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STUDENT AFFAIRS PERSONNEL

678-359-5056

Dr. Dennis Chamberlain	Vice President for Student Affairs
Ms. Dawn Byous	Administrative Specialist
Ms. Sharon Lloyd	Director of Student Activities
Mr. Todd Davis	Director of Athletics
Mr. Israel Ingle	Coordinator of Recreational Facilities
Ms. Kristina Henderson	Director of Counseling Services
Ms. Nicole Williams	Counselor
Mrs. Tracey Baker	Health Clinic Coordinator (PT Nurse)
Ms. Tonya Coleman	Director of Residence Life
Ms. Gratasha Banks	Assistant Director of Residence Life
Ms. Ginny Hammond	Program Assistant
Yvonne Flonnory	Resident Director Guillebeau Hall
Tim Jones	Resident Director Melton Hall
Victoria Bright	Resident Director Gordon Commons A
Ann Becker	Resident Director Gordon Commons B
Bossie Davis	Resident Director Gordon Commons C
Shalanna Banks	Resident Director Gordon Village 1 st Floor
Kendel Purvis	Resident Director Gordon Village 2 nd Floor
Gary Garland	Resident Director Gordon Village 3 rd Floor

Other Departmental Assistance

Academic Affairs	Lambdin Hall	678-359-5018
Admissions	Lambdin Hall	678-359-5021
Bookstore	Student Center	678-359-5053
Business Affairs	Lambdin Hall	678-359-5010
Computer Services	Instructional Complex	678-359-5008
Dining Services	Student Center	678-359-5052
Facilities	Facilities	678-359-5103
Financial Aid	Lambdin Hall	678-359-5990
Health Center	Gordon Hall	678-359-5476
Library	Hightower Library	678-359-5076
Mailroom	Student Center	678-359-5005
Public Safety	Gordon Hall	678-359-5101
Registrars	Lambdin Hall	678-359-5022

IMPORTANT PHONE NUMBERS

Gordon College Police Department – Emergency	770-358-5111
Office	678-359-5101
Barnesville City Police	770-358-1234
Lamar County Sheriff's Office	770-358-5159
Ambulance	911
Barnesville Fire Department	770-358-3262

LOCAL PHYSICIANS

DR. LEE T. WOODALL
DR. TERRI M. WILSON
DR. HALEY MANLEY

Phone: 770-358-1961
Address: 101 Houston Street
Barnesville, GA 30204

Office Hours: Monday 7:30 AM-7:00 PM
Tuesday – Friday 8:00 AM-5:00 PM

DR. AARON BUICE

Phone: 770-872-3663
Address: 102 Swatts Street
Barnesville, GA 30204

LAMAR COUNTY HEALTH DEPARTMENT

Phone: 770-358-1483
Address: 118 Academy Drive

***STUDENT HEALTH CENTER (GORDON HALL)**

Hours: Monday – Thursday 10 am-12 pm, 1 pm – 3 pm; Friday 10 am- 12 pm
Phone: 678-359-5476

VACCINE INFORMATION STATEMENT

HEPATITIS B VACCINE: WHAT YOU NEED TO KNOW

1. Why get vaccinated?

Hepatitis B is a serious disease.

The hepatitis B virus (HBV) can cause short-term (acute) illness that leads to:

- loss of appetite
- diarrhea and vomiting
- tiredness
- jaundice (yellow skin or eyes)
- pain in muscles, joints, and stomach

It can also cause long-term (chronic) illness that leads to:

- liver damage (cirrhosis)
- liver cancer
- death

About 1.25 million people in the U.S. have chronic HBV infection.

Each year it is estimated that:

- 80,000 people, mostly young adults, get infected with HBV
- More than 11,000 people have to stay in the hospital because of hepatitis B
- 4,000 to 5,000 people die from chronic hepatitis B

Hepatitis B vaccine can prevent hepatitis B. It is the first anti-cancer vaccine because it can prevent a form of liver cancer.

2. How is hepatitis B virus spread?

Hepatitis B virus is spread through contact with the blood and body fluids of an infected person. A person can get infected in several ways, such as:

- by having unprotected sex with an infected person
- by sharing needles when injecting illegal drugs
- by being stuck with a used needle on the job
- during birth when the virus passes from an infected mother to her baby

About one third of people who are infected with hepatitis B in the United States don't know how they got it.

3. Who should get hepatitis B vaccine and when?

1) Everyone 18 years of age and younger

2) Adults over 18 who are at risk

Adults at risk for HBV infection include:

- people who have more than one sex partner in 6 months
- men who have sex with other men
- sex contacts of infected people
- people who inject illegal drugs
- health care workers and public safety workers who might be exposed to infected blood or body fluids
- household contacts of persons with chronic hepatitis B virus infection
- hemodialysis patients

If you are not sure whether you are at risk, ask your doctor or nurse.

People should get 3 doses of hepatitis B vaccine according to the following schedule. If you miss a dose or get behind schedule, get the next dose as soon as you can. There is no need to start over.

For an infant whose mother is infected with HBV:

- First Dose: Within 12 hours of birth
- Second Dose: 1 to 2 months of age
- Third Dose: 6 months of age

For an infant whose mother is not infected with HBV:

- First Dose: Birth to 2 months of age
- Second Dose: 1 to 4 months of age (at least 1 month after the first dose)
- Third Dose: 6 to 18 months of age

For an older child, adolescent, or adult:

- First Dose: Any time
- Second Dose: 1 to 2 months after the first dose
- Third Dose: 4 to 6 months after the first dose

For anyone:

- The second dose must be given at least 1 month after the first dose.
- The third dose must be given at least 2 months after the second dose and at least 4 months after the first.
- The third dose should not be given to infants younger than 6 months of age, because this could reduce long-term protection.

Adolescents 11 to 15 years of age may need only two doses of hepatitis B vaccine, separated by 4 to 6 months. Ask your health care provider for details.

Hepatitis B vaccine may be given at the same time as other vaccines.

4. Some people should not get hepatitis B vaccine or should wait

People should not get hepatitis B vaccine if they have ever had a life-threatening allergic reaction to baker's yeast (the kind used for making bread) or to a previous dose of hepatitis B vaccine.

People who are moderately or severely ill at the time the shot is scheduled should usually wait until they recover before getting hepatitis B vaccine.

Ask your doctor or nurse for more information.

5. What are the risks from hepatitis B vaccine?

A vaccine, like any medicine, is capable of causing serious problems, such as severe allergic reactions. The risk of hepatitis B vaccine causing serious harm, or death, is extremely small.

Getting hepatitis B vaccine is much safer than getting hepatitis B disease.

Most people who get hepatitis B vaccine do not have any problems with it.

Mild problems

- soreness where the shot was given, lasting a day or two (up to 1 out of 11 children and adolescents, and about 1 out of 4 adults)
- mild to moderate fever (up to 1 out of 14 children and adolescents and 1 out of 100 adults)

Severe problems

- serious allergic reaction (very rare)

6. What if there is a moderate or severe reaction?

What should I look for?

Any unusual condition, such as a serious allergic reaction, high fever or unusual behavior. Serious allergic reactions are extremely rare with any vaccine. If one were to occur, it would be within a few minutes to a few hours after the shot. Signs can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

What should I do?

- Call a doctor or get the person to a doctor right away.
- Tell your doctor what happened, the date and time it happened, and when the vaccination was given.
- Ask your doctor, nurse, or health department to file a Vaccine Adverse Event Reporting System (VAERS) form, or call VAERS yourself at 1-800-822-7967.

7. The National Vaccine Injury Compensation Program

In the rare event that you or your child has a serious reaction to a vaccine, a federal program has been created to help you pay for the care of those who have been harmed.

For details about the National Vaccine Injury Compensation Program, call 1-800-338-2382 or visit the program's website at <http://www.hrsa.gov/bhpr/vicp>

8. How can I learn more?

Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.

Call your local or state health department's immunization program.

Contact the Centers for Disease Control and Prevention (CDC):

- Call 1-800-232-2522 or 1-888-443-7232 (English)
- Call 1-800-232-0233 (Español)
- Visit the National Immunization Program's website at <http://www.cdc.gov/nip> or CDC's Division of Viral Hepatitis website at <http://www.cdc.gov/hepatitis>

U.S. Department of Health & Human Services
Centers for Disease Control and Prevention
National Immunization Program

Vaccine Information Statement

Hepatitis B

7/11/01

42 U.S.C. Section 300aa-26

VACCINE INFORMATION STATEMENT

MENINGOCOCCAL VACCINE

***Effective Fall Semester 2006 pursuant to Board of Regents policy changes for all post secondary education institutions in Georgia.**

WHAT YOU NEED TO KNOW

1. What is meningococcal disease?

Meningococcal disease is a serious illness, caused by a bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of the brain and spinal cord coverings. Meningococcal disease can also cause blood infections.

About 2,600 people get meningococcal disease each year in the U.S. 10-15% of these people die, in spite of treatment with antibiotics. Of those who live, another 10% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age, and in people with certain medical conditions. College freshmen, particularly those who live in dormitories, have a slightly increased risk of getting meningococcal disease. Meningococcal vaccine can prevent 2 of the 3 important types of meningococcal disease in older children and adults. Meningococcal vaccine is not effective in preventing all types of the disease. But it does help to protect many people who might become sick if they don't get the vaccine.

Drugs such as penicillin can be used to treat meningococcal infection. Still, about 1 out of every ten people who get the disease dies from it, and many others are affected for life. This is why it is important that people with the highest risk for meningococcal disease get the vaccine.

2. Who should get meningococcal vaccine and when?

Meningococcal vaccine is not routinely recommended for most people. People who should get the vaccine include:

- **U.S. Military recruits**
- **People who might be affected during an outbreak of certain types of meningococcal disease.**
- **Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as West Africa.**
- **Anyone who has a damaged spleen, or whose spleen has been removed.**
- **Anyone who has terminal complement component deficiency (an immune system disorder).**

The vaccine should also be considered for:

- **Some laboratory workers who are routinely exposed to the meningococcal bacteria.**

The vaccine may also be given to college students who choose to be vaccinated. College freshmen, especially those who live in dormitories, and their parents should discuss the risks and benefits of vaccination with their health care providers.

Meningococcal vaccine is usually not recommended for children under two years of age. But under special circumstances it may be given to infants as young as 3 months (the vaccine does not work as well in very young children). Ask your health care provider for details.

How many doses?

-- For people 2 years of age and over: 1 dose (Sometimes an additional dose is recommended for people who continue to be at high risk. Ask your provider.)

-- For children 3 months to 2 years of age who need the vaccine: 2 doses, 3 months apart

3. Some people should not get meningococcal vaccine or should wait

People should not get meningococcal vaccine if they have ever had a serious allergic reaction to a previous dose of the vaccine. People who are mildly ill at the time the shot is scheduled can still get meningococcal vaccine. People with moderate or severe illnesses should usually wait until they recover. Your provider can advise you.

Meningococcal vaccine may be given to pregnant women.

4. What are the risks from meningococcal vaccine?

A vaccine, like any medicine, is capable of causing serious problems, such as severe allergic reactions. The risk of the meningococcal vaccine causing serious harm, or death, is extremely small.

Getting meningococcal vaccine is much safer than getting the disease.

Mild problems

Some people who get meningococcal vaccine have mild side effects, such as redness or pain where the shot was given. These symptoms usually last for 1-2 days.

A small percentage of people who receive the vaccine develop a fever.

5. What if there is a serious reaction?

What should I look for?

Look for any unusual condition, such as a severe allergic reaction, high fever, or unusual behavior. If a serious allergic reaction occurred, it would happen within a few minutes to a few hours after the shot. Signs of a serious allergic reaction can include difficulty breathing, weakness, hoarseness or wheezing, a fast heart beat, hives, dizziness, paleness, or swelling of the throat.

What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and time it happened, and when the vaccination was given.

- Ask your health care provider to file a Vaccine Adverse Events Reporting System (VAERS) form. Or call VAERS yourself at 1-800-822-7967 or visit their website at <http://www.vaers.org>.

6. How can I learn more?

- Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department's immunization program.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-2522 (English)
 - Call 1-800-232-0233 (**Espanola**)
 - Visit the National Immunization Program's website at <http://www.cdc.gov/nip>
 - Visit the National Center for Infectious Disease's meningococcal disease website at http://www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm

U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Disease Control and Prevention
National Immunization Program

Vaccine Information Statement
Meningococcal
3/31/2000

Clean Hands Saves Lives!

It is best to wash your hands with soap and warm water for 20 seconds.

When water is not available, use alcohol-based products (sanitizers).

Wash hands before preparing or eating food and after going to the bathroom. Keeping your hands clean helps you avoid getting sick.

When should you wash your hands?

Before preparing or eating food

After going to the bathroom

After changing diapers or cleaning up a child who has gone to the bathroom

Before and after caring for someone who is sick

After handling uncooked foods, particularly raw meat, poultry, or fish

After blowing your nose, coughing, or sneezing

After handling an animal or animal waste

After handling garbage

Before and after treating a cut or wound

After handling items contaminated by flood water or sewage

When your hands are visible dirty

Using alcohol-based sanitizers

Apply product to the palm of one hand.

Rub hands together.

Rub product over all surfaces of hands and fingers until hands are dry.

Washing with soap and water

Place your hands together under water (warm if possible).

Rub your hands together for at least 20 seconds (with soap if possible).

Wash your hands thoroughly, including wrists, palms, back of hands, and under the fingernails.

Clean the dirt from under fingernails.

Rinse the soap from your hands.

Dry your hands completely with a clean towel if possible (this helps remove the germs),

However, if towels are not available it is okay to air dry your hands.

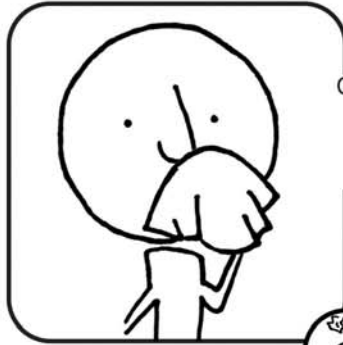
Pat your skin rather than rubbing to avoid chapping and cracking.

If you use a disposable towel, throw it in the trash.

Remember: If soap and water are not available, use alcohol-based hand sanitizer.

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or cough or sneeze into your upper sleeve, not your hands.

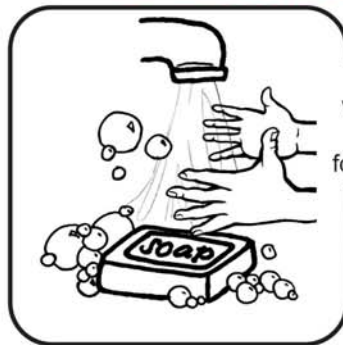


Put your used tissue in the waste basket.



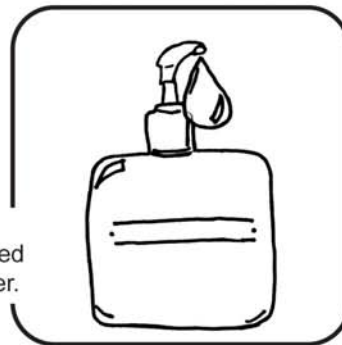
Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds

or clean with alcohol-based hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us



Minnesota
Antibiotic
Resistance
Collaborative



GORDON COLLEGE RESIDENCE LIFE MISSION

Gordon College Residence Halls seek to provide the total college experience for students desiring to live on campus. Campus living continues to be a beneficial experience for students seeking to exercise independence, strengthen interpersonal skills, save time and money, and utilize college resources. In addition to providing numerous opportunities for leadership development, the residence halls elevate social awareness through exposure to various events and programs. The residence hall experience serves as a catalyst in developing a more satisfied and successful student. Residence Life strives to insure that conditions within the halls are conducive to healthy living, safe surroundings, and scholastic growth.

INTRODUCTION

This **Guide** is prepared for all residential students of Gordon College. The information contained herein is to be used as a guide for living in the residence halls of Gordon College. The purpose is to provide you with all the information necessary for a successful and effective living experience at Gordon. We hope you will find the **Guide** helpful as you endeavor to be a positive and contributing member of the College community.

STATEMENT OF MUTUAL RESPONSIBILITY

As a student of Gordon College, I recognize that there exists in the college community a reciprocal responsibility, which must be mutually acknowledged and respected. Recognizing that my behavior will reflect upon my fellow students and upon the institution, I agree to comply with ordinary rules of good conduct, outlined in the conduct information and regulations section of the **GUIDE TO RESIDENCE HALL LIVING** and **GORDON COLLEGE ACADEMIC CATALOG**, as long as I am enrolled at Gordon College. I also recognize that the privilege of living in a college facility is contingent, semester-to-semester, on my behavior and acceptance of this responsibility during the preceding semester(s).

All students are asked to retain this **Guide** and will be held responsible for knowledge of its contents.

STUDENT RESPONSIBILITY FOR FACILITIES

The student is responsible for the condition and cleanliness of the assigned room and its furnishings. The student shall reimburse Gordon College for all damages to, loss of, and/or special cleaning of these accommodations. Residents may be required to share the expense of repair, replacement, and/or special cleaning of any areas commonly used by residents and their guests (i.e. lobby areas, hall areas, restrooms, etc.). The College at its sole discretion shall make determination of the amount of assessments for damage, loss, and cleaning. There will also be a non-refundable \$50.00 application fee and a \$250.00 deposit/damage payment required of each resident. The \$250.00 deposit/damage payment is refundable upon year end completion of the Residence Hall Contract/Lease Agreement if the student follows the check-out procedures for his/her room and leaves it in satisfactory condition.

DAMAGES/COLLECTIVE LIABILITY

The College does not assume any responsibility or legal obligation for personal injury or loss of or damage to personal property. Students are to secure rooms and property at all times. Students are advised to purchase insurance to cover property losses and damages.

Students are responsible for care of rooms and equipment. The College does not provide janitorial service in student rooms. Charges may be assessed for damages to, unauthorized use of, or alterations to rooms, equipment or buildings and for special cleaning necessitated by inadequate care of room/equipment. Students are jointly responsible for care of public areas and equipment. Public areas are those areas available for use by all students living on a wing, a floor or within a hall. Charges for damages to public areas and equipment will be made to **ALL** students assigned to separate wings, floors and within the entire hall as appropriate.

The College will not be held liable for reasons of inconvenience or annoyance arising from the making of repairs, alterations, additions or improvements to the premises or any portion of the building in which residents are located.

HOUSING STAFF/POLICIES

The **Office of Student Housing** is located in **Gordon Village**. The Student Housing Office (Village) handles room assignments and meal plans for all residence halls on campus. Village residents should visit the office for daily operations such as loaner keys, work orders, etc.
Office No.: 678-359-5435 Fax No.: 770-358-5405

The **Office of Residence Life** is located in **Gordon Commons Building B**. The Residence Life Office (Commons B) handles the programmatic and maintenance concerns for Guillebeau Hall, Melton Hall and Gordon Commons. Guillebeau, Melton and Gordon Commons residents should visit the office for daily operations such as loaner keys, work orders, etc. All residents should see the Commons B Office for roommate conflicts, health and safety inspections, etc.
Office No.: 678-359-5420 Fax No.: 770-358-5754

Both offices are open Monday through Friday, 8 am to 5 pm. Email: *residencelife@gdn.edu*.

Resident Director

The Resident Director (and the Assistant Resident Director, if applicable) shall be responsible for the daily operation of an assigned residence hall and reports directly to the Director of Residence Life or official designee. In general, the duties are to insure that conditions conducive to healthy living and scholastic growth are present in the residence hall. These duties include the following:

1. To enforce campus regulations and report violations to the Director of Residence Life or official designee;
2. To supervise the Resident Assistants and/or all personnel/work-study students assigned to his/her respective residence hall; and
3. To supervise various social, recreational, cultural, community service and educational programs which take place in the residence hall.
4. To report and follow-up on routine maintenance issues related to safety, sanitation, etc.

Resident Directors/Resident Assistants

Resident Directors/Assistants are on duty from 6:00 p.m. to 8:00 a.m. daily and assigned weekends. If you need assistance and your R.A. is not in, contact the On-Call R.A in your respective building or the Resident Director.

Application and Assignment

Acceptance of the Residence Hall Contract does not guarantee assignment of a particular space, specific requests, or admission to Gordon College. Residence Hall Contracts will not be processed and room assignments will not be made until the application fee/damage deposit has been received and your application for admission to the College is complete. First priority goes to the academically qualified returning students, then to academically qualified new applicants. When you are assigned a space, your housing assignment will be confirmed by email and/or mail along with Move-In guide information.

Application Fee/Damage Deposit

A room cannot be assigned until the \$300 payment (\$50.00 non-refundable application fee and the \$250.00 damage deposit) has been received. **The deposit will be forfeited if the student fails to complete the full length of the contract, or if the student fails to occupy the assigned space without notifying the Office of Student Housing in writing.** Students who are suspended from the residence halls for disciplinary reasons are not eligible for a residence hall room refund.

Refund Policy

1. Application Fee/Damage Deposit Payment

The application fee is non-refundable. The damage deposit is not refundable when the contract is broken by the student. Any student who cancels a room assignment will not receive a deposit refund.

2. Rental Amount for Contracted Period

Once a student moves into a residence hall, the College assumes he/she will remain there until the completion of his/her contract. This is a contract between the student and Gordon College. When a residence hall contract cancellation has been applied for and approved by the Office of Student Housing or official designee, the student will be refunded as follows for elective fees: (a) No refunds for room charges or damage deposit. Board (meal) charges are made on a prorated basis determined by date of withdrawal, (b) Students suspended for disciplinary reasons are not eligible for a residence hall room refund. The Business Office should be contacted for all financial transactions (semester and monthly payments).

Residency Requirements

1. Academic Requirements for Residence Hall Acceptance

Gordon College promotes high academic standards. In keeping with a College-wide effort, **Residence Life maintains academic admission standards of a minimum combined SAT (math/verbal) score of 720 (ACT composite score of 15) and/or 2.0 high school grade point average based on academic courses only (students satisfying one but not both minimum requirements will be admitted on a probationary basis), or GED score of 2750 re-centered (275 original), and a 2.0 GPA on all college work.** Exceptions can be requested in writing to the Office of Student Housing. Note: Honors programs are hosted in select residence halls.

To remain in good academic standing, students are required to maintain an acceptable cumulative grade point average. The minimum acceptable cumulative grade point average (GPA) is based on the number of semester hours attempted. The table below summarizes the relevant information.

<u>Total Hours Attempted</u>	<u>Minimum Cumulative GPA</u>
1 – 15	1.40
16 – 30	1.60
31 – 45	1.80
46 – 59	1.90
60	2.00

The **first semester** a student fails to meet the minimum cumulative GPA listed above, the student will be placed on Residence Hall Probation. The student will then **have one additional** semester to meet the minimum required GPA. If the student fails to do so, the student will be ineligible to live in the residence halls.

2. Residency

All Gordon College Athletes are required to live in the residence halls (Main campus in Barnesville).

All students enrolled in 12 credit hours and attending classes on the main Gordon College campus are encouraged to live in the residence halls. Students must be registered for a **minimum of 6 or more credit hours** to be eligible to live in the residence halls. Residents are encouraged to register and maintain 12 or more credit hours for graduation, transfer, and/or insurance purposes.

Students placed on academic probation for grades will be placed on residence hall probation. Students placed on academic suspension for grades will be suspended from the residence halls in accordance with the academic suspension policy noted in the Gordon College Academic Catalog.

Fourth-semester Developmental Studies students are ineligible to live in the residence halls.

3. Housing Exemptions

All requests for exemptions from the above residence requirements must be presented in writing to the Office of Student Housing or official designee.

HOUSING OPTIONS/AMENITIES

Laundry Facilities

Laundry facilities are located in Guillebeau Hall, Melton Hall, Gordon Commons, and Gordon Village for residents only through Caldwell Gregory Services (**washers and dryers are for use by current Gordon College resident students only**). Machines that are inoperative should be reported to the Office of Residence Life immediately. In addition, commercial laundry facilities are located in downtown Barnesville.

Campus Vending

Vending machines are located in the Student Center Lounge (2nd floor), Alumni Hall (Fitness Room), in the lobby areas of Guillebeau Hall, Melton Hall, Gordon Commons, and Gordon Village. Refunds for vending machines can be obtained in the Business Office, Lambdin Hall, (2nd floor).

Post Office Boxes

Resident students are assigned post office boxes (for the entire academic year) during their first semester of living on campus. Mailbox numbers and combinations will be available through Banner Web on student's personal address page. Students may send off mail from the mailroom. Students will be notified on their Gordon e-mail when they receive packages. Mail should be addressed to the student as follows:

Student's name Jane Doe
Gordon College Gordon College
Box # CPO 223
Barnesville, GA 30204 Barnesville, GA 30204

Telephone, Cable Television, and Computer Hookups

Telephone (404, 770, and 678), cable television (60 plus), and computer hookups (wireless access in public areas) are available in each Gordon College residence hall room. Unusual damage or abuse to the hookup will result in forfeiture of the service. The College does not provide assistance for computer problems.

The Office of Residence Life encourages every resident student to take an active interest in the safety and upkeep of his/her community living environment. As appropriate, resident students are afforded the opportunity of noting concerns in their rooms and on their hallways by completing work order forms related to the facilities, telephones, and/or cable connections.

Note: Residence hall telephone numbers will be released if requested unless a resident advises the Office of Residence Life not to release the information.

Kitchenette/Grill Use (as applicable)

The kitchenette/grill provides residents a place to prepare food on a limited basis. The purpose of the cooking area is to warm food and prepare snacks, etc. The rules listed below will apply:

1. The kitchenette/grill (based on location) may be used by residents only.
2. Residents will supply their own cookware and accessories.
3. All food and garbage will be disposed of immediately.
4. The kitchenette/grill must be cleaned after use and all cookware removed.
5. All resident students must remain on the College meal plan.

Things to Bring List

Clothes hangers/hamper, pillow, linens, mattress pad, blanket for a 3/4 size bed (extra-long twin sheets fit), towels and wash cloths, flashlight, clothing (including a bath robe), iron/ironing board, an umbrella, a power strip electrical outlet with surge protector, laundry detergent, cable cord for television, air tight containers for snacks/food, and broom/mop/cleaning products. On the days of move-in and move-out, residents are advised to bring a dolly or moving cart for loading and unloading.

Other items you may bring: television (cable TV hookup provided in each room), desk lamp, small microwave, small refrigerator (3.0 cu. ft. or smaller), small fan, area rug, telephone (one telephone line per room/unit with same phone number and local calls at no charge), and computer/cord. Apartment style items: shower curtains, toilet tissue, bath mats, etc.

BUILDING: **GUILLEBEAU HALL (ANNEX)**
FLOORS: Beige Tile
WALLS: Off White
BEDS: 3/4 size (extra-long twin sheets fit)
WARDROBE CLOSET: 3'4" X 1'11" (D)
WINDOWS: Blinds provided
MEASUREMENTS: BEDROOM - 15'5" X 14'4"
FRONT LOBBY - 15'5" X 12'6"

BUILDING: **MELTON HALL**
FLOORS: White Tile
WALLS: White
BEDS: 3/4 size (extra-long twin sheets)
BEDROOM CLOSET: 2'6" X 3'3" (D)
WINDOWS: Blinds provided
MEASUREMENTS: 11'6" x 15'6"

BUILDING: **GORDON COMMONS (A, B, C)**
FLOORS: White tile/some accent colors
WALLS: White/Beige
BEDS: 3/4 size (extra-long twin sheets fit)
COMMON SPACE WINDOWS: 5'2" X 4'11"
BEDROOM WINDOWS: 5'2" X 3'5"
BEDROOM CLOSET: 5' X 2'6" (depth)
COMMON MEASUREMENTS: 11'8" X 14'6"
BEDROOM MEASUREMENTS: 11'0" X 9'4"

BUILDING: **GORDON VILLAGE**
FLOORS: Beige Tile with accent colors
WALLS: Green/Rust/Yellow/Beige
BEDS: 3/4 size (extra long twin sheets fit)
DBL w/BATH Windows: 5'10 X 5'5
DBL w/BATH Bedrooms: 25' X 12'4' *BEDROOM CLOSET: 4'8"X 2'2" (D)

2 BR w/BATH Windows: 5'10 X 3'5"
2 BR w/BATH Bedrooms: 16'6 X 6'3" *BEDROOM CLOSET: 6'X 2'3" (D)

2 BR w/BA/KT/LR Windows: 5'10" X 2'6"
2 BR w/BA/KT/LR Bedrooms: 12'2" X 7'10" – 10'
2 BR w/BA/KT/LR Commons: 19'11" X 8'9" *BEDROOM CLOSET: 4'3" X 1'7" (D)

Things NOT to BRING: Open element items such as grills, skillets, George Foreman grills, deep fryers, toasters/toaster ovens, rice cookers, slow cookers, etc.

GENERAL REQUIREMENTS

Room/Roommate Assignments

Room assignments for Fall Semester begin early spring/mid summer whereby students will be contacted by the Office of Student Housing with your assignment via Gordon Email. Every effort is made to honor roommate and hall preferences but is not guaranteed. Roommate preferences may be honored if:

- a. Both/all applicants request each other (in writing) and have complete applications on file;
- b. A double/quad (Commons unit) vacancy exists;
- c. Both/All requests are received before final assignments are made (*the deadline for reviewing roommate requests is July 1*).

Students are welcome to change rooms up until the **first day** of classes in each semester at no cost as long as all parties involved are in agreement and space permits. Once the **second day** (working days) of classes begins, students desiring to change rooms may do so at a cost of \$100 per person. Assignments are made without regard to race, creed, religion, or national origin.

All About Roommates

One of the most rewarding aspects of Residence Life is the opportunity to establish close friendships with people from a variety of backgrounds. Whether your roommate is a close friend from home or you are meeting them the first time, your roommate relationship can work and it could even be fun! Most people enjoy the company of others and your roommate can be someone with whom to share ideas, interests, and good times. It is important to realize that you not only have a roommate, but that you are a roommate. Getting along usually requires work, but the benefit of establishing friendships makes the whole thing worthwhile. Though a lifelong friendship may not be established, learning to tolerate each other's differences without infringing upon one another's freedom can be a valuable part of your education.

Helpful Hints To Make It Work

Communicate-The key to a successful relationship with your roommate is communication. Sit down and talk about habits, preferences, moods, values, etc on a regular basis. Even if you are "best friends", you will be surprised to find out some things you did not know about him/her. If something is bothering you, the sooner you talk about it, the sooner it can be resolved.

Understanding-Everyone has those days when everything seems to go wrong and bad moods are a result. Try to be understanding and help one another through the hard times. Making it through the rough days builds stronger friendships.

Establish House Rules-To avoid misunderstandings, it's important to establish ground rules regarding each other's belongings (clothes, food, games, etc.), room cleaning (there's a big difference between a neat freak and a total slob), television/telephone use, study habits, and visitation. You will know where each other stands on these matters and things will work smoother.

Personal Space-Togetherness is great, but you can have too much of a good thing. Consider your roommate's need for time alone and establish your own need for solitude as well.

You and your roommate(s) are individuals with particular interests, opinions, and habits. Sometimes no matter how hard you try, you can't make it work. A good starting point for on-going disputes between residents is mediation. Typically, these are disputes that do not involve violation of regulations and/or fall outside the College's jurisdiction. Mediation is a voluntary process that utilizes an impartial, neutral party who acts as a facilitator to help the parties reach a mutually acceptable outcome. If you

have talked to your roommate and the conflict is still unresolved, contact your Resident Assistant or Resident Director (respectively) for possible assistance.

Occupancy

Occupancy shall begin no earlier than the specified time on the first day the halls open and will close no later than the last day of each semester. A space may be occupied only by the person assigned to that space. **The space may not be sublet to any other person. Assignments may be changed, or this contract canceled and/or not renewed by the Director of Residence Life or official designee in the interest of security, order, health, discipline, nonpayment of rent, or the best use of facilities.** Assignments for Gordon Commons and Gordon Village are final for the contracted period. In cases of withdrawal, suspension, or termination of this contract, residents must vacate the hall within the time period specified by the Director of Residence Life or official designee not to exceed 24 hours.

During the final semester of occupancy, this contract shall be in force until one day after the end of the semester (or as specified in the lease agreement). The rent for this time period shall be due even if residents move out before this date. Residents shall be responsible for knowing and observing the rules and regulations set forth in the *Guide to Residence Hall Living and the Gordon College Academic Catalog*. Residents who have not moved into their room by 4:00 p.m. on the day of check-in and have not notified (in writing) the Office of Student Housing of their late arrival shall be declared "**no shows**" and their room shall be assigned to someone else as applicable (provided there is a "Waiting List"; otherwise they are still responsible for the rent/related fees). These residents shall forfeit the \$250.00 damage deposit payment. For the upcoming academic semester/year, resident students are required to complete **Room Reservation procedures** (including Lease Agreement/Parental Guaranty Forms) to indicate their desire to remain in housing or be removed from housing. Failure to submit a room reservation form (traditional halls) by the established deadline will result in cancellation of a room assignment for the upcoming semester. Failure to cancel an active room assignment for the upcoming semester by the day grades are posted and/or before assignments are made will prohibit students from being refunded the entire damage deposit (Refund Policy applies).

Breaks and Holiday Periods

Housing during the semester breaks or holiday periods is not allowed (applies to both the traditional residence halls and apartment style housing). ALL residence halls close at 4:00 p.m. on the last day of final exams. Students must vacate the residence halls within 24 hours of their last exam unless the last exam is scheduled on the last day of finals. Students who are not able to leave by 4:00 p.m. must contact the Office of Residence Life for appropriate accommodations two (2) days prior to the last day of final exams. **Students who do not notify the Residence Life Office of a late stay request will be assessed a fee for late checkout/departure.**

End-Of-Semester Check-out Procedures

All residents are required to follow the check-out procedures stated below. **Failure to follow these guidelines will result in fines up to but not limited to the \$250 damage deposit and may result in holding of transcripts and grades.**

- a. Notify the Resident Assistant (RA) of your intended check-out date and time by scheduling an appointment three (3) days in advance of your desired check-out day/date. See your RA for the check-out schedule on your floor/hallway.
- b. Remove all personal effects from your room.
- c. Clean room (including common living area and semi-private bathrooms). Floors should be swept/mopped, trash removed, sink and mirror cleaned, all furnishings need to be arranged and

replaced in their original location, and all drawers and closets wiped out. Residents will be assessed damage charges if the room is not cleaned, and if the published check-out procedures are not followed. Residents will also be billed for damages to the room/common areas/furniture/appliances, failure to return room keys, or failure to check out with the R.A.

- d. Meet with the Resident Assistant and/or Resident Director to inspect room/common area at the scheduled time, sign check-out form, and return room keys.
- e. Turn in check-out form and keys to your Resident Assistant.

Special Note: Residents who choose NOT to have a Residence Life Staff member inspect the room/unit with them at check-out may opt for ***Express Check-Out***. Express Check-Out is a self check-out process where the resident waives the right to appeal any damage charges assessed to the room/unit. Express Check-Out Envelopes and room inventory forms must be picked up from and returned to the Office of Residence Life by the date and time designated by the office.

- f. Vacate room and building immediately after check-out.
- g. Damage deposits are refundable only **upon year-end completion** of the Residence Hall Contract/Lease Agreement. *The Director of Residence Life or official designee will complete a final room check immediately following the end of the semester. The condition of the room will be confirmed satisfactory or non-satisfactory, with charges assessed as appropriate. If the check-out is satisfactory, the damage deposit will be processed within 30 days via the Business Office (Higher One Card).* Resident students who (when checking out with a staff member) receive a fine/damage assessment via the check-out process have the right of appeal through the Residence Life Office or official designee. A resident who is concerned about a fine/damage assessment must file a written appeal with the Residence Life Office within fifteen (15) business days of the damage assessment/check-out date. The resident may present his/her grievance in person to the Residence Life Office or official designee for settlement of the fine. Relief will be given only in extreme circumstances; ignorance of the regulations is no excuse.

Abandoned Items

In those instances where items are left in residence hall rooms or storage areas after the owner has moved from the hall, or after the residence halls officially close for the semester, the Office of Residence Life shall declare them abandoned and dispose of them. Residents may also be assessed a disposal fee for removal of items left in the room/unit.

Appeals for extensions may be submitted in writing to the Office of Residence Life prior to move-out. Items remaining in the residence halls after extension approvals have expired shall be declared abandoned and disposed of as well.

Revocation of Housing Privileges/Suspension

The College reserves the right to revoke housing privileges and to remove students guilty of repeated violations of the **Guide to Residence Hall Living** including the Student Code of Conduct from all College housing. If the action of a student is of such extreme nature as to upset the orderly procedures of the College, the student may be suspended immediately and required to leave campus.

Room Changes

Residents are encouraged to exhaust all aspects of compromise and to review the “**Helpful Hints for Making It Work**” before finalizing a room change. Room changes may be made at a cost of \$100 (per person) once the second day of classes begins, as approved by the Office of Student Housing. The steps below must be followed to complete a room change:

- a. *All parties involved (agree in writing) in the room change must come to the Office of Student Housing/Residence Life.*
- b. *All students must have a current room inventory form on file before room changes are permitted. Students moving will be given their current Room Inventory Form as well as a key and paperwork to the new room.*
- c. *Students moving will have a Resident Assistant (RA) check them out of their old room, and into the new room with the appropriate paperwork.*
- d. *Students turn in completed forms (old/new) and old keys (building/room/hallway) to the Office of Student Housing/Residence Life (respectively) immediately after completing the change.*

Note: In addition, residents should conduct themselves in a manner so as to allow others the quiet and calm enjoyment of the residence hall. Residents who attempt to force roommates out of a room or behave discriminatorily against a current/newly assigned roommate may be reassigned to another room or be required to pay additional charges for an unoccupied space.

Eating on Campus

The cafeteria catering and all on-campus catering are done by the Sodexo Corporation. Residence hall students are required to purchase a 19, 15, 10 or 8 (8 meal plans are reserved for Gordon Common and Gordon Village kitchenette units only) meal per week plan. *Any change request to the resident’s meal plan is to be made within the Business Office guidelines.*

Normal hours of operation are as follows (subject to change):

Student Center: Monday-Friday

Full Breakfast:	7:00 a.m.-9:30 a.m.
Continental Breakfast:	9:30 a.m. –10:45 a.m.
Full Lunch:	11:00 a.m.-1:30 p.m.
Full Dinner:	4:00 p.m.-7:00 p.m.

Student Center: Saturday-Sunday

Saturday Brunch:	12:00 p.m. - 1:00 p.m.
Saturday Dinner:	5:00 p.m. – 6:00 p.m.
Sunday Brunch:	11:00 a.m. – 1:00 p.m.
Sunday Dinner:	5:00 p.m. – 6:00 p.m.

Gordon Village (Village Green Bistro):

Monday-Wednesday, 11 am- 12 am
Thursday, 11 am – 10 pm
Friday, 11 am – 3 pm
Sunday, 6 pm – 12 am
Saturday, Closed

Students should take advantage of the cafeteria located in the Student Center and the Village Green in the Gordon Village. The cafeteria serves hot, nutritionally balanced meals seven days a week. Besides hot entrees and vegetables, the cafeteria also has a pizza station, salad bar, deli-sandwich bar, innovations/grill area and a variety of desserts.

One of our main goals is to provide a pleasant, clean, comfortable and satisfying dining experience. In order to meet this goal, we ask for your assistance with the following procedures:

- **Please bus your tray and disposables from your table when you have finished dining.**
- **Please refrain from taking food, dishes or utensils from the dining area.**
- **Remember that meal cards are non-transferable. Meal cards cannot be used by anyone but the purchaser.**
- **Please maintain an acceptable noise level while in the Café.**
- **Please do not move the tables as they do scratch the floor and create a safety hazard to you and to our staff.**
- **Please wear appropriate attire to the Café. No short skirts, shorts, or low cut shirts or half-shirts will be allowed in.**

Subletting

The Residence Hall contract and/or deposit shall not be transferred or assigned to any person other than as named in the contract.

Misplaced Property

Each student room is provided with certain items of furniture (based on location). Students may not move additional items into their rooms from public areas of the halls or other student rooms; neither may they remove items that are furnished by the College.

No Waiver of Contract Terms

The failure of Gordon College to take action against residents for violation of any terms of the housing contract does not prevent a subsequent act of a similar nature from being treated as a violation of the contract.

VISITATION POLICY

The College recognizes the need for residents to develop academically as well as socially. A necessary part of this growth is to be able to interact with other students in the residence hall environment. The Visitation Policy is designed to meet residents personal needs and also to provide a safe community conducive to study and appropriate socialization.

A guest is considered to be any visitor (male or female) who is not an assigned resident of that particular residence hall room. ONLY two (2) escorted guests per resident student are allowed in the residence halls, under the following guidelines:

- a. Guests (male and female) are **only** allowed during the following times:
Residence Hall Rooms 10:00 am – 12:00 am (Midnight)
Residence Hall Lobbies 10:00 am – 12:00 am (Midnight)
- b. ALL guests, especially those of the opposite sex, **must** be signed in at the **front desk** during visitation times (**and with the RA on Desk Duty**) before entering any residence hall room.

- c. **Unescorted guests are not allowed in the residence halls at any time (i.e., lobbies, computer labs, resident's rooms, snack areas, hallways, laundry areas, etc).**
- d. Students are required to be in their assigned residence hall or off-campus at **1:00 am (security time)**.
- e. During summer sessions, Gordon College students are not allowed in campers' rooms or buildings, and campers are not allowed in student rooms or buildings.

** Individuals must be considerate of roommate(s).

Exceptions are not routinely granted and can only be granted in writing by the Office of Residence Life or official designee.

Note: The College has the right to refuse guests whose conduct is considered contrary to the philosophy of the College.

Overnight Guest Policy

Overnight Guest(s) can only be of the **same sex**, must be age 16 or older, and any person not assigned to any particular residence hall room/building (both non-residents and non-students).

All Gordon Commons, Gordon Village and Traditional Residence Hall students are permitted to hosts overnight guest(s) two (2) weekends per month within each semester upon approval. Residents are allowed to host overnight guests during the **WEEKEND ONLY** (Friday through Sunday) so as to not disrupt the academic work week. No guest(s) are allowed during holidays or during semester breaks (i.e., Fall Break, Thanksgiving, Christmas Break, Spring Break, etc.). In order to register an overnight weekend guest, resident students are required to follow the procedures below:

1. Contact your Resident Director to obtain an overnight guest request form before desired stay (need roommate approval/signature, copy of guest photo identification).
2. Follow-up with your Resident Director regarding approval or denial of guest request two (2) days prior to desired dates of stay.
3. Carry guests' approved pass on their person at all times and present pass upon request by any College official. Resident students should escort guests at all times during stay.
4. Escort guest from designated room/building on final day of stay no later than 12:00 noon (Sunday). Notify your RA or RD of guest's departure (Sunday).

Resident hosts are responsible for the conduct of their guests on or in College property and at functions sponsored by the College. **All rules and regulations apply for all guests.** Gordon College maintains zero tolerance for guests that do not respect all regulations, and as such, reserves the right to suspend all visitation privileges. *Visitation Hours begin the first official/advertised day of move-in for each semester.

All requests for exemptions from the above stated requirement must be presented in writing to the Office of Residence Life or official designee.

QUIET HOURS/STUDY HOURS

Definition: Quiet hours are defined as a period of **calm** marked by little or no motion or activity. In an effort to provide time out during the day for study, rest, and relaxation, the residence halls shall enforce the following quiet hours policy:

1. Quiet hours shall be in effect from **10:00 p.m. until 10:00 a.m.** Sunday through Saturday.

2. Radios, stereos, TV's, etc. shall be kept at a low volume, which cannot be heard outside a student's room. This means that doors are to be closed and noise should be inaudible outside the room.
3. There shall be no loud conversations, loitering, or running in the hallways.
4. Strict quiet hours are observed during final exams and begin one day prior to the first scheduled exam and continue until all exams are over.
5. Quiet hours are enforced throughout the entire residence hall and areas immediately surrounding the halls.
6. Habitual noise makers are subject to disciplinary action and/or confiscation of radios, stereos, TV's, etc. which are played too loudly. Confiscated items can be retrieved at the end of the semester (see respective Resident Director).
7. All students are required to give proper consideration to the rights of other residents 24 hours per day, in and around all residence halls.

LOBBY AREAS

The lobby (lounge areas) is a place provided for residents to watch television and converse with fellow students. Lobby areas must be kept clean and are the responsibility of the residents of the building. Persons of the opposite sex are **ONLY** allowed in residence hall lobbies during posted hours.

APARTMENT STYLE HOUSING/LEASE AGREEMENTS

1. **RULES AND REGULATIONS:** The Bedroom shall be used solely as a private residential dwelling only and for no other purposes. No more than one person shall be entitled to occupy the Bedroom. Student agrees to keep and maintain the Bedroom and Unit in a good, clean, and sanitary condition, excepting reasonable wear and tear, and to make no alteration or addition thereto (including, but not limited to affixing fixtures to the Bedroom or Unit) without the prior consent of College. Student also agrees: (i) to abide by all applicable governmental laws, orders, rules, and regulations, (ii) to avoid disruptive behavior or conduct, (iii) to obey all rules and regulations outlined in the Student Code of Conduct, Guide to Residence Hall Living or similar declaration or standards for College, (iv) not to injure the reputation of Gordon Commons or Gordon Village or its residents, (v) not to take any action or inaction which would cause an increase in the rate of insurance at Gordon Commons or Gordon Village, (vi) not to use profane language, (vii) not to exhibit loud or boisterous conduct, (viii) not to engage in the use or sale of any illegal or controlled substance, (ix) not to have firearms or explosives of any kind in Gordon Commons or Gordon Village, and (x) not to engage in any activity which interferes with or decreases the use and enjoyment of Gordon Commons and Gordon Village by other residents. From time to time College may require communications from Student to be in writing.
2. **CONDITION OF UNIT:** Student hereby acknowledges that the Unit and Bedroom are being delivered in "as-is" condition, and Student's acceptance of the Bedroom and Unit at the beginning of the Term constitutes Student's acknowledgment that the Unit and Bedroom and its furnishings are in good repair and suitable condition for occupancy, except as otherwise specifically noted at move-in. Student shall place no signs, placards or other advertisement of any character in the Unit or Bedroom, or anything visible from the outside.
3. **STUDENT'S OBLIGATIONS AND RESPONSIBILITIES:** Student shall promptly report to College all damages and repairs which need to be made to the Bedroom and Unit. Student shall be liable for and shall pay all costs and expenses for damages and repairs to the Bedroom (including, but not limited to the cost of replacing or repairing all broken or damaged furnishings or fixtures; any costs related to defacement or damage to walls, ceilings, floors, and doors; and reasonable charges for College's overhead, administrative cost, and expense) caused by Student's (or guest(s) of Student) abuse, carelessness or misuse of the Bedroom. Such costs for repair and damages shall constitute

Additional Rent. It is understood that Student will be occupying the Unit jointly with Co-Students. Student shall be responsible for any damage caused to the Unit, Bedroom and/or Gordon Commons and Gordon Village by Student or Student's guests, and Student and Co-Students shall be jointly and severally liable, at the sole discretion of College, for any damages to the kitchenette and living/dining area of the Unit, including, but not limited to, its furnishings, fixtures, walls, ceilings, floors, tiles, and doors, and such costs for repair and damages shall constitute Additional Rent.

4. **LIABILITY:** Student acknowledges that Student shares the Unit with other Co-Student(s) and that Student is solely responsible for getting along with the Co-Student(s) of the Unit. College shall not be liable *for any personal conflict* of Student with Co-Student(s), Co-Student's(s') guests, licensees, or invitees, or with any other students that reside at Gordon Commons or Gordon Village. A conflict between Student and Co-Student(s) in the Unit or students that reside at Gordon Commons or Gordon Village does not constitute grounds for termination of this lease by Student. College shall not be liable for any personal injury to Student or damage or loss to Student's property, including, but not limited to, any injury, loss, or damage caused by burglary, assault, vandalism, theft, or any other crimes. Student shall be responsible for and liable for the conduct of Student's guests, licensees, and invites. Any use of the Bedroom, Unit or Gordon Commons or Gordon Village by a guest, licensee, or invitee of Student which would violate any provision of this Lease shall be considered a breach of this Lease by Student. Student shall immediately report to College and the local law enforcement authority all acts of vandalism to the Bedroom, Unit, Gordon Commons, or Gordon Village.

5. **COLLEGE'S RIGHT OF INSPECTION AND ENTRY:** Student agrees that College, or its agents or representatives, may enter the Bedroom, Unit, or other Units at Gordon Commons and Gordon Village at reasonable hours for the purpose of making inspections and repairs or for the purpose of displaying the Bedroom or Unit to prospective students. In an emergency situation, College may enter at any time to protect life or prevent damage to the Bedroom or Unit.

6. **CASUALTY:** In the event of fire or other casualty, Student must immediately notify College. If the Bedroom and/or Unit is partially destroyed by fire or other casualty not attributable to the negligence or carelessness of Student or Student's guest, license, or invitee, the Bedroom or Unit, as applicable, may be promptly restored and repaired by College and any Installment(s) for the period that the Bedroom and/or Unit is unsuitable for occupancy shall abate, unless College provides Student with alternative living space, in which event Installment(s) will not be abated. However, if the Bedroom and/or Unit is substantially destroyed, then this Lease may be terminated by either College or Student, in which event the remaining unpaid Installments due hereunder shall cease to accrue as of the date of such damage or destruction. Notwithstanding the foregoing, it is expressly understood and agreed that Student shall not be excused from paying any Installment if the damage or destruction to the Bedroom and/or Unit is the result of or is attributable to the negligence or carelessness of Student or the guests, licensees, or invitees of Student, and Student shall be charged for the costs of any repairs or cleanup attributable to carelessness or negligence by Student or Student's guests, licensees, or invitees which charges shall be considered as Additional Rent.

7. **STUDENT'S PROPERTY AND RENTER'S INSURANCE:** Student is responsible for acquiring and maintaining Student's own insurance on personal property, furniture, clothing, and valuables kept by Student in or about the Bedroom, Unit, Gordon Commons, and Gordon Village. College shall have no liability with respect to same, whether such items are lost, injured, or damaged by theft, wind, rains, fire, Act of God or other casualty, and Student expressly waives all claims for such injury, loss, or damage.

8. **CHECK-IN AND CHECK-OUT PROCEDURES:** Immediately preceding Student's taking possession of the Bedroom, Student may and College shall conduct an inspection of the unit and Bedroom and shall note on the Room Inventory Form as conclusive a part hereof, any defects, damages,

or conditions. Upon Student's surrendering possession of the Bedroom and Unit at the termination of this Lease, College shall note in the space provided on College's copy of said Room Inventory Form the condition of the Unit and Bedroom, including all appliances, furnishings, and fixtures therein, and any damage done thereto which is deemed by College to have occurred during Student's occupancy and the use of the Unit and Bedroom. College and Student shall sign Room Inventory Form or specifically dissent in writing to any damage or defect, then Student waives the right to dispute any assessment of damages to the Bedroom and Unit.

Upon termination of this Lease for any reason, Student shall surrender possession of the Unit and Bedroom in a clean and sanitary condition, including removing all trash from the Bedroom and Unit. Student shall return to College all keys issued to Student by College.

MISCELLANEOUS REQUIREMENTS

All students are responsible for the observance of these regulations as well as all other regulations outlined in the Guide to Residence Hall Living and of the College. Fines may be assessed.

1. Resident students are subject to disciplinary sanctions including fines anytime rules and regulations are violated.
2. Residents are required to be present at all residence hall and floor meetings. Students are also required to read notices and bulletin boards.
3. Fire drills, etc., are held at periodic intervals. State Fire Marshall regulations require student participation.
4. Weight lifting equipment is not permitted in the residence halls unless sufficiently padded to prevent noise and damage.
5. Cable television hookup is provided in each room. It is the basic cable package provided by Charter Communications (at no direct charge). Television or radio antennas which protrude from the window or building are prohibited.
6. Clothes lines are not permitted in students' rooms.
7. There is to be no "horse play" or disruptive activity in rooms or common areas of the residence halls. This includes but is not limited to throwing, catching, kicking or hitting of any object.
8. Residents are required to clean up after themselves (includes rooms/commons living areas) in all public areas such as the lobby, bathroom, hallways, cafeteria, etc.
9. **Resident's beds are not to be disassembled.**
10. Furniture, fixtures, equipment, etc. may not be removed from its original location without proper authorization.
11. Sofas/couches (other than supplied by the college) are not allowed in resident's rooms.
12. Food kept in a student's room must be stored in air-tight containers. Loose leaf tea, tobacco, coffee, etc. are not allowed.
13. A resident and his/her roommate(s) are held jointly responsible for the condition of their assigned room/living area.
14. Due to health and safety regulations, no multiple electrical outlets may be added to existing sockets. Students need to purchase a surge protector.
15. One refrigerator (less than 4.0 cubic feet) and one small microwave are allowed per resident in room (specifically traditional residence halls).
16. Hot plates (including George Foreman grills), toasters/toaster ovens, electric skillets (including deep fryers), rice cookers, slow/crock pot cookers or other open element appliances **may not be used** in the residence halls.
17. Residents may not have bicycles, motorcycles, or similar objects in the residence halls. Bike racks are provided outside of residence halls.
18. Waterbeds are not permitted in the residence halls.
19. The propping of exterior or interior hall doors is not allowed.

20. Residents acknowledge that all furnishings on the premises, as of the date of occupancy, are in good order and condition. Residents agree to maintain them in such condition, return room to original layout, and are responsible for all damage. If damages or defects are discovered on the day of move-in, residents should make note on the Room Inventory Form used by the Residence Life Office within 24 hours of occupancy (from the day of move-in).
21. Individuals are not allowed to knock on, to sit on, to climb in, or climb out, to hang in or hang out of residence hall windows; window screens are not to be removed (specifically Gordon Commons and Gordon Village).
22. Students are required to be in their respective residence halls or off-campus at 1:00 a.m. This is a security time (not a curfew) for the entire campus.
23. No loitering around the parking lots is allowed at any time.
24. No baseball bats are allowed.
25. Resident students are **required** to carry college IDs on their persons at all times and to present identification upon request by any college official (fines may be assessed by any College official).
26. Residents are not permitted to smoke in the residence halls or surrounding areas of hall entrances whereby non-smokers would have to pass through the smoke to enter the building.
27. Residents may not have or burn candles, incense, etc., in their rooms/buildings. Burning substances, in any form, creates a fire hazard and health hazard.
28. Residents are not permitted to have space heaters, air conditioners, etc., in the residence halls for fire safety reasons.
29. Residents may not affix anything permanently to the walls, ceiling, floors and/or windows (including doors but not limited to bunk beds, book cases, wallpaper, glued corkboards, mirrors, ceiling fans, etc).
30. Residents should wear appropriate attire/dress at all times while residing in a residential facility and when out on campus.
31. Students (resident students must park in designated lots/areas) desiring to have a vehicle on campus must register the vehicle by purchasing a parking decal from the Public Safety/Business Office. Parking decals are required for all cars on campus.
32. Residents are encouraged to unplug all unnecessary appliances (curling irons, blow dryers, blenders, etc.) when not in use for fire/health safety.
33. Residents are required to pay Residence Life fines and charges within the specified time. Resident students who receive a Residence Life fine have the right of appeal through the Residence Life Office or official designee. A resident who is concerned about a fine/charge must file a written appeal with the Residence Life Office within ten (10) business days of the alleged fine/incident. The resident may present his/her grievance in person to the Residence Life Office or official designee for settlement of the fine. Relief will be given only in extreme circumstances; ignorance of the regulations is no excuse.

SAFETY AND MAINTENANCE

Gordon College Police Department

Gordon College Police personnel work 24 hours a day, 7 days a week. Campus Police monitor, protect and secure the residence hall areas as well as the rest of the College campus. The Gordon College Police Department is located at Gordon Hall, and is available for students who need assistance.

Please note the following as it relates to the Gordon College Police Department:

1. Gordon College Police Officers are regular personnel of the College.
2. No loitering around the parking lots is allowed at any time.

3. Visitors can be asked to leave at any time by the Gordon College Police Department or Residence Life Staff (including Resident Assistants) if they are contributing to a disturbance or violating any College rule or regulation. Non-students caught entering or exiting the residence halls during unauthorized times and/or without an escort may be charged with a Barring Notice/Criminal Trespass.

Campus safety is a major concern of everyone. The Gordon College Police Department urges everyone to report immediately any unsafe areas or safety violations for appropriate attention and correction. Any person witnessing or having knowledge of a crime, or discovering or being involved in an accident on college property should immediately notify the Gordon College Police Department.

Students should use phones (Emergency Call Boxes) located throughout campus to report emergencies: 770-358-5111 (Emergency Line), 678-359-5101 (Office Line).

Notification Policy for Missing Students Who Reside On-Campus

This policy contains the official notification procedures for Gordon College concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of members of the college community through compliance with HEOA requirements. This policy should be adhered to by all college faculty, staff, and students.

1. In the event that a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she shall immediately notify the Gordon College Department of Public Safety (DPS). Gordon DPS will generate a missing person report and initiate an investigation. In addition, Gordon DPS will report the missing person to Residence Life if such information has not already been conveyed.
2. During the course of the investigation, Gordon DPS will determine if the student has been missing more than 24 hours. In such event Gordon DPS will notify all surrounding law enforcement agencies and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Gordon DPS will notify the student's parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.
3. In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Gordon College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Gordon College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures.
4. This policy is effective from the date of issuance and will be made available to all members of the campus community. Its availability will be through postings on the college website, emergency response plan manual, Residence Life handouts/publications and statistical information brochures issued annually by Gordon DPS.

GCENS (Gordon College Emergency Notification System) is your connection to safety! Resident students are encouraged to register for the **Gordon College Emergency Notification System (GCENS)** - a rapid emergency communication system for situations such as severe weather, campus emergencies, etc. The system will send a voice, e-mail, text message to your home, work and cell phone, PDA, and other text-based devices. For more information and to review and/or edit your GCENS contact information visit: <http://www.gdn.edu/mygordon/gcens.asp>

Room Security

Security for students' rooms is the responsibility of the occupants. The College is not responsible for the loss of or damage to personal property. Students are encouraged to purchase insurance to cover such losses. Each student should keep to a minimum any valuables he/she brings to campus. Room doors should be locked at all times and a minimum of visitors should be allowed in each room. Damages to students' rooms **are the responsibility of the assigned occupants.**

Room Keys

Individual residents are issued keys to their room and building when they move into the residence halls. Traditional Hall (Guillebeau/Melton) residents losing room keys or failing to return room keys at the appropriate time will be charged **\$100.00** (traditional halls) for re-coring the locks to their rooms. Commons/Village residents losing keys or failing to return room keys at the appropriate time will be charged **\$100 per door in the unit** (**example: (2BR - \$300), (4BR - \$500)**) for re-coring the locks. **No refund or cancellation of charges will be made after a lock is re-cored.** All room **keys** are the property of the College and **may not be duplicated** except by the College. Transference of room keys is prohibited. Unauthorized possession or use of College keys is prohibited. If keys are **lost, stolen, or broken**, a replacement key will be provided at a cost to the student (Facilities determines). **Loaner Keys** may be obtained as follows:

- a. Students must come to the respective office between 8AM – 5PM upon misplacement of key(s).
*Guillebeau, Melton, and Commons Residents Residence Life Gordon Commons B
*Village Residents Only Student Housing Gordon Village
- b. Students may sign out key(s) for a **7 day period (7 days)** without charge, when he/she signs a Loaner Key Form.
- c. If the Loaner Key is not returned after 7 days has expired, it is assumed that the key is lost and the student will be charged for a lock core change based on building/location. If the student finds their key(s) after the 7 day period has past but before the lock core is changed, a ***\$50.00 charge*** will apply for ***Past Due Keys***.
- d. **Lock-Out Fees** are processed by Resident Directors for students after hours and the when the office is closed. A ***\$25.00 lock-out fee*** is charged when a Resident Director assists a student with access to their room.

Fire Safety

All students shall be required to observe all state fire laws and college fire safety regulations. Any person discovering a fire on or in college property should immediately notify the Gordon College Police Department, or any administrative officer or faculty member. Gordon College will hold periodic fire drills arranged in advance with the Gordon College Police Department. Upon hearing the fire alarm, immediately evacuate your room and exit the building as quickly as possible. Do not re-enter the building until your Resident Director or a Gordon Police Officer tells you to do so.

There will be a ***\$200.00*** fine assessed to individuals setting off fire door alarms when there is no emergency. The floor will be charged if a particular individual is not identified. In addition, a ***\$300.00***

fine will be charged to individuals who pull alarms unnecessarily and/or tamper with smoke detectors. Tampering includes but is not limited to pulling false fire alarms, discharging fire extinguishers, removing, exit signs, etc. If a particular individual cannot be identified, the entire residence hall (wing/floor/hallway) will be charged (community billing).

Flammable liquids and gases such as gasoline, propane, etc., are not permitted in residence halls. These substances cause serious fire hazards if handled or stored improperly, and jeopardize the health and safety of other residents.

Evacuation Procedures

All students should adhere to posted instructions and College personnel/safety officials for evacuating the building in the event of a fire, natural disasters, disruptive actions, or other occurrences.

Spraying of Rooms

All rooms will be sprayed periodically by College personnel for pest control. Residents must notify the College if a medical problem exists that prohibits normal spraying. In such cases, special spraying will be arranged.

NOTE: Students with special needs should contact the Office of Residence Life (Commons B) or Facilities for more information.

Maintenance/Service Problems

All routine maintenance problems should be reported by completing a work order on-line via the web page (be sure to include all the requested information and details of the problem).

The Office of Residence Life encourages every resident student to take an active interest in the safety and upkeep of his/her community living environment. As appropriate, resident students are afforded the opportunity of noting concerns in and around the residence halls by completing work order forms related to the facilities, telephones, and/or cable connections.

Directions for completing Work Order Request Forms are listed below:

1. Review the information related to each type of work order request.
2. Select (click over the wording) the desired work order request.
3. Fill in the blanks with the required information, and review for accuracy.
4. Click the submit button once completed, print the confirmation note.
5. Follow-up with Facilities and/or the Offices of Residence Life or Student Housing as appropriate if maintenance workers have not made contact within the week.

Facility Work Orders pertain to the physical structure of a building (lobbies, hallways, rooms, bathrooms, and laundry areas). Typically, work orders for resident's rooms will be completed by the individuals residing in the room. Work orders for public areas (lobbies, hallways, bathrooms, and laundry rooms, etc.) should be completed by the Residence Life staff within assigned residence halls. Residents are encouraged to report safety and/or sanitation issues as well.

Telephone Work Orders are geared towards the communication lines for calling in and out of the room. Residents should complete these forms when problems with telephone jacks need to be corrected or adjusted. Reports should be very prompt and thorough since some telephone services are external to the College and are contracted through ATT, etc. Additionally, residents should be sure to test the phone noting whether or not it is a cordless/portable which has to be charged properly. Another tip for good

phone service relates to proper connection of data ports in the room. In addition, residents must press “9” before dialing local area codes such as 770, 404, and 678.

Cable Work Orders should be completed by residents when problems with the cable outlet or cable signal are suspected. Residents are encouraged to complete these forms very quickly as repairs for these services are contracted with outside companies such as Charter Communications and Spectrum Cable. The television should first be checked for cable readiness, auto programming capabilities, the length of cable cord, etc, before the form is submitted. Residents should remember that response time will vary as repairs are not done internally by the College.

In cases of **emergencies** call the Office of Residence Life/Student Housing, or Gordon College Police Department. Authorized personnel will enter residents’ room for completion of repairs/maintenance. Residents are strongly encouraged to be present during the times specified for entry/access to the room.

Inspection of Facilities

Authorized personnel will enter residents' room for health/safety inspections and maintenance purposes on a monthly basis or as deemed necessary. If a reasonable suspicion exists that rooms are being used for illegal purposes or for activities that would interfere with discipline or personal safety, the room will be subject to search.

STUDENT CODE OF CONDUCT

Students are admitted to Gordon College with the expectation that they have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward and respect for the regulations and standards of the College, the laws of the community, state, and nation, and the standards of fellow students.

College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. By the act of registration, the student assumes an acceptance of the standards and regulations which are stated in this handbook and in other publications of the College. Students should realize that they may be held accountable through the College’s disciplinary system when an on-campus or off-campus offense is committed, which by its nature, would present a clear and present danger of serious physical or mental harm to the students or to another member of the College community or to College property. In such case, the Vice President for Student Affairs or official designee may impose the necessary temporary sanctions, pending a hearing.

A. Classroom Behavior

Discipline in the classroom is vested in the authority of the instructor. Instructors are expected to establish guidelines for their classes and the college will support their enforcement.

B. Academic Dishonesty

Gordon College recognizes honesty and integrity as being necessary to the academic function of Gordon College. The following regulations are promulgated in the interest of protecting the equity and validity of Gordon College’s grades and degrees and to assist students in developing standards and attitudes appropriate to intellectual life.

1. No student shall receive, or attempt to receive, assistance not authorized in the preparation of any laboratory reports, examinations, essays, themes, term papers,

computer software, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

2. No student shall knowingly give, or attempt to give, unauthorized assistance to another in the preparation of any laboratory reports, examinations, essays, themes, term papers, computer software, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.
3. Plagiarism is prohibited. It is assumed that the written work submitted for evaluation and credit is the student's own unless appropriately acknowledged. Such acknowledgement should occur whenever one directly quotes another person's actual words, appropriates another's ideas, opinions, or theories even when they are paraphrased, and whenever one borrows facts, statistics, or other illustrative materials unless the information is common knowledge.
4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person any material which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date or time in any course of study offered by the College, excluding questions and answers from tests previously administered.
5. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, grade change forms, grade rolls, roll books, laboratory equipment, library materials, etc.
6. No student shall falsify any fact presented in any laboratory reports, research, examinations, essays, themes, term papers, or similar requirements to be submitted for credit as part of a course or in fulfillment of a College requirement.

C. Administrative Summons

Students are expected to respond immediately to an administrative summons.

D. Alcohol and Drug Policy

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. Federal, state, and local laws pertaining to possession and use of alcoholic beverages and other drugs are enforced on the College campus and in residence halls.

1. The manufacture, distribution, sale, possession, or use of marijuana, narcotics, controlled substances, intoxicating substances or dangerous drugs on campus, or while participating in a College function, or at College approved events off campus is strictly prohibited.
2. Student(s) on or returning to campus who are unable to control himself or herself because of alcohol or drug consumption is in violation of the **Student Code of Conduct**.
3. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.
4. Consumption or possession of alcoholic beverages and/or drugs is not allowed in residents' rooms.

5. ***Alcohol containers are not allowed (full, empty, decorative).** The possession or presence of alcohol containers (full, empty, decorative, etc.) is prohibited in residence hall rooms and on campus; and will be viewed as evidence of possession or consumption of alcoholic beverages regardless of students age.

This policy applies to all drugs and their abuse (including alcohol).

Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs, shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. (BOR Policies Section 406.04).

Withdrawal of Recognition of Student Organizations

The Board of Regents has determined that the use of marijuana, controlled substances or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise. (Section 406.01)

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which through its officers, agents, or responsible members knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt. Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one year. Any lease, rental agreement or other document between the Board of Regents or the institution and the student organization which relates to the use of the property leased, rented or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above. All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents (Article VII of the Bylaws).

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter.

E. Animals

Animals, except for those needed to assist disabled persons or those required for research or class experiments, are prohibited (unless written permission is obtained from the Vice President for Student Affairs or official designee). No animals of any kind (dead or alive) may be kept in or about the residence halls.

F. Dining Hall Rules and Regulations

Dress Code

All individuals entering the cafeteria must wear shirt and shoes. The cafeteria reserves the right to deny entrance to anyone in attire deemed inappropriate.

Language

Loud, obscene, or profane language will not be permitted in the cafeteria.

Safety

No disruptive behavior will be tolerated (i.e., horseplay, wrestling, food throwing, fighting, etc.).

Identification

To enter the cafeteria you must have the proper student identification, meal card, ticket or cash at the door.

Smoking

Smoking is not allowed.

Courtesy

Students are responsible for leaving tables clean and taking trays to dish room.

G. Disciplinary Charges

Disciplinary charges against a student or student organization alleging infraction of the rules and regulations of the College may also subject such student or student organization to temporary sanctions by the Vice President for Student Affairs or official designee. This may include suspension pending the final disposition of the case if the student's presence or conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, or damages property.

H. Disorderly Assembly

1. No student shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion which interferes with the normal operation of the College. The section should not be construed so as to deny any student the rights of peaceful, non-disruptive assembly. Students may seek written permission from the Vice President for Student Affairs or official designee to assemble for peaceful purposes.
2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with use of College facilities, or materially interfere with the normal operation of the College.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors is prohibited. (Any use of sound amplification equipment must be cleared through the Vice President for Student Affairs or official designee.)

I. Disorderly Conduct

1. Disorderly or obscene conduct, language, dress or breach of the peace on College property or at any function sponsored or supervised by the College is prohibited.
2. No student shall push, strike or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus. Physical assault, including sexual assault, is prohibited.
3. No student shall intentionally harass another person. Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, following or persistently bothering or annoying. Harassment may represent, but is not limited to, acts based on sex, race, religion, national origin, or disability.
4. No student shall fail to comply with the administrative policies enacted by the College.
5. Conduct on College property or at functions sponsored or supervised by the College, which materially interferes with the normal operation of the College or the requirements of appropriate discipline, is prohibited.
6. No student shall enter or attempt to enter any building or dance, social or athletic event, or any other event sponsored by or supervised by the College or any recognized College organization without credentials for admission, i.e., ticket, I.D. cards, invitation, key, etc. At such College functions, a student must present proper credentials to properly identified College faculty and staff upon their request.
7. Conduct, dress and/or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community are prohibited.
8. No student shall interfere with, give false name to, or fail to cooperate with, any properly identified College faculty, administrative or staff personnel while these persons are in the performance of their duties.
9. The children of faculty, staff, and students are not allowed in class. Unauthorized children are not conducive to the residence hall environment and are not allowed in the residence halls.
10. In-line skating, roller blading, and/or skateboarding is prohibited throughout the college campus.

J. Disregard for Library Property

No student shall take, attempt to take, or keep in their possession items belonging to the library, or items placed in the library for display, reference, etc. Malicious or unwarranted damage, destruction or defacement of library materials is prohibited.

K. Dress

Students are required to be appropriately dressed at campus functions so as not to cause disruption. (Note specific dress code requirements in food service areas listed elsewhere.)

L. Explosives

No student shall possess, furnish, sell or use explosives of any kind on College property or at College functions.

M. Falsification/Misrepresentation of College Records

1. No student shall complete any College record dishonestly.
2. No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form, or document used by the College, nor shall any student knowingly use any such altered, counterfeited, or forged record, form, or document.
3. No student shall hinder or mislead or attempt to hinder or mislead a properly identified College official in the performance of his/her duty by providing false or misleading information or by misrepresenting the facts.

N. Fire Safety

1. No student shall tamper with fire safety equipment.
2. The unauthorized possession, sale, provision or use of any incendiary device is prohibited.
3. No student shall set or cause to be set any unauthorized fire or fire hazard in or on College property.
4. No student shall make, or cause to be made, a false fire alarm.
5. All occupants of a building must leave the building *immediately* whenever the fire alarm sounds.
6. The possession or use of fireworks on College property or at events sponsored or supervised by the College or any recognized College organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
7. Hot plates, toaster ovens, open elements, or other appliances may not be used in the residence halls.
8. **Smoking is NOT permitted in the residence halls or surrounding areas of hall entrances whereby non-smokers would have to pass through the smoke to enter the building.**

O. Gambling

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

P. Hazing

Hazing is defined as any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization registered by the College. This includes, but is not limited to, beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion from contact with others, or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual. For the purpose of clarity, any activity described above that is directly or indirectly a condition of initiation or admission into a registered student organization shall be presumed to be a forced activity, the willingness of the individual to participate in such an activity notwithstanding. All students and College-registered student organizations are prohibited from hazing in any form, both on and off campus.

Q. Joint Responsibility for Infractions

1. Students who knowingly act in concert to violate College regulations have individual and joint responsibility for such violation; such concerted acts are prohibited.
2. Students are responsible for the conduct of their guests on or in College property and at functions sponsored by the College or any registered College organization.

R. Misuse of Property

Damage to, destruction of, or removal of any property belonging to the College, to a member of the College community, or to a visitor is prohibited.

S. Noise

The abuse or unauthorized use of sound amplification equipment or other noise (e.g. yelling, banging, etc.) indoors or outdoors is prohibited. (Any use of sound amplification equipment must be cleared through the Vice President for Student Affairs or official designee.)

T. Payments of Fees, Charges, or Fines

Students are required to pay fees, charges, and fines within the specified time.

U. Relation of College Code to Local, State, and Federal Laws

Students are subject to the rules and regulations of the College and to local, state, and federal laws. Violations of these rules, regulations, or laws are prohibited, and violators may be referred to the College's disciplinary system.

A student in any institution of the University System of Georgia who is charged with or indicted for a felony or crime involving moral turpitude, may be suspended pending the disposition of the criminal charges against him. (BOR 406.02).

V. Repeated Violations

Repeated violations of published rules or regulations of the College, which cumulatively indicate an inability or unwillingness to conform to the standards of the College for student life, will be grounds for suspension or dismissal.

W. Residence Halls

Residence halls have their own published regulations, the violation of which could be cause for campus disciplinary action.

1. No unauthorized student shall enter, attempt to enter, or remain in restricted areas of College residence halls. Unauthorized students living in the residence halls are subject to dismissal.
2. Students shall abide by all policies established by various residence halls for the protection of the privacy, rights, privileges, health, or safety of the community.

X. Solicitation

The following forms of solicitation, when approved by the Student Affairs Office, are permitted:

1. fund raising activities by an organization related to the College; and
2. distribution of information in public areas.

All other solicitation is prohibited as the purpose of the College is to promote the educational *versus* the commercial atmosphere in the residence halls and on campus.

Y. Student Identification Cards

1. Lending, selling or otherwise transferring a student photo I.D., and/or fees paid sticker is prohibited.
2. The use of a student photo I.D. card and/or fees paid sticker by anyone other than its original holder is prohibited.
3. Any other fraudulent use is prohibited.
4. Students are **required** to carry College I.D.'s on their person at all times *and to present identification upon request by any College Official.*

Z. Theft

1. No student shall sell a textbook that is not their own, without written permission of the owner.
2. No student shall take, attempt to take, or keep in his possession, items of College property, or items belonging to students, faculty, staff, student groups or visitors to the campus without proper authorization.

AA. Tobacco Usage Policy

Tobacco usage is prohibited at Gordon College except in the following designated areas:

1. the arbor to the south of Smith Hall,
2. the arcade area between Smith and Russell Hall,

3. the back entrance of the Academic Building,
4. rear loading dock at Facilities, and
5. rear loading dock of the Fine Arts Building.

Cigars, pipes, smokeless tobacco, loose leaf tobacco, and rolling papers are prohibited on campus including the designated smoking areas.

Residence Hall students are only allowed to smoke in the designated residence hall smoking areas only:

1. the designated area behind Melton Hall,
2. the designated area on the College Drive side of Guillebeau Hall, and
3. the designated area between Gordon Commons (A,B,C) and Gordon Village.

BB. Unauthorized Entry or Use of College Facilities

1. No student/non-student shall make or attempt to make unauthorized entry into any College building, office, or other facility; nor shall any person remain without authorization in any College facility after normal closing hours.
2. No student/non-student shall make or attempt to make unauthorized use of any College facility or service.
3. Unauthorized possession or use of College keys/identification is prohibited.
4. Students and/or student groups may not make reservations in their name for outside groups or organizations to use College space. (See Facility Reservation Process)
5. Unauthorized students residing in the residence halls are subject to dismissal.
6. No student shall walk or climb any campus wall, fence, or gate, etc.

CC. Weapons

1. Possession of firearms on College property or events sponsored or supervised by the College or any recognized College organization is prohibited.
2. The possession or use of any other offensive weapons is prohibited (i.e., knives, stun guns, nunchakus, bows, clubs, baseball bats, etc.).
3. No reasonable facsimile of a weapon is allowed on campus for safety's sake (e.g. toys, squirt guns, rubber knives, etc.).

Disciplinary Procedures

Campus Wide

When a student is charged with violation of conduct regulations, the disposition of the student's case shall be conducted according to the College's due process requirements, in keeping with the procedures outlined below:

1. All complaints of alleged violation by students shall be made in writing to the Student Affairs Office. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and the individuals(s) known to be involved.
2. The student shall be notified by the Student Affairs Office of the accusation of a violation and will be asked to come to the Student Affairs Office for a conference to discuss the complaint.
3. At the above mentioned conference, the student shall be advised of the following options and asked to indicate a preference.
 - a. The student may, in writing, admit or deny the alleged violation, waive all further hearings, and request that the College take appropriate action. In which case, the Vice President for Student Affairs or official designee will take appropriate action.
 - b. A formal hearing before the Judicial Committee, in which case the Judicial Committee will take the appropriate action. The Vice President for Student Affairs or official designee may, for good cause, refer any case to the Judicial Committee.
4. Students shall be notified in writing of the final decision.

Residential students

When an on-campus residential student is charged with a violation of the Student Conduct Code which involves breach of residence hall regulations in or around the residence halls (refer to *The Guide to Residence Hall Living*), the case shall be referred to the Office of Residence Life for appropriate action. The case will be investigated, processed, and a final disposition given by the appropriate official within the Office of Residence Life. In cases where breach of residence hall rules and regulations are involved, the disposition of the student's case shall be conducted according to the College's due process requirements, in keeping with the procedures outlined below.

1. All complaints of alleged violation(s) by resident students shall be made to the Office of Residence Life. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and the individual(s) known to be involved.
2. The resident student shall be notified by the Office of Residence Life of the accusation of a violation and will be asked to come to the Office of Residence Life for a conference to discuss the complaint.
3. At the above mentioned conference, the student shall be advised of the following options and asked to indicate a preference:
 - a. An **Informal Hearing** before the Director of Residence Life or official designee in which case the Director of Residence Life or official designee will take the

appropriate action. If the resident student chooses an Informal Hearing, they assume responsibility for the alleged violation(s) and waive their right to appeal. The Director of Residence Life or official designee may, for good cause, refer any case to the Vice President for Student Affairs for campus wide disciplinary procedures.

- b. A **Formal Hearing** before the Residence Hall Council, in which case the Residence Hall Council will take the appropriate action. The purpose of the Residence Hall Council of Gordon College shall be to determine whether a student has violated Residence Hall policies, and to recommend appropriate sanctions to the Director of Residence Life or official designee.

4. Students shall be notified in writing of the final decision.

Disciplinary Procedures

Disciplinary Procedures at Gordon College are local administrative hearings and will not be bound by strict rules and legal evidence. It may receive any evidence deemed by the Chair of the Judicial Committee or the Vice President for Student Affairs or official designee to be of probative value in determining the issues involved. Every effort shall be made to obtain the most reliable evidence available. All questions as to the admissibility of evidence or other legal matters shall be decided by the Chair of the Judicial Committee or the Vice President for Student Affairs or official designee. This is a local administrative hearing and the College official(s) may exclude any person who may be reasonably expected to or actually does interfere materially with the hearing.

While firmly committed to the concept of due process, the College recognizes the fact that the student may be accused of on-campus or off-campus offenses which, by their nature, would present a clear and present danger of serious physical or mental harm to the students or to another member of the College community or to College property.

In such cases, the Vice President for Student Affairs or official designee may impose the necessary temporary sanctions, pending a hearing.

Further, the Vice President for Student Affairs or official designee shall have power to impose such temporary sanctions, pending a hearing, when a student or student group engages in conduct which presents a clear and present danger to the freedoms and rights of other members of the College community in any manner whatsoever, or which may otherwise materially and substantially interfere with the requirements of appropriate discipline in the operation of the College

Appeals

Students have the right to appeal the decision of the Residence Hall Council. Appeals must be submitted within three (3) days of receiving the decision of the Residence Hall Council to the Vice President for Student Affairs or official designee. A student may appeal on grounds that evidence was not sufficient to find him/her guilty, new evidence, committee bias, or disproportionate sanctions for the offense. The Vice President for Student Affairs or official designee shall review the case, and all related documents, and shall render a decision to the student within three (3) working days.

The Vice President for Student Affairs or official designee's decision in residence life disciplinary matters is final.

Students expelled or suspended from residence halls may only appeal those decisions if they can show extraordinary circumstances why the suspension/expulsion would present an insurmountable barrier to attendance at the College. Those students should follow the procedures listed under “Appeals”.

This **Guide** is prepared for the instruction and convenience of student residents and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence or conflict with the Bylaws and Policies of the Board of Regents, the Board’s policies shall prevail. The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate changes in College policies and other regulations at any time such changes are considered to be desirable or necessary. Questions concerning these items of information should be directed to the Director of Residence Life or official designee.

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