

E. Residence Life

Policies

Franklin College firmly believes that campus residences offer unique opportunities for socialization and participation in community governance, and that the challenges of group living are a contributing factor in students' overall education and personal development.

The developmental philosophy of the student affairs office is reflected in a well-trained professional and paraprofessional (resident assistant) staff who share responsibility for maintaining a positive living and learning environment in campus residences.

A resident assistant is an undergraduate staff member who lives in a residence hall and whose primary responsibility is to facilitate the development of a community atmosphere among the students on each floor. RAs plan programs and activities for residents as well as respond to maintenance concerns, provide basic counseling, handle emergencies and identify students who violate college and residence hall policies and refer them for disciplinary action when necessary.

The residence hall coordinator is a professional staff member who lives on campus. He or she manages operational functions in his or her living area, provides personal and disciplinary counseling, supervises the RAs and coordinates developmental programming.

Residency Requirements

Unless special permission is granted by the Dean of Students, you must be a full-time student at Franklin College regularly attending classes in order to occupy a residence hall room.

All residence halls are air-conditioned and designated as smoke-free facilities. All freshmen, sophomore and junior year students are required to live in college residence halls or fraternity houses except:

- a. Students residing with parents, spouses or legal guardian.
- b. Students with active military veteran status.
- c. Students who obtain medical release from their family physician and the college physician.
- d. Senior year students who have 91 or more credit hours.
- e. Students who appropriately petition and are granted permission by the dean of students.

Any student who fails to qualify for one of these exceptions will be billed automatically at the current lowest room rate.

All students living in residence halls and those residing in fraternity houses, which do not offer food service, are also required to board at the student dining room in the campus center. The dining room is closed during Thanksgiving, holiday, and spring breaks, intersession periods and summer session.

Residence Hall Administrative Policies

Room and Board Rates and Refunds: Room and board (food service) fees are assessed by the college on an academic year basis, exclusive of summer session. If a student is still enrolled in classes after occupancy for any given semester, and wishes to move off-campus, they are still liable for the full room charge, even if the student moved out of the residence hall prior to the close of the semester. The only exception is in regard to fraternity houses, explained below. A board refund may be made to a student who officially withdraws from the college. Refunds must be arranged through, and will be calculated by, the Business Office.

When a residence hall student desires to move into a fraternity house, the move must be approved and accomplished within the first two weeks of the semester in order to qualify for a pro-rated

refund of room fees. Should the student move to a fraternity house at any other time during the semester, he will be charged 25 percent of the remaining room charge obligation. It should be noted that moving into a fraternity after a continuing student assumes occupancy constitutes a cancellation of the housing contract and the student will be charged the \$350 cancellation fee. Freshmen men who pledge a fraternity during the fall semester are not allowed to move into the fraternity house until winter term. Specific information regarding procedures for freshmen men to move into a fraternity house will be provided by the Greek advisor, the fraternity house directors, and other members of the residence life staff at the appropriate time.

Should a student's contract be terminated for disciplinary reasons, there will be no refund of room fees. The student will be expected to remove all belongings in accordance with the written decision of the hearing authority.

Room Assignments: Room selection for continuing students occurs during each spring semester for the following academic year. All students must be registered full-time for the upcoming fall semester and in good financial standing with the college. Students must complete, sign and return a room and board application before they may select or be assigned to a particular room. Priority for room selection is determined by class standing and lottery number as outlined in the procedures published and distributed in advance.

Room assignments for new students are generally made in chronological order relative to the dates on which housing applications are received by the college. New students will be placed in housing set aside for new students. In order to maximize their residential experience, freshmen are required to have roommates during their first semester on campus.

The vast majority of residence hall rooms are designed as double occupancy rooms. Some quads, singles and suites are also available in the residence hall system. If space allows, a student may request that a double occupancy room be assigned as a single occupancy room. If approved, the resident will be charged the "double as a single" room rate per semester. **If a student's roommate has moved out of a double occupancy room, it is the student's responsibility to consolidate with another student or possibly be forced to pay the "double as a single" room rate. In the case of single occupancy of a double room, a student who decides not to consolidate may be assessed the "double as a single" room rate.** The minimum allowed occupancy of a quad is three residents.

When a student is living alone in a double room (having paid the "double as a single" room rate), and the college determines that demand for residence hall space exceeds other available accommodations, the college reserves the right to assign a second student to the room and refund the difference in single and double occupancy rates to the original occupant

Room and/or Roommate Changes: Living with different types of people is an integral part of college life. Sharing living space with a roommate can be a great learning experience. However, if a room and/or roommate change is desired, contact your residence hall coordinator. **There is a four week "room freeze" at the beginning of the year and changes will be made only if no other reasonable alternative is available.** It is in conjunction with this process that students without a roommate will be asked to consolidate or to sign a "double as a single" room contract. **Changes of any kind without proper permission from the residence life staff may result in the assessment of a \$50 administrative fee and disciplinary action.**

Room changes requested at times other than the designated departmental room change processes will be approved on a case-by-case basis. Depending upon the circumstances, residents may be

required to participate in a mediation process with their residence hall coordinator prior to the approval of the change. Each resident will be required to complete a roommate agreement to be kept on file with the RA and department of residence life.

Check In/Check Out: Students living in the residence hall are expected to formally check in and out of the hall when they assume and conclude occupancy or when they change rooms. The procedure includes:

Check In:

1. Obtain a room key.
2. Complete the Room Condition Form and sign it. Return the form to your hall office.
3. Move into your room.

Check Out:

1. Let your RA and residence hall coordinator know when you will be moving out and schedule a room inspection. Your check-out inspection should occur immediately after move out in order to avoid late check-out fees.
2. Remove all belongings, return furniture to its proper position and clean your room.
3. Complete the Room Condition Form with your RA and sign it.
4. Return your room key to your RA or residence hall coordinator.
5. Return your mailbox key directly to mail services.

This procedure is in effect to protect you. Charges and refunds are determined by your dates of residence, and pre-existing damage is recorded to prevent billing errors. Students failing to go through appropriate check in and check -out procedures may be subject to monetary charges. Should it be necessary for staff to remove and dispose of any personal belonging(s) left in or to return college furniture to a room, a charge of at least \$25 will be assessed.

Keys: The College attempts to maintain ample security in residence halls. Students are issued keys that unlock their respective rooms and card access for the exterior doors to their buildings. Students are not to duplicate or loan their keys or leave keys lying carelessly around. Such conduct is considered a threat to the safety of others and a violation of residence hall policy. These situations may be dealt with on a disciplinary basis.

Students should always keep their rooms locked regardless of how long they will be away. Any damage or malfunction of a lock or key should be immediately reported to the RA. A student who loses a key should immediately notify his or her RA and residence hall coordinator or the student affairs office. A temporary replacement key will be issued until a new lock has been installed. Students will be billed a non-refundable fee of \$30.

The department of residence life office reserves the right to change a lock on a room if the security of the room and/or occupant's possessions are seriously jeopardized. The student losing the key is liable for the cost of the lock replacement.

Lock Outs: When a student is locked out of his or her room, the student should contact any member of his or her residence hall staff. In the event a staff member is not available in the building the resident should contact residence life at ext. 8080 during business hours. After 5 p.m., the student may request assistance from Security by calling ext. 8888. Students will be billed a \$10 lock out fee upon entry to the room and should be prepared to present ID. Please refer to key policies on the residence life key card signed during check-in

Early Arrivals, Vacation and Break Housing: Campus residences are closed during scheduled vacation periods such as Thanksgiving, holiday, and spring breaks. Only athletes and student organizations with approved permission from the director of residence life will be allowed to arrive early to campus or remain over breaks as required by their respective team or organization. Other students who foresee difficulties in finding other accommodations during vacation periods should contact the residence life office for assistance. It is, however, the student's responsibility to find such accommodations. If a student is given permission to remain on campus for reasons unrelated to College activities, they will be charged a fee of \$10 per night. Students remaining on campus who do not have permission and \$30 per night without advance notice (48 hours or less). Fees can be modified at the discretion of the director of residence life. All fees for break housing are payable in advance of break occupancy. Access to sorority suites during break periods is strictly prohibited and considered a violation of policy which may result in disciplinary action.

Winter and Summer Terms and Intersessions: With the exception of conferences and special programs, only students who are officially registered for coursework at Franklin College may reside in campus residences. This policy extends through the winter and summer sessions, as well. Under extraordinary circumstances, an exception to this policy may be granted only after a written request has been received and positively reviewed by the student affairs office. Students living on campus during winter term will be expected to participate in the board plan unless an exception is granted through the student affairs office.

Only students who present evidence of their intent to enroll in coursework during the subsequent academic term may reside in college residences during an intersession period. Intersession periods include the times between spring and summer terms and between summer and fall terms. These periods are not included in the normal housing contract. The college will offer intersession housing only in selected areas if and when space is available and there is sufficient student demand for space to justify keeping a residence hall in operation. A special application/contract is available in the student affairs office, and the student must complete the form and pay an additional fee for intersession housing.

Facilities and Equipment

Room Furnishings and Damages: Each student room is furnished with a bed, chair, desk, chest of drawers, curtains or blinds and closets or wardrobes. Rooms in the Elsey Hall and the Dietz Center are also furnished with desk hutches and bookcases. Students are responsible for the condition of their room and room furnishings. Any pre-existing damages should be noted on the room condition inventory at check in, and new damages will be the liability of the student at check out. This will be the case even if the damage is allegedly caused by another party. College owned furniture may not be removed from the room and window screens must be left in the windows. If it is necessary for college personnel to return furniture to a room, a fee of at least \$25 may be assessed. The student will be charged replacement costs for missing or damaged furniture and/or screens.

Misuse of tape, decals, nails, etc. on walls and ceilings which requires repainting of the room or labor and materials to remove such items will result in assessment for such work. Double-sided foam mounting tape is prohibited due to ensuing damage to walls and doors.

Lofts or decks are not permitted in any residence hall at Franklin College. The furniture in Elsey Hall and the Dietz Center is designed to "loft" and students may do so using only college supplied furniture.

Common Areas and Damages: Each residence hall has one or more lounges for studying, watching TV or socializing. Furnishings are provided for the use and enjoyment of all the residents and, thus, they must remain in the lounge. Removal of lounge furnishings may result in a room-to-room search and disciplinary action, which may include a minimum \$25 fine, for those found in possession of missing items. If missing items are not recovered, the community will be assessed replacement costs as appropriate.

The common areas (hallways, bathrooms, laundry rooms, kitchenettes, lounges and common living areas – suite style buildings) are areas used by all hall or suite residents and their guests. Damages to common areas of residence hall and suites are usually very costly. While some damages are a result of accidents or normal wear and tear (these are expected and budgeted for by the college) the majority of damages are the result of horseplay or vandalism. Whenever possible, the residence hall staff will identify the responsible person(s) and hold the student(s) accountable for restitution. **If the person(s) responsible cannot be identified, any damage to the public or common areas becomes the liability of all residents of the residence hall/suite.** It is therefore in the student's interests to be aware of occurrences within the hall, become actively involved with hall governance, and cooperate fully with staff members investigating violations or damages.

All damage assessments will be added to the student's account in the business office. Accounts must be cleared before a student can register for the next semester or qualify for graduation. Students have one month from the date that all bills are sent to dispute any residence hall charges. These must be done in writing and sent to the student affairs office, attention: residence life.

Maintenance and Housekeeping: The physical facilities staff maintains the residence halls' public facilities and common areas. This cleaning is done on a regular schedule and some of it, particularly bathroom cleaning, may require students to use other facilities for a short period of time. Cleaning schedules will be posted and residents' cooperation is necessary so that maintenance and sanitation can be provided for all. Physical facilities personnel are allowed on residence hall floors before the beginning of guest hours so that all work can be accomplished. Students are responsible for keeping their own rooms clean. Vacuum cleaners and limited cleaning supplies are available in each hall and may be obtained through an RA. Residents leaving their room excessively dirty when they move out of the hall will be subject to a minimum cleaning fee of \$75. All student rooms are inspected during break periods for safety and cleanliness. Should a room be found unfit, the student will be notified to take corrective measures.

Repairs: The physical facilities staff does its best to keep the halls in good repair. Any items in need of repair in a student's room or in a public or common area should be reported to the RA or residence hall coordinator. These repairs will be completed in a timely manner. **Unauthorized Areas:** Students are not permitted in mechanical rooms, building services closets, maintenance storage areas or on the roofs of campus buildings. Should the student need access to such an area (to retrieve a ball or Frisbee, for example), the student should contact physical facilities or campus security.

Personal Property: The College is not liable for the loss of or damage to any property belonging to students, including that arising from theft, vandalism or casualty. The college does not insure students or student property and assumes no responsibility for damages or personal injury. Students release the college from all liability for any accident, damage or injury caused to person or property in the room, whether due to negligence on the part of the college, and notwithstanding whether such acts or omissions are active or passive. It is recommended that students consider acquisition of renter's insurance to cover potential losses. Further, should disruption or non-

performance of services occur because of circumstances beyond the college's control, the college will not be held responsible.

General Residence Hall Regulations

Bicycles and scooters: Bicycles and scooters may not be kept in stairwells, hallways or other public areas. Students are encouraged to use bike racks located throughout campus for bicycle and scooter storage. Modes of transportation powered by combustion are not permitted in the residence halls at any time.

Candles, Incense and Other Burning Substances: Due to the potential for fire and offensive odor, candles and incense, and clove cigarettes are strictly prohibited. Since students are prohibited from burning candles, candles are not to be present in student rooms. Incense and clove cigarettes are offensive to some students with specific allergies and because of the nature of the smell each produces. Violation of this policy constitutes a fire safety violation as outlined in the residence hall fire safety policies and procedures.

Complicity: Resident students are responsible for what transpires in their room even if a violation is allegedly committed by a roommate or guest. Any student present in a room or a common area when a policy infraction occurs may also be held responsible for the violation even if he or she is not directly involved in the perpetration of the infraction. When a student is present at the time or aware of a violation of policy and makes a choice not to confront those who are in violation and/or leave the area, the student's presence will be considered passive approval and/or participation.

Electrical Appliances: Stereos, radios, portable TVs, VCRs, DVD Players, table-sized refrigerators and microwave ovens are permitted in residence hall rooms. Coffee makers are permitted as long as there is an auto shut off feature. Hot plates, coil-type cooking devices (toasters, toaster ovens, electric and Foreman grills), candle warmers, or any types of cooking equipment which have exposed heating elements are prohibited. Students are asked to use the kitchenette located in each hall when they prepare food. Normally, since all residence hall students are on the college board plan, only snacks are prepared in the residence halls. Window air conditioners are prohibited in all residence hall rooms. Regardless of their type, all space heaters, heat and halogen lamps are prohibited. Students in possession of property with exposed heating devices, space heaters, heat lamps or halogen lamps will be held responsible for a fire safety violation. Students are discouraged from using extension cords or multiple receptacle plugs. Students who intend to operate a large number of electrical appliances will be required to have a plug-in outlet center (i.e. surge protector/power strip). In case of overload, this center automatically shuts off, eliminating electrical shorts and the possibility of fires. These centers must be grounded and UL listed. Cleaning, repair or replacement costs of damaged college property due to malfunction of a personal electrical appliance will be the responsibility of the student.

Lost and Found: Items which are found should be turned into the security office, located on the ground floor of the student center.

Mailboxes: Mailboxes for all students are located on the ground floor of the student center. Mailbox assignments and mailbox keys may be obtained from mail services. Should your box be broken or in need of repair, please notify mail services. Student's mailing addresses should be written as follows: Name, Unit #, Franklin College, 101 Branigin Blvd., Franklin, IN 46131.

Personal items in public areas: For a variety of reasons, protection of personal property, health regulations, and cleaning courtesy, students are asked not to leave personal items in public spaces. This is especially important in restroom, kitchenette, and laundry facilities. Should items be left unattended and unclaimed, they may be disposed of. Students may also be fined at least \$25 for the removal of personal items in hallways and other unauthorized areas.

Pets: Keeping pets in the residence halls even temporarily is strictly prohibited for the health and safety of both residents and their pets. The only exception is fish in aquariums of 10 gallons or less. No other aquarium pets (spiders, snakes, frogs, lizards, etc.) will be permitted.

Quiet and Courtesy Hours: All students are entitled to reasonable quiet in campus residences. Quiet hours are established in all campus residence halls from 9 p.m. – 8 a.m., Sunday through Thursday, and from midnight – 8 a.m. Friday and Saturday. The sound level within the room must be such that it is inaudible outside of the room it originates to adjoining rooms and hallways. Residents are also expected to observe reasonable quiet in hallways, stairwells, lounges and restrooms during scheduled quiet hours. During courtesy hours (times when quiet hours are not officially in effect), it is still important for the student to exercise consideration in his or her behavior in the residence hall. Because residents have varying study schedules, sleeping habits, and class meeting times, students must refrain from creating unnecessary disturbances in the residence hall. It is the responsibility of all residents to enforce quiet and courtesy hours with their peers. If cooperation is not received, the residence hall staff should be notified. It should be noted that students who are excessively loud, either by voice or music level, during quiet or courtesy hours may be found responsible for a violation of the quiet and courtesy hours policy. At any time, a student who refuses to respect the rights of others will be subject to disciplinary action through the residence life judicial process.

Room Occupancy Limit: For every residence hall room, the occupancy limit is no more than three times the occupancy of the room. Occupancy limits are as follows: for single rooms, occupancy is 3 persons, doubles are 6 persons, triples are up to 9 persons and quads are up to 12 persons. Both fire and safety regulations require that we enforce room occupancy limits. All rooms that exceed this limit will be cleared of all individuals except for the occupants of that room.

Sports: The playing of various sports in campus housing is strictly prohibited. This includes, but is not limited to, basketball, football, hockey, frisbee, golf, biking, rollerblading, boxing and hackey sack. All athletic activities are to be confined to areas of campus specifically designated for such purposes.

Storage: Storage space for personal items is not available in the residence halls. Items stored without the written consent of a residence life staff member, and which cannot be identified for removal by the owner, will be removed and disposition of the items is at the discretion of the office of student affairs. Franklin College is not responsible for items removed from illegal storage.

Telephone Service: Each residence hall is equipped with one telephone per every two students. Emergency phones are located on the outside of each building on campus. Please call ext. 8148 to report any telephone related problems or questions. Basic information for telephone use:

1. Internal calls are made by dialing the 4 digit extension number.
2. Local calls are made by dialing 9 for an outside line plus the 7 digit phone number.
3. Collect calls are NOT to be accepted by any student. Should this occur, a \$25 processing fee will be assigned to the individual or room accepting the call.

4. Long distance calls can be made by using the Franklin College provided authorization code.
5. Each student will receive a bill for long distance usage at the beginning of each month and the total amount is due by the last day of that month.
6. For telephone service or questions, please call telecommunications at ext. 8148.
7. Franklin College is not responsible for any student's personal telecommunications equipment including problems caused by the use of cordless phones.

Throwing Objects In or Out of Windows: Due to the danger for lives and property, dropping, throwing or, in any other manner, allowing objects to be thrown at or out of windows in the residence halls is strictly prohibited. This includes but is not limited to keys, IDs and other objects. Violators will be subject to disciplinary action, which may include a \$50 fine.

Tobacco Use: Tobacco use (both smoking and smokeless) is not permitted in any area of the residence halls. The cost for any damage resulting from violation of this policy, or from negligence, will be charged to the person(s) responsible.

Trash Removal: Residents are responsible for bagging trash which accumulates in their room or apartment and disposing of such trash by depositing it in designated dumpster and recycling containers. Students may not leave trash outside their room or apartment door, or dispose of personal room trash in public area receptacles. This action will be subject to a \$25 fine.

Vending and Laundry Machines: Vending and ice machines as well as laundry facilities are provided for the use of the residents only. If equipment malfunctions, and/or if money is lost it should be reported immediately to physical facilities at ext. 8178.

Guest and Visitation Policies

Guest Policies

The roommate's rights to privacy, safety, sleep and study take precedence over the rights of a host to have a guest. The host must have approval from the roommate to have a guest. During times when the residence halls are secured (locked) for the evening and/or weekend, all guests who are not residents of the building must be escorted at all times by a building resident host. Non-residents of the building without an escort will be asked to leave the building. A non-resident guest is defined as any visitor, student or non-student, who does not live in the room he or she is visiting.

Each residence hall provides public restrooms for visitors of the opposite gender. Opposite gender visitors are to use these facilities when visiting and are to refrain from using restrooms assigned to residents.

Residents who live in suite-style buildings (Dietz Center and Johnson-Dietz) should discuss bathroom usage and preferences during the discussion of roommate/suitemate agreements.

Visitation Hours

It is a fair expectation that every student may have opportunity for privacy in his or her room without the presence of roommate visitors and guests. Therefore, two options for visitation are available in the residence halls at Franklin College: Open and Standard visitation. In addition, the visitation policy will be gender neutral (no distinctions as to gender) and students living in the residence halls are responsible for maintaining the visitation standards as members of a common community. The resident assistant and residence hall coordinator are available to mediate when

roommate or suitemate agreements are not upheld. The visitation policy is subject to review by the department of residence life.

Open Visitation

Non-resident guests will be permitted 24 hours-a-day, 7 days-a-week with roommate consent.

Standard Visitation

Non-resident guests will be permitted to visit from 10 a.m. – midnight, Sunday-Thursday, and 24-hour visitation from 10 a.m. Friday – midnight Sunday with roommate consent.

Visitation for each individual room can be designated as more restrictive. This issue should be discussed as a part of the resident’s roommate agreement.

In addition to the above visitation hours, certain areas have been identified in which adult members of both genders may study together 24 hours a day. They are as follows:

Hoover-Cline Hall	First Floor Main Lounge
Elsey Hall	Lobby, Great Room & sorority suites
Johnson-Dietz Hall	Commons area (bubble)
Dietz Center	Main Lobby

Unless they are family members, minors (persons under the age of 18 years) may visit residents only in public areas of campus buildings. The appropriate public places in the residence halls include the main lounges designated for 24 hour visitation (see list above).

It should be noted, as well, that Franklin College does not encourage guests to stay in the residence hall overnight. The guest policy applies to both Franklin College students and non-students. Regardless of where or when a guest is on campus, the following guidelines apply:

1. All campus regulations apply to the guests.
2. The host/hostess is responsible and can be charged with college-policy violations that guest(s) commit (alcohol, damages, visitation hours, etc.). If the situation warrants, the guest(s) may be asked to leave the building or may be removed from campus.
3. A guest’s car must be registered with campus security and a visitor pass displayed so guest cars will not be ticketed.

Cohabitation Policy

Cohabitation exists when a person who is not assigned to a particular residence hall room or suite uses that room or suite as if he or she were living there. Cohabitation is not permitted in any on-campus housing at Franklin College.

Examples of this may include, but are not limited to: accessing the room or suite while the assigned occupants are not present, utilizing a key to enter a room or suite to which one is not assigned, keeping clothing and other personal belongings in the residence hall or suite, sleeping overnight in the room/suite on a regular basis, and using the bathroom and shower facilities as if they lived in that room/suite. When a guest’s continual presence hinders a roommate’s ability to study, sleep, and/or occupy his/her room, this will be considered a violation of this policy as well.

Overnight guests are allowed on campus for a maximum of three consecutive nights. An excessive number of visits, even if they last no more than three nights in a row, may also be

considered a violation of this policy. All overnight visitations must be consistent with any applicable roommate agreements. A guest may stay or sleep only in his/her host's room. Excessive use or abuse of the visitation and guest policy may result in the suspension of visitation privileges at the discretion of the director of residence life.

Voice-Mail/Answering Machines

Each resident student has access to a personalized voice mail box. Answering machines are not allowed in residence hall rooms. Voice-mail is a formal means of communication of the college. Each resident is strongly encouraged to set up voice-mail within the first week of classes.

Residence Hall Safety

Hall Security: The cooperation of every person in the campus community is essential for safety. It is the personal responsibility of every student to report unusual occurrences or suspicious persons on the campus. The student should report such situations to a security guard, an RA or another college staff member.

Franklin College does not require students to be in the hall by a certain time; it trusts one's mature judgment for self-regulation. For protection and security of residents and hall furnishings, exterior doors are locked no later than 9 p.m. Monday through Thursday and remain locked on weekends from 9 p.m. Friday through 6 a.m. Monday morning.

Propped Doors: Fire and safety regulations prohibit the propping open of any of the residence hall, academic or recreation building doors on campus. Exterior doors should not, under any circumstances, be propped open or left ajar after they have been locked for the evening. Such conduct is considered a threat to the safety of others and will be dealt with on a disciplinary basis. Violators or communities will be fined a minimum of \$50 for each propped door.

Fire Safety: Residence halls are equipped with approved fire safety equipment, including smoke detection devices and extinguishing equipment. Students are welcome as an added measure of personal safety to bring personal smoke detectors for use in the individual residence hall rooms. Residents should understand that tampering with such equipment or otherwise endangering the fire safety of residence halls is considered to be one of the most serious forms of campus misconduct.

Eviction from the residence hall may result from tampering with or disabling any fire safety equipment, from the deliberate pulling of a false fire alarm, or any other fire safety violation. The minimum penalty for student(s) found responsible will be a \$50 fine.

Whenever an alarm sounds, residents are required to vacate the building. The resident should close windows securely, open drapes, leave lights on, close the door securely (taking the room key) and exit the building in an orderly fashion. Never use elevators during a fire alarm. All residents should remain outside until directed by a college official to return to the building.

Residents who refuse to evacuate the building when an alarm sounds and those who re-enter a building before being authorized to do so will be subject to disciplinary action, including a \$50 fine. Such misconduct is considered very serious since, in the event of a true emergency, it is likely that others may have to place their own safety in jeopardy in order to rescue the person inside the building.

Tornado Safety: Please refer to procedures outlined in the emergency procedures section.

Room Entry

Maintenance and Inspection: The College reserves the right to enter student rooms for routine maintenance and inspection. This includes care of heating facilities, replacement of window glass, inventory, etc. When the necessity arises to enter a student's room under these situations, the person entering the room will knock first and ask permission for entry. If the room is vacant, maintenance personnel will enter the room to take care of the necessary repairs. All student rooms are inspected for safety and sanitation during college break periods. Various rooms serve as heat controls for sections within the residence hall. If a problem arises, contact your RA or residence hall coordinator for help. If a violation of policy is observed during a routine inspection, it will be addressed by the appropriate staff.

Search: Occasionally it will be necessary to enter rooms for the purpose of locating stolen goods, meeting emergency situations or enforcing regulations. (Room to room searches for **stolen** student property will **only** be conducted when the property value exceeds \$500 or is a family heirloom.) When the need for a search arises, the following measures will be taken:

1. Room searches by residence hall staff and/or Security are to be cleared with the dean of students or his designee unless unusual circumstances prohibit delay.
2. Two members of the professional staff will be present during any room search.
3. No rooms will be entered without knocking. Pass keys will only be used for entry when admittance is denied or it is necessary to enter the room when the occupant is absent.
4. An incident report including the reason for initiating the room search, a summary of the search and recommendations will be filed immediately with the dean of students.

F. Franklin College Code of Conduct and Campus Judicial System

Student Code of Conduct

The College's educational experience encourages each student to develop a personal value system, with an emphasis on the following values: respect, honesty, responsibility, lifelong pursuit of learning, and faith. These values are defined in the Mission of Franklin College that is contained in the second part of *The Key: A Guide to Campus-Life*. The Code of Conduct and the judicial process are based on these values. The following behavioral expectations are extensions of the Mission and the five values:

- Exhibit personal integrity, practicing honesty in all academic and social aspects of this learning community.
- Exhibit professional conduct and civility in classrooms, organizations and other group environments.
- Hold in positive regard the dignity and value of each member of the Franklin College community, treating each member with respect for her/his personal dignity and personal property.
- Respect the collective rights and property of the community.
- Approach the educational experience both inside and outside of the classroom with an openness to new perspectives: new ideas, new cultures and new experiences.
- Have tolerance for the convictions and opinions of others, even when not in agreement with one's beliefs.
- Abide by the College's Policies as contained in the Franklin College Catalog, *The Key: A Guide to Campus Life*, and other official publications and contracts.