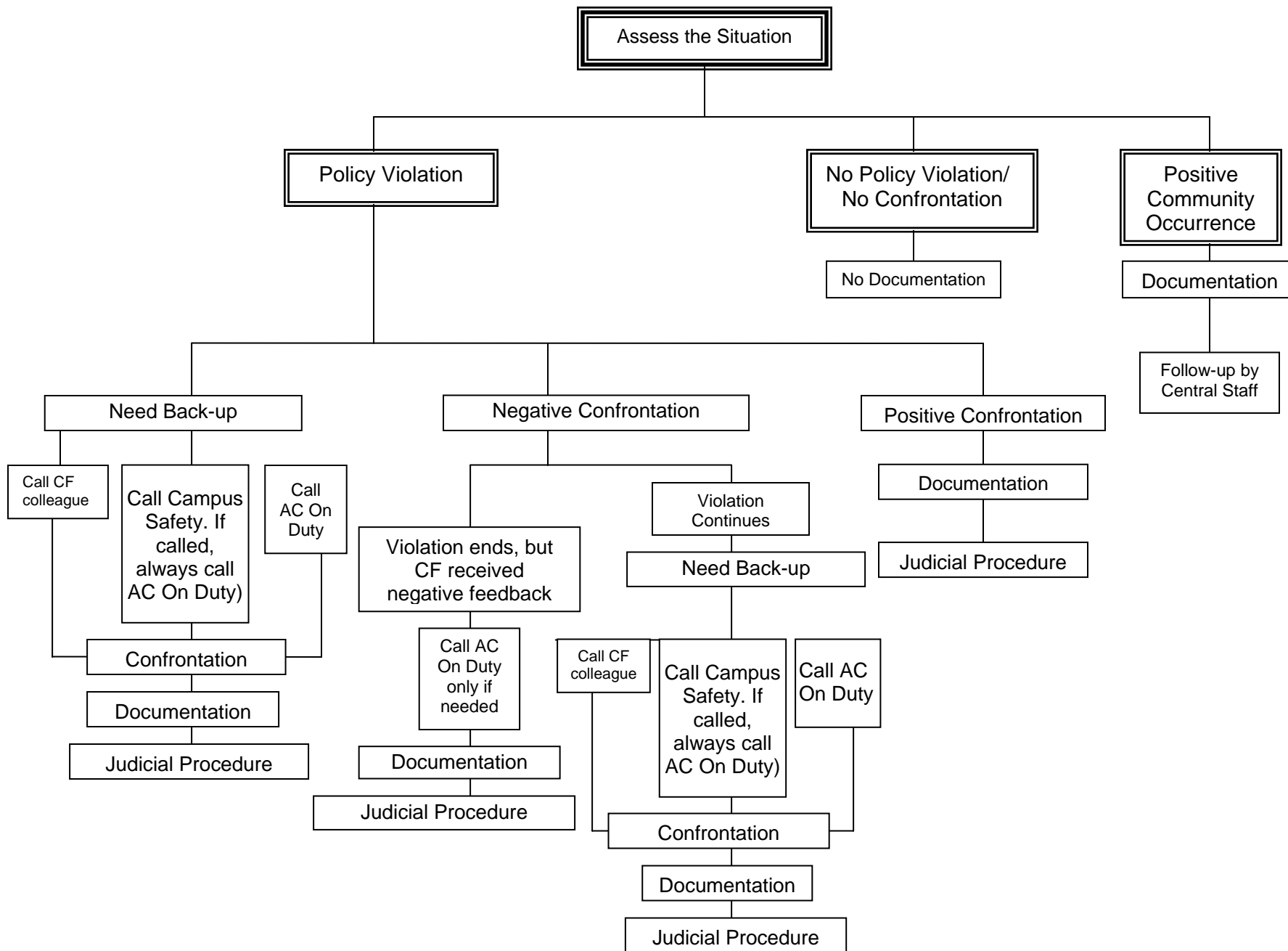


Section 7: Confrontation & Documentation

**Incident in Progress:
Staff Witness/Contacted by Student or Campus Safety**



Confrontation & Documentation

Confrontation & Documentation Steps

It is an expectation to confront and document all policy violations. Your Supervisor, AC On Duty, Campus Safety officers, and other CFs are your support systems.

1. Before you start the conversation –assess the situation:

- What do you see?
- What do you hear?
- What do you think is happening?
- What is your end goal?
- Do you need or want backup?
 - Contact the AC On Duty and/or Campus Safety about any situation you need support or assistance with.
 - Bring along appropriate materials (paper, pen, cards)

1. Identify yourself as a CF and state your name.

- If someone runs from a room, it's best not to run after him/her. Try to get their information from the remaining residents. Whether you get the information or not, document it.

4. Try not to confront students in front of their peers.

- Try to take the person aside and talk.
- If you are confronting a group of people, you will need to speak to everyone.

5. State what you believe to be the policy violation, what you saw and heard, and what you need the students to do.

- Tell the student(s) that their cooperation will be appreciated.

6. Don't get into a debate!

- Simply explain the policy and repeat what you need the students to do.
- Listen to the student's story; try to understand, listen & record.

7. Get ID information.

- Tell the students that you will record ID and events for the Area Coordinator.
- Ask for student ID (copy names, and ID #). If IDs aren't available, try using the Gribly.
- If a person is not a GAC student, ask for ID to confirm name, note the person's address and telephone number, and which Gustavus student is the person's host.
- Remind them to contact the Residential Life office to set up a meeting with their Area Coordinator to discuss the incident by providing them with a card with information about how to schedule an appointment.

8. If alcohol is involved:

Possession presumes consumption in the eyes of the State of Minnesota and is illegal for individuals under the legal age. Legal age may not be assumed and must be verified by ID; all residents should be expected to produce Gustavus Adolphus College identification and proof of age if requested by College staff.

Based on age, location, and room resident age, make disposal decisions:

- If alcohol is in a public area, possessed/consumed by persons who are younger than 21, none of the residents of the room are present, or there is not at least one resident of the room that is both present and 21 or older, watch the student(s) pour out all alcohol present.
- If residents of the room are younger than 21, be sure all alcohol bottles/cans (full & empty) are also disposed of.

Take note of the following details:

- How old is the person?
- Is that person drinking?
- If yes, what was that person drinking, and how much?
- How much of what kind of alcohol was in the room, and where?
- How did the student(s) respond to your confrontation?

9. Ask if they have any questions

- If you don't know answers, don't speculate! Refer to the Area Coordinator.

10. Record all information as an incident report in Maxient by 9am the next morning.

11. Follow up with the student(s) later.

- Communicate and educate that you don't reject the person just because of a poor decision.

Confidentiality

In addition to our College Code, Federal legislation mandates the confidentiality of student judicial records.


Students have access to their own records; law prohibits release of the records to anyone else, except college personnel, without prior written consent. The information may also be obtained through the use of a subpoena or other legal process.

All requests for information regarding a student and the existence and/or contents of a disciplinary file should be directed to the Dean of Students. All requests from faculty, staff, administrators, students, or publications should be referred. It is important that you not acknowledge that a hearing took place or that a file exists, but simply refer the inquiry.

Please remember that Gustavus policy dictates that, "The privacy and confidentiality of Student records shall be preserved."

MAXIENT Instructions

- Go the Residential Life website
- From the left column select “CF – Staff Resources”
- Select the “Maxient Incident Form” link
(<https://publicdocs.maxient.com/incidentreport.php?GustavusAdolphusCollege>)
- Enter information about yourself and date, time, and location of the incident



GUSTAVUS
GUSTAVUS ADOLPHUS COLLEGE

Incident Reporting Form

Your full name:	<input style="width: 95%;" type="text"/>
Your title:	<input style="width: 95%;" type="text"/>
Your phone number:	<input style="width: 95%;" type="text"/>
Your email address:	<input style="width: 95%;" type="text"/>
Your physical address:	<input style="width: 95%;" type="text"/>
Nature of this report:	General incident report <input type="button" value="v"/>
Urgency of this report:	Normal <input type="button" value="v"/>
Date of incident:	<input style="width: 80%;" type="text"/> <input type="button" value="calendar"/> <i>must be formatted YYYY-MM-DD</i>
Time of incident:	<input style="width: 80%;" type="text"/>
Location of incident:	Off campus <input type="button" value="v"/> Specifically: <input style="width: 150%;" type="text"/>

- Enter the information for each student involved. Must have the following:
 - Name
 - Gender
 - Role
 - SID (student ID number)
 - Hall/Address (Resident hall and room/suite/apartment number)

Please list the individuals involved (excluding yourself), including as many of the listed fields as you can provide. For non-students, please list an SSN or Drivers License number in the block labeled SID if available.

Name of person(s)/ organizations involved	Gender	Role	SID	Phone	Email	Hall/Address	DOB YYYY-MM-DD
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Confrontation & Documentation

- Write what happened in the text box. The story should be a factual account of what happened when, to include each student side of the story. Remember that you cannot say someone was “drunk,” but can report all behavioral indicators that someone may have been drinking (smell like alcohol, unstable on their feet, slurred speech, etc).
- Be sure to check for spelling. Once done, enter the words in the security box and select “Submit Report.” You should see a “Thank you for submitting a report” screen.

Please provide a detailed description of the incident/concern using **specific** concise, objective language.

[Check Spelling & Preview](#)

Any additional supporting documentation (photos, video, email, Word documents, etc.) should be forwarded immediately to the Dean of Students Office at dos@gustavus.edu.

To help us fight spam and increase security, please complete the information at right:

Too difficult to read? Click the arrows located below the second word until you get one that's clearer. In addition to being distorted, each word has a line running through it. One word is likely harder to read than the other; **you only need to get the easier word correct.**

What's this all about? By typing these words and giving it your best guess, you're helping to digitize old books. Learn more about the reCaptcha project [here](#).

assist and

Type the two words:

↶↷reCAPTCHA™
stop spam.
read books.

▪ **Alcohol & Other Drugs**

Policy

The College has adopted a policy addressing the consumption of alcohol on campus. The guidelines set forth in that policy are further defined for residential living situations:

- A. Resident students of legal drinking age, and their guests of legal drinking age, may possess and consume alcoholic beverages in residence hall sleeping rooms only, with the door closed; within apartment units in Arbor View and College View; and in the bedroom and living rooms of individual sections in Carlson International Center, Southwest, and Uhler. Possession of open or opened containers of alcohol is not permitted in residence hall corridors, lounge areas, bathrooms, stairwells or any other public space.
- B. By Minnesota Law, resident students must wait until their twenty-first birthday before they can legally possess, consume, or distribute alcoholic beverages.
- C. In rooms where none of the assigned occupants is of legal drinking age, alcohol is not allowed and the occupants may be held jointly responsible for violations. Alcohol will not be permitted in these “underage rooms” even when guests of legal age are present. Alcohol will be allowed in student rooms where at least one of the occupants is of legal age. In such cases, a legal-age occupant must be present and assumes responsibility as host if guests are present. Underage students (whether occupants or guests) remain restricted from possession or consumption of alcohol in these rooms.
- D. Disciplinary measures may be taken when underage students possess, consume, or distribute alcohol, and also when legal-age students distribute alcohol to underage students.
- E. State and local laws prohibit the purchase and resale of alcoholic beverages without a license. College policy prohibits any sale of alcoholic beverages on campus
- F. No kegs of beer (including, but not necessarily limited to, “party balls”, ponies, or kegs of any size) or large quantities of alcoholic beverages or mixtures are permitted in residence hall rooms. Pre-mixed punches and concoctions such as “wops,” “garbage can punch,” and other similar mixtures are considered to be excessive regardless of actual quantity and are also prohibited.
- G. Transportation of alcoholic beverages to and from private rooms (and designated areas) must be in closed and opaque containers, not to include parts of clothing.
- H. Display of alcohol related advertising materials (including bottles) in residence hall windows or areas outside residence hall rooms are not permitted. Students are expected to promptly dispose of trash such as cans, bottles, and boxes from all hallways.
- I. The possession, consumption, or sale of alcoholic beverages at any public campus event is prohibited (with the sole exception of consumption of limited quantities in a “designated area”).

- J. No college or residence hall funds may be expended for the purchase of alcoholic beverages.
- K. Possession of empty alcohol containers in rooms where both residents are underage is prohibited.

Possession, use, sale, distribution, or solicitation of restricted and illegal substances is also prohibited. The use, possession, sale, or distribution – or assistance in any way to anyone so involved – of any illegal and/or dangerous drugs, narcotics, or acids are strictly prohibited on the campus and in the residence halls. In accordance with state law, possession of drug paraphernalia is also prohibited.

Rationale

Gustavus Adolphus College is concerned for the well-being of all members of its academic community and for the quality of their relationships. One area of that concern involves the use of alcohol and other drugs.

The college does not condone the use of alcohol when prohibited by law. On the contrary, it seeks to foster an atmosphere in which abstinence from alcohol is accepted, respected, and supported. The college also expects individuals and groups to make responsible choices with regard to alcohol use. Careful consideration must be given if alcoholic beverages are to be available at College- sponsored off-campus activities or events where underage individuals are present. While the alcohol and drug policy makes provisions for the consumption of alcohol in conjunction with some special events, participants should be able to participate in all activities planned. Activities with alcohol may segregate those not of legal age from those who are, and this could be counter-productive to the development of community.

The College takes the position that chemical abuse is neither socially nor morally acceptable. It also recognizes the reality of chemical dependency and is aware of its presence in the academic community. We are obliged to help those who could be harmed or inconvenienced as a result of the irresponsible behavior of others. As part of encouraging responsible lifestyles, Gustavus will strive to provide education about alcohol and other drug use, to encourage responsible choices, and to intervene in situations where it has knowledge of individual misuse and abuse of chemicals. The College will encourage and provide reasonable help for members of the community who seek treatment for chemical dependency.

College objectives regarding alcohol and other drugs:

1. To support and encourage those who choose to abstain from the use of alcohol and other drugs.
2. To undertake to educate members of the community regarding the effects of use, misuse, and abuse of alcohol and other drugs.
3. To formulate and maintain guidelines for appropriate response to the misuse and abuse of alcohol and other drugs.
4. To expect individuals who use alcohol to act responsibly and respect the rights, needs, and lifestyles of other members of the community.
5. To sensitize Collegiate Fellows, Head Residents, Peer Assistants, faculty, staff and students to the implications of chemical use, and especially to the needs of those who misuse or abuse alcohol.

6. To provide direct assistance and/or referral for those with substance-abuse problems. Each member of the community is encouraged to support the objectives of this policy. The Dean of Students will have primary responsibility for the monitoring it for the student body, with primary enforcement provided by Campus Safety, and the Residential Life Staff.

Typical Alcohol Sanctions

ACES Workshop (Alcohol & Chemical Education for Students): A three hour educational workshop facilitated by the Peer Assistants. The workshop contains information and discussion about personal views and myths about drinking and alcohol safety.

Level II Workshop: A three hour educational workshop facilitated by the Director of Alcohol and Drug Education. An in-depth look at perception vs. reality regarding alcohol use that is focused on high risk drinking behavior.

Developing Goals with a Mentor: Over a six-week period, students are asked to develop academic, co-curricular, and persona goals with the support of a mentor. Students select a mentor from a list of College employees who volunteer with this program. They meet a minimum of four times over the course of six weeks, creating an action plan based on the student's goals.

Decrease in Housing Priority: Decrease in the computer generated, randomly assigned priority number used for room selection. This decrease will occur during the subsequent Housing Selection process.

Relocation: Re-assignment from a particular on-campus space to another. The right of a student to the living space of her/his choice will be forfeited for the academic year.

Disciplinary Censure: The serious nature of the specific violation or existence of prior violations merit deep concern by the College for a pre-determined period of time. The individual's status with the College is in jeopardy and therefore parents are notified when students are censured. Students sanctioned with Disciplinary Censure should understand that in most cases, future violation will result minimally in Disciplinary Probation.

Disciplinary Probation: This is the most serious form of behavior-related sanction which can be imposed short of suspension. The individual is considered to be "not in good standing with the Institution" for a determined period of time. Students on Disciplinary Probation may be prohibited from registering for or participating in off-campus study, travel courses, internships, career explorations, off-campus independent studies, representing the college in any activity (e.g. athletic teams, choirs, bands, ensembles, debate, etc.), performance, or presentation. You should be in contact with the appropriate faculty or staff members to discuss how your disciplinary status affects your ability to participate. Students who register in such programs and courses accept the financial risks associated with being barred from participating should they be on Disciplinary Probation or suspended when the term begins. These financial risks include, but are not limited to, unrecoverable deposits, fares, reservations, and pro-rated group travel costs. The college reserves the right to remove a student on Disciplinary Probation from a course or program if it deems such action to be in the best interest of the student, the College, or the program/course. Because Disciplinary Probation indicates a change of student status with the College, parents are notified.

Suspension: Termination of Student status for a definite period of time. The conditions of readmission shall be stated in the order of suspension.

Expulsion: Permanent termination of Student status. The fact of expulsion shall become part of the Student's permanent academic record at the College and remain so.

Possession Violations

<i>The following behaviors will typically result in a citation AND a College disciplinary record at a <u>minimum</u>. A greater sanction may be assigned.</i>	Citation I Behaviors <i>Promotion of events where alcohol is the primary focus; display of alcohol-related materials in windows or areas outside of residence hall rooms; possession of "open containers" in public/non-designated areas by person 21 years of age or older.</i>	Citation II Behaviors <i>Possession or presence of any alcohol containers in "underage" rooms; possession of alcohol by underage persons.</i>	Citation III Behaviors <i>Possession of a keg or other bulk, common source alcohol or container.</i>
First Offense	\$25 Fine Meeting with Residential Life Staff	\$100 Fine ACES Workshop	\$200 Fine Meeting with Residential Life Staff
Second Offense	\$50 Fine Meeting with Residential Life Staff	\$200 Fine Level II Workshop Developing Goals with a Mentor	\$300 Fine Housing Relocation or Eviction Referral to Director of Alcohol and Drug Education
Third Offense	Referral to College Judicial Board for further sanctioning.	Referral to College Judicial Board for further sanctioning.	Referral to College Judicial Board for further sanctioning.

Consumption Violations

<p><i>The following behaviors will typically result in the following sanctions AND a College disciplinary record at a minimum.</i></p> <p><i>A greater sanction may be assigned</i></p>	<p>Level I Behaviors: Consumption of alcohol by underage persons; failure to pass field sobriety tests including a blood alcohol measure up to .149 by an underage persons as determined by Campus Safety or other law enforcement agencies; permitting others (students or guests) to use assigned rooms to violate the alcohol policy.</p>	<p>Level II Behaviors: <i>Staggering; public intoxication, vomiting but coherent and conscious; failure to pass field sobriety tests including a blood alcohol measure between .15 and .199 by any student as determined by Campus Safety or other law enforcement agencies; students possessing and consuming from kegs or other bulk or common source containers.</i></p>	<p>Level III Behaviors: <i>Vomiting and incoherence; unconsciousness; needing or receiving medical attention (including treatment by EMTs and/or transportation to hospital or "detox"); loss of bodily functions; memory loss; BAC .20 or higher by any student as determined by Campus Safety or other law enforcement agencies; supplying or assisting minors in any way in obtaining alcohol; illegal sale of alcohol, Driving Under the Influence on or off campus (DUI).</i></p>
<p>First Offense Sanctions</p>	<ul style="list-style-type: none"> •\$100 Fine •ACES Workshop 	<ul style="list-style-type: none"> •\$200 Fine •Level II Workshop •Developing Goals with a Mentor •Disciplinary Censure (Parents notified) 	<ul style="list-style-type: none"> •Alcohol Use Assessment •\$250 fee for Assessment •25 work hours •Decrease in housing priority/relocation •Behavioral Contract •Disciplinary Probation (Parents notified) OR Diversion Program (see * below)
<p>Second Offense Sanctions</p>	<ul style="list-style-type: none"> •\$200 Fine •Level II Workshop •Developing Goals with a Mentor •Disciplinary Censure (Parents notified) 	<ul style="list-style-type: none"> •Alcohol Use Assessment •\$250 fee for Assessment •25 work hours •Decrease in housing priority/relocation •Behavioral Contract •Disciplinary Probation (Parents notified) 	<ul style="list-style-type: none"> •Suspension/Expulsion •Certified addictions counselor recommendation and approval from Director of Alcohol and Drug Education AND Dean of Students required for re-admission.
<p>Third Offense Sanctions</p>	<ul style="list-style-type: none"> •Alcohol Use Assessment •\$250 fee for Assessment •25 work hours •Decrease in housing priority/relocation •Behavioral Contract •Disciplinary Probation (Parents notified) 	<ul style="list-style-type: none"> •Suspension/Expulsion (Parents notified) •Certified addictions counselor evaluation and approval from Director of Alcohol and Drug Education AND Dean of Students required for re-admission. 	<p>*Diversion Program: Students may request to participate in this program if their first student conduct violation is a Level III alcohol violation. Diversion program components are:</p> <ul style="list-style-type: none"> •Alcohol Use Assessment •Participate in Weekly onGUARD group meetings •Behavioral Contract •Parents notified •\$250 fee for Assessment

General Policies (In Alphabetical Order)

Antennas/Satellite Dishes

Policy

Antennas/ Satellite Dishes may not extend outside room windows or be attached to the outside of buildings. Privately owned antennas/ satellite dishes are not permitted on College rooftops. Each room is equipped with a cable TV hook-up for students wishing to subscribe.

Rationale

Objects extended beyond the exterior of the building represent a safety risk to members of the community in the event that those objects fall.

Procedure

- 1. Confront the situation.**
- 2. Ask the student to remove the antenna.**
- 3. Confiscate the item in violation and turn in to your Residential Life Area Coordinator.**
- 4. Document the situation by completing an Incident Report Form.**

Bicycles

Policy

Bicycles may not be secured or otherwise parked in any common area of any campus building. The State Fire Marshal warns that even within the confines of a student's room, a bicycle may not be stored so that it blocks or impedes doors or points of egress. Bicycles may not be chained or secured to hand railings, trees, fences, plumbing fixtures, etc. in or outside of buildings.

Rationale

Bicycle racks have been strategically placed at residence halls and other campus locations to permit temporary parking and securing of bicycles. The College does not provide specified enclosed storage for bicycles during the winter months.

Procedure

When staff members find bicycles that are located/stored in improper locations, they should:

- 1. Attempt to identify the owner of the bicycle and inform the owner of the bicycle policy.**
- 2. Document the situation by completing an Incident Report Form.**
- 3. If the bicycle obstructs the hallway, fire exits, room doors, or otherwise compromises egress or safety equipment, a citation will be issued by the Residential Life Area Coordinator (Citation B:1).**

Electrical Appliances

Policy

Students may utilize the following electrical appliances in residence halls: radio, tape recorder, television, record/CD player, pop up toasters, electric coffee pot, personal lamp, popcorn popper

(in student rooms only), fan, shaver, portable hair dryer, other personal care appliances, clock, *microwave oven (rated under 6 amps or 700 watts), and **compact refrigerator. Heating or cooking appliances with open coils, hot plates, air conditioners, sun lamps, hot tubs and electric blankets may not be used in student rooms. Halogen touchier lamps, either halogen or incandescent, are permitted for use in residence halls ONLY with an approved safety cage covering.

Electrical extension cords are not to be used in a manner that may create a fire hazard (such as running a cord under a rug or in a place where the insulation may be worn out).

The use of waterbeds and other devices or appliances that utilize quantities of water exceeding 15 gallons (i.e., hot tubs, water coolers, and large aquariums) are prohibited in the residence halls. Waterbeds and other devices or appliances utilizing quantities of water exceeding 15 gallons place undo stress on the structure of the residence hall and cause danger, inconvenience, and potential damage to other residents.

Rationale

This regulation is intended to ensure the safety of all residents. Tampering with electrical systems (e.g., installing dimmer switches, ceiling fans, etc. or altering wiring) is prohibited for the safety of all residents and the general upkeep of the building.

Procedure

- 1. Document the policy violation by completing an Incident Report Form.**
- 2. A citation will be issued by the Residential Life Area Coordinator (Citation C:5).**

Penalties for illegal appliances include:

- | | |
|-------------------------------|--|
| 1st offense | Formal Warning and Removal of Item(s) |
| 2nd offense | \$25 fine (or \$50 fine for refrigerators) and Immediate Removal of Item(s) |
| 3rd offense | \$50 fine and Confiscation |

***Microwave oven** use must be limited to the warming of prepackaged, microwaveable food items. Toaster ovens, convection ovens, and other appliances using exposed coils or heating elements are not allowed. To comply with health and sanitation requirements, basic food preparation and cooking in student rooms is not permitted. Permitting microwave ovens is not to be construed as an alternative to Dining Service, which remains the sole source of basic meals for students residing on campus.

****Refrigerators** used in student rooms must be **no larger than six cubic feet**. Refrigerators cannot be stored in residence hall storage rooms by any student. The College has adopted the refrigerator policy because of growing concern for energy conservation. Larger, older refrigerators waste energy and are now banned on campus. Space limitations and the State Fire Marshal's directive determine items allowed in hall storage rooms.

State Fire Marshall's Directives

Policy

The State Fire Marshal's Office has notified Gustavus Adolphus College that the following cannot be allowed in student rooms. Residents violating these directives are legally liable for both civil and criminal negligence should a fire or other related problems occur.

- 1. Construction or modification that increases the risk of fire or decreases safety** (paneling, platforms, and other projects that make use of wood or other flammable

materials) –The Deputy State Fire Marshal has approved the bunking of beds using a minimum of 2x4s and 4x4s. Barn boards, paneling, 1x2s, platforms, plywood, 1x6s, particleboard, etc. cannot be allowed. If students choose to loft their beds, they are to utilize the bed frame and must not set the mattresses on a plywood platform. Use of wood and other flammables must be kept to an absolute minimum.

2. **Door obstruction** (i.e., doors must be able to be opened wide) –There must be a clear and easy exit from each room that may be readily located in the case of a fire, smoke, sleepiness, intoxication, darkness, or the confusion of an actual emergency situation.
3. **Flammable materials hanging from or draped across the ceiling** (e.g., tie-dyed sheets, flags, etc.) - The Deputy State Fire Marshal has agreed to allow wall hangings (flat against a wall), but has suggested that they be made fire resistant. He has specifically banned any and all flammable materials hanging or draped from the ceiling, including hanging room dividers (whether hanging from the ceiling or suspended below it).

Rationale

The College is concerned about the safety and welfare of the students living in the residence halls, and has both a legal and moral responsibility to see that the State Fire Marshal's directives are met. Gustavus cannot and will not play games with fire and safety standards, policies, or procedures. The intent of these directives is very clear: to make Gustavus residence halls as safe as possible.

Procedure

1. **Document the policy violation by completing an Incident Report Form.**
2. **A citation will be issued by the Residential Life Area Coordinator (Citation C:5).**

Penalties for these violations include the following:

- 1st offense Formal Warning and Removal Deadline**
2nd offense \$25 fine and Confiscation

Fire Safety Regulations

A. Candles, Incense, Flammable Materials

Policy

Candles, incense, oil lamps, etc. (generally anything utilizing a wick or flame or consuming flammable material-including decorative candles, potpourri simmer pots, and Sterno cans) are not allowed in residence hall rooms or College-owned apartments or houses. Storage of volatile materials or other flammables is also prohibited.

Rationale

This is common sense fire safety procedure.

Procedure

1. **Use standard confrontation skills to address the situation, explaining policy and procedure.**
2. **Confiscate any/all candles/incense/incense holder.**
 - a. **Note that you will give all confiscated material to your Area Coordinator.**

Procedure

- 1. Incidents should be confronted and documented by staff.**

Unauthorized uses of fire extinguishers or fire alarms are violations subject to Citations (B: 1) and/or other disciplinary action. Damage to fire exit signs or compromise of fire safety equipment are violations subject to Citations (B: 1) and/or other disciplinary action.

1st offense \$50 fine

2nd offense \$100 fine plus restitution, and Hearing to consider further sanctions

Firearms/Weapons

Policy

Firearms, hunting bows and other weapons may not be kept in student rooms. The College is unable to store hunting weapons, so firearms and other hunting equipment should be kept at student's homes.

Rationale

The presence of weapons and hunting equipment on campus increases the risk to the health and safety of students. The College Weapons Policy prohibits the unauthorized use, possession, or storage of weapons on College premises.

Procedure

- 1. Document the policy violation by completing an Incident Report Form.**
- 2. A citation or judicial complaint will be issued by the Residential Life Area Coordinator.**

Violations are subject to Citations (B: 4 –Firearms) and other disciplinary action. Incidents should be confronted and documented by staff with the assistance of Campus Safety.

Penalties for this offense includes:

1st offense (B: 4) Immediate Administrative Suspension pending a hearing

Fireworks/Explosives/Flammables

Policy

Possession or discharge of any kind of explosives, including all forms of fireworks, as well as all flammables are prohibited in the residence halls. Such items are to include large quantities of butane, charcoal lighter fluid, gasoline, and other common flammables that pose an imminent fire danger.

Rationale

The presence of explosives and/or flammables on campus increases the risk to the health and safety of students. The College Weapons Policy prohibits the unauthorized use, possession, or storage of fireworks or explosives on College premises. It is illegal to possess/use fireworks in the state of Minnesota without a permit.

Procedure

- 1. Call Campus Safety to confiscate the materials in question.**
- 2. Document the policy violation by completing an Incident Report Form.**
- 3. The Residential Life Area Coordinator will take the appropriate judicial action.**

Furniture

Policy

Unauthorized removal of College furniture or furnishings from residence hall rooms and lounges is considered theft and is forbidden. Students are financially responsible for furnishings inventoried in their rooms (no matter where they are stored). Room furniture cannot be stored in the hall storage room.

Bed frames and mattresses may be stored on campus during move-in and at the beginning of second semester.

Rationale

Students are expected to leave furniture placed by the College in student rooms and floor lounges. Moving furniture out of the rooms can create a fire hazard by blocking pathways. Moving communal furniture from a lounge only decreases the availability to other students. Space limitations and the State Fire Marshal's directive determine items allowed in hall storage rooms.

Procedure

- 1. Ask the student to move the furniture back to its designated location.**
- 2. Document the policy violation by completing an Incident Report Form.**
- 3. A citation will be issued by the Residential Life Area Coordinator.**

Penalties for violating this policy include:

1st offense \$25 fine plus replacement deadline

2nd offense \$50 fine, replacement, and Hearing to consider further sanctions

Lofting

Policy

Lofts may be constructed to bunk one or two beds in the room. Whichever design is used, materials and construction should provide the **maximum safety** for residents. Safety requirements:

1. The structure must be free-standing and free of wobble (not attached to walls, ceiling or floor; leaning against or wedged between the wall; pressure bolted between the walls or floor and ceiling; or sitting on furniture).
2. The top of the upper mattress must be at least 36" from the ceiling.
3. Allow at least 27" of clearance between the top of the bottom mattress and the bottom of the top mattress (when bunking beds).
4. The State Fire Marshal's directives specify that beds must not be set on wood platforms but that the metal frame/spring should be incorporated.
5. Use wood materials of 2"x4" dimension or larger for corner and cross supports. 1"x4" platforms and particleboard are not acceptable materials for construction.
6. Connect the pieces with screws or bolts of 3/8" diameter or larger.
7. The width of the structure must be no wider than necessary to hold a mattress or two mattresses end to end.
8. Sharp or protruding edges must be covered (use foam rubber, carpet, etc.).
9. Lofts must be located and constructed in such a way that they do not interfere with access to windows, heating units, plumbing, and other items needing periodic maintenance, and that they do not interfere with or obstruct exit from the room in case of emergency. They should be at least 18" from heating covers and lights.

10. Attached room fixtures (curtain rods, light switches, phones, etc.) should not be removed or relocated due to loft construction.
11. The college assumes no responsibility for storing room furnishings displaced by the loft; loft materials may not be stored on campus during the summer.
12. Lofts are to be completely dismantled and removed from the room when the occupants vacate the room, either by changing rooms during the year or upon final check-out at the end of the term. At that time, the room should conform to the original check-in inventory.
13. Tubular loft kits are available for rent or sale from a contracted supplier.
14. Bed frames in College View, Arbor View, Prairie View and Sorensen are loft-able with a stabilizer bar that can be obtained from Residential Life.

Rationale

While Gustavus Adolphus College does not formally approve lofts built in student rooms, it does offer guidelines for the safety of the residents and to minimize the potential costs incurred by damage or loss as a result of loft construction.

Procedure

Residents should be instructed to consult these guidelines before constructing or assembling loft or bunking structures. Lofts are subject to inspection by Residential Life staff members. Residents whose lofts are found in violation for any reason will be given a deadline to make necessary repairs, renovations, or removal. Failure to comply will result in disciplinary action.

1. **Inform the student of the policy violation.**
2. **Document the policy violation by completing an Incident Report Form.**
3. **The Residential Life Area Coordinator will take the appropriate judicial action.**

No Smoking Areas

Policy

All buildings (to include student rooms within residence halls) at Gustavus Adolphus College are smoke-free. The policy includes identical limitations on the use of smokeless tobacco. There are designated areas outdoors for smoking.

Rationale

All public areas of Gustavus Adolphus College are designated No Smoking Areas as provided by Minnesota's Clean Air Act.

Procedure

1. **Inform the student of the policy violation by asking him/her to distinguish and discard the cigarette, cigar, and/or smokeless tobacco.**
2. **Document the policy violation by completing an Incident Report Form.**
3. **The Residential Life Area Coordinator will issue the citation (C:13).**

Violations of this policy are subject to the following:

- 1st offense \$50 Fine**
- 2nd offense \$100 Fine**

Noise & Quiet Hours

Policy

Campus wide quiet hours should be observed during the following times:

- Sunday-Thursday- 10:00pm-8:00am
- Friday and Saturday- 12:00am-8:00am

Reasonable quiet is expected at all times. Residents may not make or allow any disturbing noises in the halls. Singing, playing a musical instrument, or operating a television, radio, or stereo equipment in a way, or at a time, that is objectionable to others is a violation of residential life policy requiring sound to be contained. Stereo systems are to be used for the listening enjoyment of students within their own rooms; placing speakers on or near window ledges to project sound from open windows is not permitted. Students should consider using headphones to avoid the possibility that their music may be loud enough to bother a neighbor.

Rationale

Because a large number of people live in close proximity in any residence hall, reasonable quiet is expected at all times. In particular, on Sunday through Thursday between the hours of 10 PM and 8 AM and on Friday and Saturday nights between the hours of 12 AM and 8 AM, sounds emanating from student rooms and/or public areas should be kept to a minimum to facilitate student studying or sleeping. At all times, consideration is the rule. Each residence hall and/or living unit may establish additional "courtesy hours". Responsibility for these hours is a shared one. It is the student's right and obligation to let offenders know if their activities are disturbing. Collegiate Fellows, Campus Safety officers, and Residential Life staff can help, but they alone cannot enforce consideration for others.

Procedure

When a Collegiate Fellow, a member of the Campus Safety staff, or a member of the Residential Life staff responds to a complaint, their evaluation of whether noise is at an unacceptable level is binding. Because noise is such a vague concept, staffs must set standards for what is unacceptable and be consistent in enforcement of those standards.

Please note the following details:

- 1. Is it during quiet hours?**
- 2. What brought you to respond to this situation?**
 - a. If you are responding to another resident's complaint, did you encourage that student to confront this situation him/herself? Did s/he come along with you as you confronted?**
 - b. Are you aware if the students violating the noise policy have been warned before?**
- 3. What is making noise (stereo, guitar, hammer, voices, etc.)?**
- 4. Where did you start hearing the noise (outside the building, 3 doors away, etc.)?**
- 5. Confront and document the situation, including follow-up, and submit the incident report to your AC on the next business day.**

Violations of this policy are subject to the following:

- | | |
|-------------------------------|--|
| 1st offense | Formal Warning and meeting with Residential Life staff member |
| 2nd offense | \$25 fine |
| 3rd offense | \$100 fine and Hearing to consider further sanctions |

Off-Campus Housing

Policy

All full-time students are required to live in College operated residences unless granted a specific exemption by the Director of Residential Life, or unless College housing is not available.

Rationale

Gustavus is a residential college. As a residential college, Gustavus is committed to residence hall living as a vital component to its academic program. Living within a community of peers, interacting with a wide array of individuals, learning from one another, assuming individual and corporate living responsibilities, and developing interpersonal skills and life-long friendships are all aspects of residence hall living that support personal education, growth, and development.

Procedure

- 1. Students wishing to live off-campus must obtain prior permission to do so.**
- 2. Off-campus requests must be returned by the assigned deadline to be considered. Applications turned in late will not be considered until after the spring housing draw is completed and following-year enrollment projections are firm.**
- 3. Students must be either a senior or 21 years old by the start of the fall term to be eligible for off-campus approval. Juniors who will turn 21 within the first few months of the fall term will be considered as space needs warrant, but need to schedule an appointment with the Director of Residential Life to obtain special permission.**
- 4. Students approved as Juniors must confirm their off-campus status as a Senior.**
- 5. Students who do not comply with the College residency requirement will be liable for the full tuition, room, and meal plan fee as if they were living in College housing. These additional costs will not be considered for financial assistance purposes.**

Painting Rooms

Policy

Students may not paint their rooms.

Rationale

Physical Plant is responsible for the appearance and upkeep of buildings on campus including the painting of rooms. In order to maintain the quality of the paint and the painting, students are not allowed to paint their rooms.

Procedure

If students have special problems with the paint in their rooms, they should contact the Director of the Physical Plant. Students who paint their rooms without permission will be held liable for the cost of repainting the room.

Personal Property Insurance

Policy

Residents are not covered by the College's property insurance.

Rationale

The College's property insurance does not include the personal effects of the students occupying the residence halls or other living spaces of the institution. The College cannot be responsible for damage or loss of personal property, regardless of cause.

Procedure

Residents are urged to carry their own personal property insurance or to check with their family's policy to see if they are covered for any eventuality while attending college.

Pets & Animals

Policy

Students who live on-campus are not allowed to have a pet or animal. Animals (with the exception of fish in aquariums ONLY) are not permitted in student living areas; including rooms, lounges, hallways, etc. This also applies to laboratory animals and specimens. Fish aquariums are not to exceed a 15-gallon capacity.

Rationale

The presence of animals in residence halls present additional health and safety concerns. In addition, the noise and behavior of animals is not conducive to the academic mission of the residence hall environment.

Procedure

- 1. Inform the student of the policy violation.**
- 2. Document the policy violation by completing an Incident Report Form.**
- 3. The Residential Life Area Coordinator will issue the citation (A).**

Violations of this policy are subject to the following:

1st offense	\$25 fine and immediate removal of animal
2nd offense	\$50 fine and Hearing to consider eviction from College housing
3rd offense	Judicial hearing to determine sanctions

Solicitation

Policy

Solicitation of funds or services, distribution of materials, and/or sales by any outside business or organization (i.e., one that is not a campus organization) are not permitted on campus, except as provided in the procedures below. Gustavus students representing an off-campus business or organization are not permitted to use their assigned residence hall room as a place of business.

No solicitors, sales people, or agents – whether students or others – are permitted to personally contact students in the residence halls (i.e., go door-to-door or use hall lounges) for commercial purposes, except if the Director of Residential Life has approved a campus group's activity in advance. In those cases, the students representing the approved group will carry written authorization forms that they are to show upon demand.

When offering sales or services off-campus, students may not use the College's name to imply endorsement or guarantee without the written permission of the Dean of Students.

Rationale

Solicitation in the residence halls encroaches on the privacy of residents and is disruptive to the academic mission of the residence hall environment.

Procedure

Violations of the solicitation restriction should be reported immediately to Campus Safety.

- 1. Businesses or organizations whose services or materials are determined to be in the interest of the College or for College purposes may operate tables in the Student Union after obtaining express approval from the Director of Student Activities.**
- 2. Political candidates or their representatives may set up tables in the Union with the authorization of the Director of Student Activities and may canvass the residence halls, provided prior arrangements are made with the Director of Residential Life.**

Visitation & Guest Policy

Introduction

Imbedded in the Gustavus mission and core values is a fundamental concern for the well-being of and respect for each individual within the context of the campus community. Balancing the sometimes competing interests of students as individuals and members of community is at the heart of the visitation and guest policy.

To be welcoming, to permit your residence hall space and your routine to be re-arranged temporarily for a guest or visitor, and to treat each person with dignity and respect are fundamental traits of hospitality. Equally important are the concerns for the common good of all who call the residence hall home. Gustavus residence halls are neither hotels nor private apartment buildings. Individual residents are expected to extend hospitality to guests within the context of the community's interests and standards. Communities that are not welcoming of guests and individuals who abuse a community's hospitality do not reflect Gustavus values.

Behavior within Gustavus residence halls must be predicated on the essential and elemental value of respect for oneself and "the other". This respect is far deeper than mutual tolerance of one another. It affirms the dignity of each person and refuses to treat others as objects to be disregarded or ignored, used or abused, or manipulated. It recognizes the unique gift that is each person.

Policy

- 1. Definitions**
 - a. Guest:** any person not directly affiliated with Gustavus as a student or employee.
 - b. Visitor:** any Gustavus student or employee who is not an assigned resident of the particular room, suite, apartment, or house. **NOTE:** Employees who enter student units for the purpose of fulfilling job responsibilities (i.e. custodial, physical plant, Residential Life staff, Campus Safety Officers, etc.) are not considered visitors.
- 2. Visitation hours:** the time period during which resident students may host visitors and guests of the opposite sex in their individual rooms. Visitation hours apply to all residence hall rooms and units.

3. A student's privilege to have a guest or visitor is always superseded by any other assigned resident's right to unencumbered use of the room, suite, apartment, or house to support their educational endeavor. A roommate's privacy as well as the ability to sleep or study will take precedence over a guest or visitor. A roommate should neither be compelled to leave a room, apartment, suite, or house in order to accommodate a guest or visitor NOR be placed in situations that might cause embarrassment or inconvenience.
4. Frequent visits and/or visits of excessive length can create an uncomfortable environment for the roommate as well as other community members. Each hall resident has a right to privacy, sleep, and study which outweighs a roommate's or neighbor's privilege of visitation. If the presence of a guest or visitor is an inconvenience or distraction, the guest/visitor must leave.
5. Gustavus students and employees are responsible for knowing and understanding the Gustavus Code of Conduct and Residence Hall policies that are enforced in all residence facilities. Community members may be held responsible and sanctioned for any Code violations.
6. Student hosts are responsible for the behavior and conduct of their guests. Students are to inform guests of the Gustavus Code of Conduct and Residence Hall policies.
7. Residents are to accompany guests at all times within the residence halls. This includes meeting guests or visitors at the front entrances to buildings and escorting them within the building. Guests and visitors should be instructed to use the phones located in the vestibules to call hosts for an escort.
8. Guests and visitors are required to use bathroom facilities appropriate to their sex.
9. Any guest who violates College policy or state/federal law may be asked to leave the College immediately and/or may be notified in writing through a no trespass letter that s/he is banned from College property until further notice.

Overnight Guests and Visitors: Resident students are permitted to have overnight guests and/or visitors on Friday or Saturday nights only. Guests/Visitors may stay for no more than 48 hours consecutively. Any policy violation may result in the loss of guest privileges. For safety purposes, guests must be registered with Campus Safety through the on-line Guest Registration Form

Visitation Hours

Resident students are permitted to have visitors and/or guests of the opposite gender in their rooms within the guidelines found on the following page.

First-Year student areas according to the Adjusted Year in Residence

- A. Visitation hours in first-year campus residences are:
 - Sunday through Thursday: 9 AM to 1 AM.
 - Friday and Saturday: 9 AM to 2 AM.
- B. Twenty-four hour visitation is permitted in the lobby, recreational space, TV lounge, study areas, computer lab, and kitchen of each residence hall.
- C. Hallways and section lounges are NOT considered 24-hour visitation areas.

Sophomore, Junior, and Senior student areas according to Adjusted Year in Residence

- A. Visitation hours in sophomore, junior, and senior campus residences are:
 - Sunday through Thursday: 9 AM to 1 AM.
 - Friday and Saturday: 24 hours a day.
- B. Twenty-four hour visitation is permitted in the lobby, recreational space, TV lounge, study areas, computer lab, and kitchen of each residence hall.
- C. Hallways on single sex floors are NOT considered 24 hour visitation areas.

Rationale

Residents may be held responsible for the actions of their guests, and it is their responsibility to inform their guests of the routines and regulations of the residence hall. Hosts will be accountable (and room occupants may be jointly accountable) for any damage or loss to College or student property that is incurred by a guest, and for formal complaints resulting from guests' behavior.

Due to the nature of residence hall living, it is necessary that visitation be made within the framework of the policy established by the residence unit or sub-unit. Visitation implies that a student determines, along with roommates/section mates, when guests may be in the room and who those guests may be. All occupants must agree to specific visitation situations. In cases of disagreement, the student desiring not to have a guest shall have priority on the room at any given time in question.

Procedure

1. Inform the student of the policy violation.
2. Document the policy violation by completing an Incident Report Form.
3. The Residential Life Area Coordinator will take the appropriate judicial action.

Window Screens

Policy

Students are not permitted to remove window screens from the windows. The throwing of any materials from residence hall windows (or balconies, where applicable) is also strictly prohibited.

Rationale

Removal of screens is prohibited because of College insurance requirements and because of the safety risk removal represents.

Procedure

1. Inform the student of the policy violation.
2. Document the policy violation by completing an Incident Report Form.
3. The Residential Life Area Coordinator will issue the citation (C:12).

Violations of this policy are subject to the following:

- 1st offense Formal Warning**
- 2nd offense \$25**
- 3rd offense \$50**