prior to the beginning of the semester to be eligible to receive a deposit refund.

If a resident student will not be returning to the halls for fall semester, the appropriate paperwork needs to be completed by May 1st in order to be eligible for a damage deposit refund. In any situation, the student must complete formal check-out procedures with the residence life staff or face an improper check-out fee. The housing deposit will only be returned if the proper check-out procedures are followed.

Returning Resident Deposit

Residents wishing to return to the hall for the next academic year will need to submit a \$100 returning resident deposit early in spring semester (early March), along with a housing contract. This deposit indicates a resident's intent to live in the residence hall and serve to reserve a space in the housing assignment process.

The returning resident deposit acts as a pre-payment of the student's room and board charges. This deposit is non-refundable, but is transferable, if written notice is received by the Director of Enrollment Management by May 1, 2009. Should a student decide to cancel his/her housing application prior to May 1, 2009, he/she may request to transfer this deposit to their tuition; a cash refund will not be granted. Students canceling his/her housing after May 1, 2009, will forfeit this deposit.

Residence Hall and Room Assignment

The Director of Enrollment Management reserves the right to place students in any appropriate hall/houses, on a space-available basis, in the best interest of the students and the institution.

Check-In Procedures

Upon checking in to a room in the residence hall/houses, students must complete a room condition report in the presence of a Residence Life staff member. All room deficiencies should be noted at this time. Any changes must be made within five (5) days of the receipt of the room condition report. Students will receive a room key upon check-in and will be asked to complete an emergency contact card.

Room Changes & Consolidation

Room changes will only be made with the permission of the Director of Enrollment Management. During the first month of each semester, Residence Life implements a "room freeze". This waiting period is in place to allow residents the opportunity to adjust to their new living situation. Beginning the second full month of the term, residents may submit a roommate or room change request, after going through the roommate mediation process. The College will make every effort to accommodate these requests, but cannot guarantee that the change will happen. The College reserves the right to change room assignments for health, safety or repair services, economy, or disciplinary reasons involving the student or for un-resolvable incompatibility of roommates.

The College reserves the right to: move or reassign a student to other facilities; assign roommates; consolidate vacancies by requiring residents to move from single occupancy of double rooms to double occupancy or to require students occupying double rooms as a single to pay the single rate. The College reserves the right to consolidate vacancies by requiring any student to move to a different but comparable space.

The College may require additional information from the student including to this contract.

Check-Out Procedures

The following is a checklist to be followed upon checking out of the halls:

1. If you are permanently withdrawing from the hall/houses, notify the Residence Life staff, in writing, that you wish to leave the residence halls and pick up an exit survey from the Director of Enrollment Management.
2. All exit paperwork must be completed and returned to the Residence Life staff to be eligible for a refund within the following timeframe:
 - May 1st for the Fall semester
 - Two (2) weeks prior to the start of Spring semester
3. Schedule a time to check out with your Resident Assistant or Director of Enrollment Management.
4. Move all belongings out of your residence hall room or house.
5. Complete the Room Condition Report with your Resident Assistant or Director of Enrollment Management.
6. Turn in your room key to your Resident Assistant or Director of Enrollment Management.

Failure to follow any of the above procedures will result in the forfeiture of your \$100 damage deposit, in addition to any charges for room damage or missing keys.

This check-in/check-out procedure is in effect to protect students so they will only be assessed for those damages noted on their room condition report that are a result of their occupancy (the \$100 room damage deposit can only be released when a student has checked out of their room).

Please note: A final room inspection will be completed by Housekeeping and Director of Enrollment Management once the rooms/halls are vacated to finalize damage reports. Final billing authority rests with the Director of Enrollment Management, not the Resident Assistant.

The College reserves the right to cancel this agreement, re-enter the premise and remove a student for any violation of the terms of the housing contract or in the interest of health, discipline or the general welfare of campus housing, student or other students.

Damages

You are liable for any damage, modification, or excess cleaning required in your residence hall/house room or done to any part of College housing. A room condition report will be completed by you and a residence hall staff member during check-in and check-out. By signing the housing contract and the room condition report, you agree to pay the cost of repair, replacement, or cleaning of any item or part of College housing that you damage, modify, or destroy. Replacements costs include the full, not depreciated, value for new materials and labor. If a damage item can feasibly be repaired, you will be charged the cost of repairing, not replacing, this item. All repairs/replacement work will be initiated and accomplished by the College or its designee.

Roommates are jointly responsible for damages and the associated charges and will be divided equally among all contract holders of the assigned space, unless one person takes responsibility or the Director of Enrollment Management determines responsibility. You are also responsible for any damage caused by your guests.

Final room inspections will be conducted by the Director of Enrollment Management or the RA and a member of the Facilities staff after you have vacated your room and completed your room condition report. Additional damage charges may result from these inspections. Final billing authority rests with the Director of Enrollment Management.

If you disagree with a damage charge assessed to you, you may submit an appeal, in writing, to the Director of Enrollment Management. The deadline for appeal is two weeks from the date of the bill. If you are appealing a charge and the result is not known prior to the deadline, you are encouraged to pay the bill in order to avoid a late fee charge. Should your appeal be granted, the damage charge will be credited to your student account. The Director of Enrollment Management cannot remove late fees assessed to your account. Only one appeal will be considered per damage charge.

Personal Property Left In Residence Halls

Any personal property left at the end of your contract period will be removed from the room by George Williams College of Aurora University staff. A certified letter will be sent to the address listed in the College system, notifying you of the property. If not claimed within 10 days, it will be considered abandoned and will be disposed of accordingly. During this 10-day period, George Williams College of Aurora University, its officers, employees, and agents will not be responsible for damage to or theft of the property.

Room Refunds

Students who terminate occupancy within the first week of the semester are eligible for a 100% refund; second week: 90% refund; third week: 50%; after the third week students are responsible for the full semester billing. Termination of housing contracts at any time during the semester will result in forfeiture of the \$100 damage deposit.

Break Check-Out Policy

Residential student housing will remain open during the academic breaks. Conference services and campus safety are available for assistance and monitor the campus. The Dining Hall will not be available during the academic breaks for student meal plans. Violations of the guidebook may result in the student(s) being removed from the campus for the remainder of the academic break and the student(s) will participate in the judicial process.

Finals Week Check-Out Policy

Residential students are expected to check-out of their room 24 hours after their last scheduled final exam. Exceptions may be granted only by the Director of Enrollment Management and will be made on a case-by-case basis, for the following reasons (not an inclusive list): participation in or volunteering at the graduation ceremony, conflicts in travel arrangements, residing on campus for summer housing.

Summer Housing

Summer housing is available, dependent upon space availability. Contracts during the summer are different than regular terms. The following conditions apply to summer housing contracts:

Summer Session Residency

All summer residents must be registered for classes and contracted for housing for the following fall semester. Housing assignments for summer sessions are made on a space-available basis. Only students enrolled in summer classes and/or working for George Williams College of Aurora University will be eligible for summer residency. The Director of Enrollment Management reserves the right to make assignments as necessary. Completion of a summer contract does not guarantee a preferred room assignment.

Academic Break Residency

Residence hall and graduate student housing will remain open during the academic breaks. Conference services and campus safety are available for assistance and monitor the campus. Dining hall will not be available during the academic breaks for student meal plans, unless otherwise posted by Sodexo or Director of Enrollment Management. Violations of the guidebook may result in student being removed from campus for remainder of academic break and student will participate in the judicial process.

Financial Obligations

Summer session and break housing will be billed on a per term basis, rather than weekly. Students will be billed for the entire term and payment is due in full on the first day of each term. Should a student vacate the housing assignment prior to the completion of a term, s/he may be eligible for a pro-rated weekly credit, upon completion of a proper check-out with an appropriate staff member (RA or Director of Enrollment Management) as well as the return of room keys.

Students must have a zero balance on their account in order to be eligible for residency during a break period; the zero balance may not be from projected financial aid; all financial aid must be processed. A member of the Student Accounts staff must sign this contract before it will be accepted. Students who do not pay according to these terms may have their class registration administratively cancelled and/or their room locks changed at their expense. Contractual obligations begin the day payment is due. All housing cancellations must be made in writing prior to the payment due date. Students found in the residence halls while not under contract will be billed for the entire term.

General Policy Information

Students are responsible for following all rules and regulations as stated in the Residence Life Guidebook. Violations of college policy may result in termination of the break housing contract. Students must comply with ALL college requests to ensure a timely and thorough completion of all scheduled maintenance repairs. All students are solely responsible for all belongings in their room. George Williams College of Aurora University or contracted workers will not be held responsible for any items that are missing, stolen, or broken. There is no meal plan available during summer session or scheduled George Williams College of Aurora University break periods.

Campus Facilities, Services, and General Information

Safety & Security

For your safety, the residence hall rooms should be locked 24 hours a day. Students are issued a room key and are responsible for this key. If a residence hall key is lost, the student will be charged for re-coring the door and new keys will be issued.

In the evening, should you need assistance, first contact the RA. If you are unable to locate the RA, please contact the conference center staff or the Campus Safety staff. The phone numbers for campus safety and conference center are below.

Campus Safety is located in the upper level of the school of Experiential Leadership Annex and is staffed 10 hours a day. Campus Safety staff make hourly rounds of campus and respond to issues and concerns in and out of the residence halls. Conference services available are 16 hours a day.

Office Phone Numbers:
Conference Center x8524
Campus Safety x8509

Emergency Contact Information

Residential students are required to complete an emergency contact information card upon checking into their assigned residence hall. It is vital that this information be accurate and thorough. The Residence Life staff asks for an emergency contact phone number, as well as any existing medical conditions that the student may have. This information is kept confidential and is used only in cases of emergency. By completing this card, the student is providing the Residence Life staff permission to contact the named individuals in case of an emergency.

Keys

Residents are responsible for the use and control of their room key. A Lost key must be reported to the Resident Assistant immediately. If a student loses his/her key, the Director of Enrollment Management will contact maintenance, the lock will be changed and the student will be billed for the full amount of the lock change. The minimum charge for a lock change and replacement keys is \$100.

Student IDs

Students are issued a George Williams College of Aurora University photo identification card after registration. This card is required for the use of College facilities and services and for free or reduced price admission to paid events on campus.

Lock-Out Procedures

Between 7:00am and 11:00pm

Students who are locked out of their residence hall room should contact the Conference Center for access. Service will check the student's ID against the residence hall roster. Once the student gains access to the room, the student will present his/her room key to authenticate that their key is not lost.

Between 11:00pm and 7:00am

Students who are locked out of their residence hall room should contact the Conference Center for access. Campus Safety will check the student's ID against the residence hall roster. Once the student gains access to the room, the student will present his/her room key to authenticate that their key is not lost.

The College has the right to charge students who have been frequently locked out of his/her room.

Housekeeping

Students are responsible for keeping their own rooms clean and orderly.

Work Orders

Student contacts the Resident Assistant with the work order. The staff will contact facilities for the work order. Facilities will respond to all work orders as quickly as possible. If you feel a work order has not been responded to in a timely fashion, please contact the Director of Enrollment Management.

Phone System

Students must provide their own telephones. Ordinary single line telephones, such as used at home, are what should be used. Students are discouraged from using cordless phones, as the reception for these types of phones is limited. A phone is located in the Coffman lounge.

Each room in the residence hall has telephone service. For any questions regarding your phone service contact the Business Office at 8517.

Long distance phone calls from the campus phone lines must be made with a credit card or personal phone card.

Student Voice Mail Service

Voice Mail service is available for each student. When two or more people share a telephone line, each person can have a private voice mailbox. With Voice Mail service, all messages are private. If you have any questions regarding Voice Mail service, call the Business Office at x8517.

Ethernet/Internet Access

Students living in the residence halls have the opportunity to connect their personal computers directly to George Williams College of Aurora University's residence hall network. This connection will give you direct, fast, full-time access to the Internet, your email account, library databases, and the Moodle online course management system. Please visit the website (<http://www.aurora.edu/is/tb/25resnet.htm>) for specific information about technical requirements & getting connected.

Mail Services

All mail for residential students is delivered to the front desk in the Administration building Monday through Friday (except holidays). To expedite delivery, please have your mail sent to:

George Williams College of Aurora University
(Student's Name)
PO Box 210
350 Constance Boulevard
Williams Bay, WI 53191

Please refer to the George Williams College of Aurora University A-Book for more information on services.

Cable TV

Basic cable television is provided as part of the residence hall room rate. Students must bring their own TV and coaxial cable cord.

Laundry

A campus Laundromat is located under the dining hall near the linen room. There are three washers, three dryers and ironing board with iron. Coin operated machines cost \$1.25 wash and .75 for 60 minute drying time.

Fitness Center

The Fitness Center is located in lower level of the south side of the dining room and is free of charge for student use. Please use the south entrance of the building to access the Fitness Center, during posted hours.

Room Access and Entry Rights

Under the provisions of the housing contract the College reserves the right to enter students' rooms for routine maintenance or in case of emergency. When an occasion arises to enter the room for maintenance, the following procedures will be followed: The person entering the room will knock first and ask permission to enter. If the room is vacant, maintenance personnel will enter the room and take care of necessary repairs.

Room Searches

The Residence Life staff and/or the Office of Campus Safety reserves the right to enter rooms and vehicles for issues of safety, security, and suspected policy violations, given reasonable cause. The staff will seek permission to enter first, however, if entry is denied (by absence or failure to comply) the responding staff members will key into the room. Room searches will be cleared with the Director of Enrollment Management and/or Vice President for George Williams College unless unusual circumstances prohibit a delay. Students must cooperate with any and all officials during a room/vehicle search. Policy violations encountered during a search are subject to judicial procedures.

Health and Safety Inspections

The Residence Life staff reserves the right to conduct health and safety inspections in each resident room, at least once per semester, or more often if deemed necessary. These inspections are intended to check the life safety equipment provided in each room (i.e. smoke detectors) and to ensure that the living environment is safe for residency. Health and Safety Inspections will be conducted by the RA, Director of Enrollment Management, and/or Facility Manager may be included, if deemed appropriate. Students will be given prior notice (a minimum of 24 hours in advance) for Health and Safety Inspections.

Personal Property Insurance

It is suggested that resident students check to see if their property is covered by a homeowner's or renter's insurance policy, and if not, the possibility of getting such coverage should be investigated. The school is not liable for theft or damage of any personal belongings. Please keep your door locked at all times to avoid theft or security risks.

Storage

The Residence Life staff does not provide storage for personal items. Please contract with a local company if you need storage space. Personal belongings (i.e. bicycles, storage containers, etc.) may not be stored in common areas of the residence hall, including but not limited to: laundry rooms, lounges, outside porches, etc. The Residence Life staff will not be responsible for items left in common areas.

Health History

All resident students must have your health history on file with the Wellness Center. This must be done by the end of the second week of school.

FERPA (Family Educational Right to Privacy Act)

By law (FERPA), University staff is not able to release information about students to anyone, without the written consent of the student. This applies to judicial situations, damage charges, academic standing, and financial information. Parents & students are encouraged to communicate openly with one another about life on campus. Should questions arise, the student will need to complete a release of information, before any information is provided.

Shared Responsibility/Rights of Roommates

All students assigned to a residence hall/house room share equal responsibilities and rights for that room, including room condition, visitation/overnight guest access, and policies.

Dealing with Conflict

As with any community, there is potential for conflict within a residence hall/house setting. Roommates, neighbors, and hall members will not always agree. When conflicts arise, students are strongly encouraged to work through these on an individual basis. If a student finds him/herself unable to resolve an issue, the Residence Life staff is trained on conflict mediation and is available to assist with resolving the situation.

Decorating Your Room

Although we encourage you to use your creativity and imagination when decorating your room, we also caution you to use common sense. Adhesives may be used to attach decorations as long as they can be fully removed by the students prior to check-out without removing the paint. No additional window treatments (e.g. curtains, valances, etc.) are allowed in the rooms. Decorations on door and walls must be in good taste. No device that penetrates or damages the door, walls or furniture in any way may be used. Students may not paint walls, ceilings, doors or other parts of the room. Students may not attach any material to the ceilings or lights.

College Furniture

You are responsible for the condition of your room and for all College furniture within your assigned space. You are not allowed to paint your room walls, ceilings, floors, or furniture. All furniture assigned to your room must remain in your room, unless removed by a member of the Facilities/Maintenance or Residence Life staff. Students will be held financially responsible for any damage to College property and/or missing furniture.

Getting Involved In Your Community

Whether you were involved as a student in your high school or were never a member of an organization in your life, getting involved on campus is a great opportunity! There is a variety of outlets for involvement and we encourage you to take advantage of these opportunities to make a positive difference in our community.

Benefits of Getting Involved

Moving into the college setting may feel overwhelming at first. Getting involved on campus can lead to many other opportunities later in your college career and afterwards.

- _ You will be able to get to know a lot of people, similar to and different from you.
- _ You will have inside information on upcoming activities.
- _ You will develop leadership skills, which every employer is seeking.
- _ You will have the opportunity to influence the community environment that you are part of.
- _ You will have the chance to learn about some of the inner workings of a college campus.
- _ You will have the opportunity to be connected to the college.
- _ You will be able to have your volunteer involvement complement your academic program.
- _ You will be able to plan activities that you and your friends want to participate in.
- _ You will have the chance to show your school pride.
- _ You will be a part of a community.
- _ You can make your mark!

The Outing Club

The GWC "Outing Club" was formed in the spring of 2008. This group is primarily made up of residential students who plan/organize/create different events for students at GWC. Fully staffed with a President, Vice President, Secretary, and Treasurer, the Outing Club is the first student-led club at GWC.

Student Code of Conduct

It is the student's responsibility to know and abide by all College policies and procedures. The College reviews policies on a regular basis and reserves the right to change policies or implement new policies in order to ensure the rights and safety of College community members and property.

Code of Conduct

George Williams College of Aurora University, as an institution of higher education founded in 1893, exists for the purpose of nourishing the growth of its students as thoughtful, productive and responsible members of society. In an effort to communicate our vision of living and learning in a safe, supportive environment, we have developed the following codes and systems.

_ As members of the George Williams College of Aurora University community, we support the application of rules which encourage the development of our campus environment as a constructive educational setting.

_ We all have rights and responsibilities. Each person conducts him/herself in such a way as to enhance the well-being of all members in the community. Each person is also held accountable for their own actions and is responsible for the consequences of said actions.

_ Community responsibility consists of actively supporting the physical, emotional, intellectual, and spiritual well-being of one another.

_ As we participate in this community, we strive for open mindedness, sensitivity, justice and equality.

_ We are fortunate to attract a diverse student body. To develop further your understanding of the world around you, we challenge you to value the differences in one another.

_ We expect that students accept their responsibility to respect and protect the rights and properties of our extended community, including our George Williams College of Aurora University neighbors, businesses, and the residents of the village of Williams Bay.

Academic and Social Expectations

In addition to these community responsibilities, Academic and Social Expectations were written to emphasize more specific commitments to one another. Your assistance is needed to enhance our fundamental principles of academic freedom, equality of opportunity and human dignity.

_ Members will share with faculty the responsibility for academic integrity.

_ Members will treat each other with dignity and respect.

_ Members will act with concern for the safety and well-being of one another.

_ Members will observe federal, state and local laws and University regulations.

_ Members will assume responsibility for their conduct on the University campus and at campus-sponsored events.

_ Members will refrain from any conduct which adversely affects personal or community wellbeing.

_ Members will support one another through constructive confrontation and dialogue.

You are an integral part of our campus community. You are encouraged to internalize these expectations. Ideally, you will use these guidelines as a catalyst to personally impact our community in meaningful, thoughtful ways.

Students must abide by this code of conduct anytime during the school year, including term breaks and academic sessions. If a student moves on campus prior to the first day of class, s/he is responsible for upholding all rules and regulations of George Williams College of Aurora University. This code of conduct also applies to conduct that occurs elsewhere during the course of a College function, including but not limited to student teaching, student internships and clinical experiences, and student activities or events. Actions committed externally may also be subject to judicial action provided that the offense adversely affects the College and/or the pursuit of its objectives.

The actions of a student organization involved in College-related activities or College sponsored activities that are in violation of College regulations may result in disciplinary action against the organization.

Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his or her actions.

GWC Residence Life Community Behavioral Standards

We are pleased that you have chosen to be a member of the residential community at George Williams College of Aurora University. By making this choice, you indicate to us your readiness to accept the inherent rights and responsibilities that go along with being a member of our community. The following behavioral standards are based on our concern for and the acceptance of responsibility to educate all residents. This educational process is a collaboration between the Residence Life staff and our residents. And, it is a system built upon respect for all parties.

Community behavioral standards are intended to affect the conduct of residents and their guests so as to:

1. Develop among residents an acceptance and tolerance for differences that do not produce detrimental effects within the residential community.
2. Deter conduct of residents and their guests which is or may be harmful to others or destructive to property belonging to other residents, their guests, or the College.
3. Hold residents and their guests responsible for their behaviors with a primary emphasis on an educational resolution of judicial matters. There is also an understanding that violations may be so detrimental that the contract of a resident may be suspended or terminated in order to maintain a respectful residential community environment.
4. Continue the development of students with the understanding that development is:
 - Continuous – requiring a continuing, appropriate enforcement of the George Williams College of Aurora University and Residence Life policies, as defined in the Residence Life Guidebook
 - Consistent – requiring a reasonable effort to maintain the consistent enforcement of policies throughout the residence hall/houses. Where violations occur, there must be a reasonably consistent and appropriate use of sanctions for those residents found responsible for violations;
 - Influenced by the environment – requiring immediate definition of standards through the specific policies by campus life staff at community meetings, by staff and residents who interact with other residents, and through other meetings and informal hearings and conferences with residents as well as formal judicial hearings.

The qualitative changes that can result from individual responses to experiences, challenges, and crises facilitate the learning and development of new knowledge, skills, attitudes, and behaviors as a result of their experiences with other residents, staff, or the judicial system.

Ensuring the integrity of community behavioral standards is the responsibility of the following persons:

1. All residents need to accept responsibility for informing other residents of the effect of their behavior upon themselves and to engage in appropriate behavioral changes.
2. The staff of the residence hall/houses need to ensure fair and impartial enforcement of standards and policies for all members of the community and to report promptly and accurately all alleged violations.
3. The hearing officers (Director of Enrollment Management, Dean of Academics for George Williams College, and the Vice President of Academics for George Williams College) need to ensure prompt investigation and fair and impartial hearings to resolve policy violations, to provide appropriate sanctions, and to supervise staff to ensure that standards and policies are appropriately and fairly enforced.
4. The Director of Enrollment Management, Vice President of Academics for George Williams College need to diligently oversee the operation of the judicial system, train staff members in their rights and responsibilities as part of the judicial system, fairly charge individuals, and review the resulting actions, holding staff accountable for their actions in this area.

In summary, the philosophical base for this system is a primary emphasis on the educational and developmental process for students. The focus is on outcomes where the resident acknowledges his/her responsibilities for policy violations and infringements on the rights of others in the community and has an increased understanding of self and others. A positive change in behavior is the ultimate outcome. Due process is guaranteed by the system and every resident has the right to receive notification of the charges, a formal hearing to discuss the case and present relevant information, and notification of the outcome and sanctions related to the case.

The understanding of the community's behavioral standards begins with knowledge of the policies governing the residence hall community.

Please note: George Williams College of Aurora University and the Residence Life staff reserve the right to amend these policies and holds the responsibility to provide timely notification to students regarding these revisions.

GWC Residence Life Standards of Conduct 2008-2009

Students are considered emerging adults and college-student relations are built on this principle. Our policies and student conduct system are based on the principles of student and community development. All residence hall/house students are governed by the George Williams College of Aurora University student code of conduct and the Office of Campus Life policies. The policies that follow pertain specifically to residence hall/house living, whenever you are on the grounds or within the residence hall/house environment. When a student is accused of violating a policy, he/she will be given notice and asked to attend a judicial hearing. Failure to meet with the hearing officer does not absolve a student of the policy violation; a hearing officer will be compelled to make a decision without benefit of input from the accused party.

Any student offense that would endanger the safety or well-being of other residents or the residence hall/houses could result in an interim suspension from the residence hall/house or relocation to another Campus facility.

<p>You are responsible for the use of your room and you are responsible for the behavior of your guests while they are in the halls or on residence hall property. The College may bring judicial action against you for your guest's behavior.</p>
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All students are expected to abide by local, state, and federal laws while on College property or while in attendance at College-sponsored events. Any policy violation that constitutes a felony under federal or Wisconsin state law will be referred to the Williams Bay Police Department. George Williams College of Aurora University reserves the right to refer misdemeanor crimes to the Williams Bay Police Department.

George Williams College of Aurora University also retains the right to conduct an internal investigation and adjudicate the matter according to stated college policies and procedures, which may include suspension or expulsion from the residence hall or the institution. The college sanctions are separate from any pending or completed police investigation.

If you have any questions about the interpretation or enforcement of these rules, please contact a residence hall staff member.

Below are the current Residence Life policies. Please note these are subject to change or modification. When changes are made, the College will provide written notification to students.

1. Abuse of Judicial System

Engaging or participating in abuse of the judicial system is prohibited; this includes, but is not limited to:

- A) Providing false information before a judicial body.
- B) Disrupting or interfering with a judicial proceeding.
- C) Instituting a judicial complaint knowingly without cause.
- D) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- E) Harassing or attempting to inappropriately influence a member of a judicial body prior to, during, and/or after a judicial proceeding.

2. Aiding & Abetting

Aiding and abetting another person in committing an act that violates the Code of Conduct is prohibited. Having knowledge of the intent of another to commit any of the following violations may also constitute a violation of such policy.

3. Alcohol

George Williams College of Aurora University prohibits the following with regard to alcohol:

- A) The possession, distribution, or use by persons under the age of 21 years old.
- B) The manufacture of alcohol on campus, including the residence hall/houses.
- C) Illegally using, possessing, or distributing alcoholic beverages at any off-campus college sponsored event.
- D) Being in the presence of a violation of the alcohol policy.
- E) Possession of alcohol paraphernalia including but not limited to keg tappers, beer bong, Flasks and shot glasses.
- F) Possession of empty alcohol containers, regardless of consumption location.
- G) Violating other college policies while under the influence of alcohol (regardless of consumption location).
- H) Intoxication and/or alcohol abuse shall not be tolerated and will not be accepted as an excuse for unlawful behavior or misconduct on the George Williams College of Aurora University campus or at any off-campus college-sponsored event.
- I) Any person or organization providing/purchasing for or distributing alcohol to any individual below the age of 21 years.
- J) Possession of and/or consumption from a keg or any common container containing alcohol or any alcohol beverage container of more than 32 fluid ounces, including party balls, pony kegs, and other bulk containers; this includes kegs and multi-serving containers that are empty.
- K) Display of alcohol containers or promotional materials clearly visible from a public view.

4. Controlled Substances

The possession and/or use of controlled substances, including but not limited to improper use of prescription drugs, steroids, and illicit drugs are prohibited. Possession of drug paraphernalia or items intended for the use, sale, or distribution of drugs also constitutes a violation of policy.

5. Damage & Vandalism

Vandalism is defined as any damage done with malicious intent to college or private property and includes, but is not limited to: damage to college furniture and/or property, floor/building bulletin boards, door decorations, flyers, etc. Fines will be assessed, as appropriate, for damage done to these items.

The College does not assume responsibility for damage, vandalism or theft caused by students, nor does the College assume responsibility for damage or loss of property due to water, fire, or other such occurrences. Damage and/or loss will be charged to the individual(s) whenever possible. In cases where the individuals who are responsible cannot be identified, the most appropriate living unit will be charged. The living units are defined below:

A) Private Area

In the case of damage to a students' room, all members of the room will be held responsible unless the person or persons responsible can be identified.

B) Floor Common Areas

Any damage/loss to the floor corridors, lounges, or public restroom will be assessed against all persons residing on that floor. Every effort will be made to find the individual(s) responsible. If no one is identified the floor will be held "collectively responsible" which means that the cost of damages will be divided equally among all community members, including the Community Advisor.

C) Building Common Areas

Any damage/loss to the building foyers, laundry rooms or lobby areas will be assessed against all residents living in the building. Every effort will be made to find the responsible individual(s). If no one is identified the residents will be held "collectively responsible" which means the cost of damages will be divided equally among all community members, including the Community Advisor.

6. Disorderly Conduct

Actions which may endanger the health or safety of others (i.e. pranks, practical jokes) and behavior that disrupts or interferes with the orderly functioning of the College, disrupts the peace, or interferes with the performance of the duties of College personnel, including lewd, indecent, or obscene behaviors, are prohibited. Disorderly Conduct may be defined as committing any of the following:

A) Engaging in disorderly conduct or fighting, including, but not limited to, acts which breach the peace or are lewd, indecent, or obscene.

B) Assembling to commit or intend to commit any unlawful act by force; carry out or plan to carry out any action which has the potential to disturb or threaten the public peace, even without unlawful intention; or conduct themselves in a disorderly manner so as to disrupt or threaten to disrupt the public peace, even without unlawful purpose.

C) Interrupting or disturbing the day-to-day academic and operational functions of the College or committing intentional acts that obstruct, disrupt, or physically interfere with the use of College premises, buildings, or passages.

D) Operating any unauthorized motorized vehicle on College sidewalks, grounds or athletic field.

E) Playing sports in public areas or hallways, including but not limited to: in-line skating, skateboarding, throwing any type of ball, and bicycle riding.

7. Electrical

Residents are not allowed to have or use hazardous electrical appliances including, but not limited to: any appliances with open heating elements, space heaters, waterbeds, halogen lamps, cooking appliances, George Foreman grills, decorative lights, concealed extension cords, and/or multiple outlet (octopus) adapters. Multiple strip outlets (fused, with at least a 14 gauge wire, grounded cord) are allowed when needed to power electronic devices.

Only refrigerators which are 4.1 cubic feet or smaller and microwave ovens using no more than 700 watts are allowed. No other major appliances, including air conditioners, are permitted.

8. Failure To Comply

It is the student's responsibility to comply with reasonable directions or requests of any College official acting in the performance of his or her duties. Failure to do so is considered a violation of College policy. Students are expected to carry their George Williams College of Aurora University ID with them at all times. An ID must be furnished upon the request of a College official acting in the course of their duties. Failure to provide identification upon request will result in additional disciplinary sanctions. Failure to complete judicial sanctions will also constitute a violation of the policy.

9. False Representation

Providing false information to the College is considered a violation of policy. This includes, but is not limited to:

- A) Making false reports of a fire, bomb threat, or other dangerous condition; causing or contributing to the cause of a false fire alarm; failing to report a fire, or interfering with the response of College or municipal officials to emergency calls.
- B) engaging or participating in cheating, plagiarism, or other forms of academic dishonesty. (Students committing acts of academic dishonesty are also subject to academic sanctions - refer to Policy Statement F in the A-Book for the George Williams College of Aurora University policy on Academic Integrity.)
- C) furnishing false information to any college official, faculty member, or office.
- D) forging, altering, or misusing any college document, record, or instrument of identification.
- E) tampering with the election of any college-recognized student organization.
- F) attempting to represent the College any recognized student organization, or any official College group without the explicit prior consent of the officials of that group.

10. Fire Alarms & Life Safety Equipment

Every student is required to vacate the building immediately at the sound of the fire alarm/smoke detector. Students who choose not to vacate the building will face judicial and criminal action and be assessed a fine of \$100. Additionally, the following are considered violations of policy:

- A) Causing or contributing to the cause of a false fire alarm is a criminal offense. Students responsible will face judicial and possible criminal action. In addition, student(s) responsible will be required to pay for the cost of emergency response to the alarm. If no student(s) can be identified as the violator(s), the appropriate community will be charged for the offense.
- B) Discharging, causing to be discharged, or tampering with fire and life safety equipment is a violation of college policy. Any student found tampering with equipment will face disciplinary action in addition to paying the cost of the repair or replacement of the equipment, and necessary cleaning and maintenance fees incurred, and a \$100 fine. If no student(s) can be identified as the violator, the appropriate community will be charged for the offense.
- C) Tampering with the smoke detectors in a residence hall is a violation of policy. Students will be charged a minimum of \$25 for tampered smoke detectors.

11. Fire Hazard/Arson

It is prohibited to have open flames or other materials that constitute fire hazards in George Williams College of Aurora University residence hall/houses. Candles, incense, outside grills, campfires in unauthorized area or other materials that are designed to burn are not permitted in the residence hall/houses and the surrounding area. Halogen lamps, decorative lights (e.g. string lights, lighted neon signs, etc.), and overload electrical outlets are not allowed due to fire hazard. Additionally, flammable, caustic, poisonous and/or toxic chemicals are banned.

Committing acts of arson and causing or contributing to the cause of a fire is a criminal offense. Students responsible will face judicial and criminal action. In addition, student(s) responsible will be required to pay for the cost of emergency response to the fire.

12. Gambling

Gambling for money or other items of value is prohibited on campus and at College sponsored activities, except as permitted by law.

13. Guest Policy

Visitation within the residence hall/houses are a privilege for students, not an inherent right. Securing the safety of our students is a major responsibility of George Williams College at Aurora University and the Residence Life staff. Additionally, it is our responsibility to protect the right of contract and the right of privacy of students living in the residence hall/houses. Guest privileges may be suspended should the community of the residence hall be disrupted. The following points are considered provisions of the Guest policy:

- A) A "guest" is defined as any person (opposite or same gender) who is not assigned by the George Williams College of Aurora University Residence Life to live within the residence hall/house, even if that person is a George Williams College of Aurora University student.
- B) Guests cannot occupy a room/house without the host present. It is the responsibility of the host to make sure their guest understands and abides by all university policies and procedures. If a resident's guest is involved in any policy violation, the host will be subject to judicial action.
- C) Guests, who are not George Williams College of Aurora University, need to be escorted on campus at all time.
- D) Guests who engage in behavior which violates GWC of AU policy will be escorted out of the residence hall/houses; guests under the age of 18 will be escorted out of the residence hall/houses and the parents/legal guardians may be contacted.
- E) It is not always possible to predict behavior of persons who are friends. If a host contacts a member of the GWC Residence Life staff, Campus Safety, or other administrators indicating that a guest is behaving inappropriately and asking for assistance, it may be interpreted that the host was acting responsibly and judicial action for the host may not apply.
- F) Residents are allowed to have two guest stay overnight on campus a maximum of three nights per week, for a maximum of 15 nights per semester.
- G) Residents under the age of 18 must have parental consent to have overnight guests by the signing of a consent form when the resident completes his or her housing registration.
- H) In cases where roommates do not agree regarding guests, the right of a resident to occupy his or her room without the presence of a guest shall take precedence over the privilege of a roommate to host a guest.
- I) Guests under the age of 18 need parental (or legal guardian) permission to stay overnight in the halls.
- J) Babysitting is not allowed in GWC at AU residence hall at ANY time.
- K) No one is allowed to stay overnight during semester final exam weeks or other college designated times.

14. Harassment

Committing any of the following, knowing, or having reasonable grounds to know, that it will or potentially could tend to alarm, anger, harm, or disturb others, or provoke an assault or breach of peace is prohibited:

- A) Committing acts of physical abuse or engaging in actions which harass, threaten, or otherwise endanger the health or safety of any person.
- B) Intimidating, demeaning, or injuring an individual physical, mentally or emotionally.
- C) Engaging in a course of conduct or repeatedly committing acts that alarm or seriously annoy another person and which serve no legitimate purpose.

15. Hate Motivated/Bias Based Incidents

Hate motivated offenses are defined as conduct directed at an individual on the basis of age, race, ethnicity, gender, sexual orientation, religion, socioeconomic status or ability with intention to intimidate, demean, or injure an individual(s) physically, mentally, or emotionally. Students found responsible for such violations are subject to disciplinary action. Harsher sanctions may be imposed when the behavior is motivated by hate or bias. George Williams College of Aurora University seeks to foster a community conducive of living, learning, and working in a bias-free environment. GWC-Aurora will not limit constitutionally protected speech, but is steadfast in its intolerance of hateful behavior. Members of the George Williams College of Aurora University community affected by hate-motivated offenses are strongly encouraged to report the incident to Campus Safety, Human Resources, or someone on the GWC Residence Life staff.

16. Hazing

Hazing is prohibited in the residence halls/houses. Hazing will be defined as: committing any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization or athletic team whose members are or include students at an educational institution. A person commits an offense if the person engages in hazing, encourages another to engage in hazing, knowingly permits hazing to occur or has knowledge of hazing and fails to report said knowledge to an appropriate official of the college. It should be noted that it is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

17. Keys

Unauthorized possession, duplication or use of keys is a violation of policy. Residents are not to give their building or room key to anyone. Individuals found with unauthorized keys will be escorted out of the residence hall/houses and off campus, if appropriate, and the keys will be confiscated. The individual responsible for the key will be charged with improper use of keys.

18. Pets

Pets (animals) are not permitted within the residence hall/houses.

Upon discovery of an unauthorized pet, the Residence Life staff member will request that the resident remove the animal immediately to an off-campus location. If this cannot be done immediately, the resident will be allowed 24 hours to do so and the staff member will follow-up with the student after that time. If the pet has not been removed, a \$20 per day fine will be assessed until the animal is removed. If the resident refuses to remove the pet or has not done so after a period of 3 days, GWC reserves the right to contact Walworth County Animal Services and have the pet removed.

19. Quiet Hours/Courtesy Hours

Because resident students are a part of a larger community, courtesy hours help to maintain a positive living environment. Courtesy hours are in effect 24 hours a day. When a resident is

asked by a fellow community member or staff person to reduce the noise level at any time during the day, that resident is expected to comply with respect to the individual and the community as a whole.

In order to promote an environment conducive to academic learning, George Williams College of Aurora University has mandated the following quiet hours for the residence hall:

Sunday through Saturday, 11p.m.-7a.m.

During quiet hours, all noise must be kept to a minimum in order to protect each individual's study and sleep patterns. Quiet hours extend to all public areas of the residence hall/houses, including lounges and lobbies, as well as private residential areas. The college would adhere to earlier quiet hours agreed to by the entire residence hall community.

Prior to finals week each semester, quiet hours are in effect 24 hours a day until the halls close following the last exam. Signs will be posted with the start and end date for 24 hour quiet hours.

20. Room Decoration

Fabric, fabric-like, or plastic wall or ceiling coverings or adornments (including, but not limited to: tapestries, towels, sheets, or posters) are prohibited due to safety issues.

The Residence Life staff reserves the right to inspect and, when necessary, remove deemed items from room doors that may be considered offensive and/or inappropriate. Additionally the assigned resident(s) of a room are responsible for graffiti or writing on their individual doors. Resident(s) may be assessed the cost of cleaning any graffiti or writing that is not removed immediately.

Due to safety issues, students are prohibited from building or possessing lofts and from making structural changes to a residence hall/house room.

21. Sexual Assault

Committing acts of sexual assault (stranger, date, or acquaintance), sexual abuse, or other forms of coerced sexual activity is a violation of policy.

22. Smoking and Tobacco

George Williams College Aurora University strives to protect the health and well being of all campus community members. To that end, residence hall/houses are smoke-free and tobacco-free. This includes smokeless tobacco. Residents wishing to smoke must do so outside of the hall/house and must maintain a minimum distance of 25 feet from any entrance.

23. Solicitation

The use of a residence hall room for the selling of goods or services is strictly prohibited. In order to protect the privacy of students and to provide maximum security, materials will not be distributed or posted on residence hall/house property unless approved by the Office of Campus Life. Door to door solicitation or solicitation in common areas is prohibited for all groups and individuals.

24. Stalking

Stalking behavior in which an individual intentionally, willfully, maliciously, and repeatedly engages in conduct directed at an individual which alarms, threatens, torments, terrorizes, or serves no legitimate purpose will be considered a violation of College policy.

25. Theft

Engaging in acts of theft or to possess without authorization goods belonging to other members of the community, including, but not limited to, food and other items not designated as "carryout"

by dining services, College furniture, and/or College property, is prohibited. Lounge furniture and other university property in public areas may not be moved to private rooms. If university property is found in a private room, a fine of \$25 per day will be assessed for each piece of property to each resident in the room and residents must immediately return the property.

26. Unauthorized Entry/Exit

Residents are restricted from entering or exiting illegally, improperly, without authorization, or during non-contract periods without proper registration, your or other resident's room or any room or facility which you are not authorized to enter/exit, including alarmed exit doors. It is also a violation of policy to prop open exterior or interior doors that allow access to a locked facility.

27. Waterfront and other Recreational Facilities and Equipment

Use of the waterfront, other recreational areas and equipment is restricted to regularly scheduled hours and seasons. Trespassing, vandalism or theft of privately owned sailboats and other boats around the waterfront will not be tolerated.

28. Weapons

Possession, keeping or use that carelessly, recklessly or intentionally harms or intends to harm another person of a weapon, dangerous instrument, fireworks, hazardous substance or noxious materials on campus, including in any vehicle, is prohibited. Weapons include, but are not limited to:

A) firearms (such as handguns and rifles), BB guns, pellet guns, air guns, spring-guns or other instrument or weapons in which the propelling device is a spring, air, piston or CO2 cartridge or other similar devices, antique and ornamental weaponry, and bow and arrows.

B) Dangerous instruments include, but are not limited to, deadly substances (such as potassium cyanide), explosives, explosive devices, gunpowder, firearm ammunition, flammable petroleum fuels, knives with a blade length of three inches or more, blackjacks and martial arts weaponry.

29. Windows & Roofs

Occupancy of any outdoor window ledge or roof area (this includes entering or exiting through windows) is prohibited, due to safety concerns. Removal of or damage to a window screen, storing items on a roof or balcony ledge, and throwing items from the window will constitute a violation of this policy.

Judicial Procedures & Processes

Students are held accountable for all college policies and procedures in order to ensure the safe and orderly functioning of the College. Violations of policies will be handled through the judicial process set by the College. George Williams College of Aurora University regularly reviews the programs in place to determine their effectiveness and to ensure consistency in the disciplinary process and reserves the right to change or implement new policies in order to ensure the rights and safety of the College community and property.

Judicial Processes

The Director of Enrollment Management will handle the majority of the violations of policy. The Vice President of Academics for George Williams College may handle significant violations of policy.

Appeal Process

Students may appeal the decision of a judicial officer. A letter of appeal must be submitted in writing to the appropriate Appeals Officer within three calendar days from the date of the student's receipt of the official decision. A decision will be made within ten calendar days. Failure

to appeal within the allotted time will render the original decision final and conclusive.

Appeals of administrative hearings will be heard one administrative level up from the original judicial officer. Assigned sanctions are not subject to appeal. Only one appeal may be heard per case and are based on the following grounds for appeal:

- a. an erroneous finding of fact contrary to the substantial weight of the evidence;
- b. incorrect interpretation of a policy or of the responsibilities of the administrator;
- c. bias on the part of the College Judicial Officer which materially affected the hearing;
- d. new evidence material to the case that was not available at the time of the hearing.

After receiving an appeal and reviewing all available information, the Appeals Officer may elect to:

- a. deny the appeal and, in doing so, affirm the finding and the sanction originally determined.
- b. remand the case to the original hearing body with recommendations.
- c. orders a new hearing with a new hearing body.
- d. dismisses the case.

Sanctions

In recommending or determining a sanction(s), a judicial officer will consider all relevant factors including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, the student's current demeanor, and the student's past disciplinary record, if any. The disciplinary actions listed in this section are not meant to be inclusive, but serve as guidelines which may be imposed in any combination.

Students may be asked to sign a statement acknowledging receipt of assigned sanctions. This document may also stipulate additional consequences if the assigned sanctions are not completed accordingly.

The following are sanctions which may be imposed for a violation of the Student Code of Conduct:

A) Expulsion: Permanent separation from the College. Students who have been expelled may not be on campus without specific written permission of the Vice President for George Williams College or Vice President for Student Life.

B) Suspension: Separation of the student from the College for a specified period of time. The student will not participate in College-sponsored activities and may not be on campus without specific written permission of the Vice President of Academics for George Williams College or Director of Enrollment Management. Some restrictions may be placed on the student as a condition of his or her return to campus.

C) Disciplinary Removal from Residence: Removal of the student from College housing on either or temporary or permanent basis. Normally, a student who is found to be in violation of this Code by the appropriate hearing body or judicial officer is entitled to five calendar days to vacate his/her College housing facility. If, however, there is reason to believe that the student poses a substantial threat to harm oneself or others, damage College property, or disrupt the stability and continuance of normal College operations and functions, this process can be accelerated.

D) Loss of Extracurricular Privileges: A student may lose the privilege of participating in extracurricular activities and/or running for or holding office in any student group or organization as part of a disciplinary sanction. This includes, but is not limited to, participation in athletic, music, and dramatic events, programs, groups, and teams. Any exceptions must be expressly stipulated by a judicial officer and approved by the Vice President for George Williams College.

E) Disciplinary Probation: A specified period of time during which the student is removed from good disciplinary standing. Any additional violations during the probationary period will result in more severe consequences, up to and including expulsion.

F) Disciplinary Reprimand: A written warning to the student that the cited behavior is not in accordance with the Code of Conduct. The student is warned that further misconduct may result in more severe disciplinary action.

G) Restitution: In cases of damage, destruction, defacement, theft, injury or unauthorized use of property, restitution to the College or to an individual may be required. In cases of restitution to the College, the charge will be posted directly to the student's account. Payments not received by the deadline will result in late charges being incurred.

H) Loss of Contact: Loss of contact may be imposed when a student is found responsible for such violations as harassment, assault or similar offenses against an individual. Students who receive this sanction may not initiate contact with a particular person or persons in person, by telephone, electronic mail, voice mail, in writing, by friends on his or her behalf, or by any other means, anywhere on campus. This sanction is usually imposed for the tenure of the student found responsible.

I) Other Sanctions - Other sanctions may be imposed instead of or in addition to those specified above, including but not limited to the following: community service; educational or research projects; mandated counseling or therapy; relocation to another College living area; trespass from specified College premises; loss of specified College privileges; assignment of a failing grade in an academic course; or fines for alcohol or controlled substance policy violations. The imposition of such sanctions must be related to the nature of the violation.

Summary Action

For alleged violations of the Student Code of Conduct, summary action, including but not limited to: interim suspension, loss of contact with another student, immediate removal from the residence halls, reassignment to alternate housing, and/or restrictions from designated residence halls or campus facilities or events on a temporary basis, may be imposed by the Vice President of Academics for George Williams College or Director of Enrollment Management. Summary action should be assigned only when there is reason to believe that the student poses a threat to harm oneself or others, damage college property, or disrupt normal college operations.

The Vice President of Academics for George Williams College or Director of Enrollment Management contemplating taking the action shall meet with the student prior to imposing an interim sanction to inform his or her of the alleged violation(s) and of the reasons for the proposed interim sanction. During this meeting, the student will be afforded an opportunity to make a brief statement regarding the alleged violation(s). If the student fails to attend a scheduled meeting, or if such a meeting is unreasonably difficult to afford, action may be taken in his/her absence.

If, following the meeting (or in absence of a meeting as described above), the administrator decides that implementation of an interim sanction is warranted, the student will be served with a written notice of the interim sanction. An interim sanction will become effective immediately upon being served with the written notice.

Summary action is a temporary resolution that will be imposed pending disciplinary or criminal proceedings, or medical evaluation. The required formal hearing pertaining to the campus disciplinary system will be provided within a reasonable length of time which, unless unusual circumstances are present, will be held not later than ten calendar days from the date the written notice was served. Summary action is not subject to appeal prior to the required formal hearing.

Suspension of Judicial Process

During the final week of the academic year, portions of the formal judicial process may be suspended in order to adjudicate violations prior to the departure of students.

The typical seven-day timeframe will be suspended. College Judicial Officers reserve the right to conduct judicial hearings with students for significant policy violations at the time of the incident or the next working day.

Students may be contacted during the summer session to resolve incidents occurring during the final week of classes. Failure to respond to a hearing notification letter will not absolve the student of responsibility and will compel the College Judicial Officer to make a decision without benefit of the student's input.

updated 8/08