

Yavapai College
STANDARDS OF RESIDENCE
2011-2012

Prohibited Behavior

1. Alcohol

Yavapai College maintains an environment that is conducive to academic success and personal development. This includes expecting and encouraging responsible drinking behaviors by those individuals that are of legal drinking age. The College will support alcohol-free activities for and the rights of residents who choose not to use alcohol. Alcohol is not permitted on college property, including the residence halls. The College will enforce state and federal laws regarding alcohol.

01. Yavapai College is a substance free campus. Alcohol is not permitted on campus at any time.
02. The sale of alcoholic beverages on campus is prohibited.
03. It is illegal for those of legal drinking age to provide alcohol to any person under 21 years of age.
04. The use or possession of alcoholic beverages or alcohol beverage containers in residence hall buildings is prohibited. This includes decorative displays of empty containers.
05. Individuals are not permitted to possess or consume alcohol, or possess alcohol beverage containers, in the residence halls.
06. Students are not permitted to knowingly be in the presence of alcohol or drugs anywhere in the residence hall.
07. Appearing on campus intoxicated or impaired by alcohol or drugs. This is in compliance with Yavapai College's philosophy of zero tolerance as it pertains to drug and/or alcohol use.

2. Appliances

Yavapai College provides kitchens in each residence hall for resident use. Individual rooms are not equipped or designed to handle the electrical loads, venting and sewage problems associated with cooking.

01. The only permitted cooking appliances in residence halls are blenders (not food processors), microwaves (up to 700 watts), electric popcorn poppers, refrigerators (not larger than 3 cubic feet) coffee makers & water warmers. These are to be used only for their intended purposes.
02. Abuse of allowed appliances with respect to sanitation, odor, or safety, will result in loss of the privilege.
03. The use of other types of cooking appliances (electric woks, George Forman grills, etc...) is not permitted in resident rooms. These appliances may only be used and cleaned in community kitchens.
04. Halogen lamps are not permitted in residence halls.

3. Drugs and Tobacco

01. All buildings of Yavapai College are smoke free. The use of all tobacco products, including chewing tobacco, is prohibited in all halls.
02. Smoking is not permitted within 25 feet of any residence hall.
03. The misuse of controlled substances (prescription medication) by residents is prohibited. Controlled substances must be issued in the name of the resident and stored in resident's assigned room.
04. The possession, use, sale, manufacture/cultivation or provision of any type of illegal drug (Barbiturates, opiates, marijuana, amphetamines, hallucinogens, etc.), possession of paraphernalia, or aiding in the use of such are not permitted in the residence halls or on campus and are violations of federal and state law.

4. Fire Alarms, Drills, and Emergency Equipment

In the event of a fire, sound the nearest fire alarm, exit the building and contact the hall staff or police.

01. A resident may not set off a fire alarm or use any fire-safety equipment, except with reasonable belief of the need for such alarm or equipment.
02. A resident may not tamper with, disable, or obstruct any fire-safety equipment, including (but not limited to), smoke detectors, fire extinguishers and cases, fires sprinklers and associated plumbing, or fire hose connections. Individuals found responsible for misusing fire safety equipment may be charged for repair/replacement costs in addition to disciplinary action and a fine of \$500.

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03. Intentional misuse of any College fire alarm or firefighting or safety equipment is prohibited. Persons who knowingly sound false alarms are subject to severe disciplinary action potentially resulting in separation from the institution. Criminal action may also be sought.
04. Intentional delaying, obstruction, or resisting any College officer, including residence hall staff or fire personnel in the performance or attempted performance of their duty is prohibited. Criminal action may also be sought for such actions.
05. A resident (and any guests) must promptly vacate any residence hall when a fire alarm is sounded. All individuals must stay at least 100 feet from the building, stay at the designated evacuation point, and may not return to the building until a College official or designee has given the clearance for entry.

5. Fire Arms and Weapons

01. Possession, use, or sale of any incendiary, explosive, or destructive device or any firearm on the College campus and within the residence halls is not permitted. At no time will live ammunition of any type be permitted in or on College premises.
02. Any and all types of pistols (including revolvers, automatics, derringers, etc.) and any and all types of air or gas-operated guns (including paint ball guns, air soft guns and any object reasonably perceived to be a gun) are prohibited on campus and within the residence halls at all times.
03. The firing of any type of firearm, bow and arrow, slingshot, or any other weapon on campus is prohibited.
04. Switchblade knives, bayonets, swords, hunting knives, knives with blades over five inches in length and any object reasonably perceived to be a weapon are prohibited on campus and within the residence halls at any time.
05. Possession of a weapon used for instructional programs is not permitted within the residence halls. This regulation does not apply to law enforcement officials acting in performance of their duties or NARTA recruits who have completed firearms training and are permitted to carry their duty weapon in accordance with NARTA policy.
06. A resident may not explode or possess fireworks on campus or in any campus buildings including residence halls.
07. Failure to report to campus police and/or residence hall personnel the presence of an unlawful weapon, explosive or incendiary device, when the presence of such weapon or device is known, is a violation of the rules and regulations of the College.
08. Reporting the false presence of an unlawful weapon, explosive or incendiary device with the intent to mislead or deceive is prohibited.
09. The possession of items such as mace and pepper spray as self-defensive or self-protection measures is not prohibited however, offensive or reckless use of such items may subject an individual to disciplinary action.

6. Furniture

01. Furniture may not be transferred from one room to another or exchanged between rooms. Room furniture may not be removed or stored elsewhere in the building or off-campus.
02. Furniture placed in public or semi-public areas of the residence halls is for the comfort and use of all residents. Such furniture must remain in the area designated for it and must not be moved into residents' rooms, such action can be considered theft and will result in a recovery fee of \$25 (minimum), and may result in disciplinary action.
03. Residents may arrange furniture that is not permanently affixed, in any reasonable manner, as long as damage does not occur. Residence hall staff can provide connectors needed to bunk beds. For safety and damage reasons, all supporting members of the bed-frame must remain in direct contact with the floor.
04. Lofts of any kind or lofting of beds in anyway are prohibited within the residence halls.
05. Waterbeds are not allowed within the residence halls for maintenance and housekeeping reasons. Excessive weight and potential water damage may cause harm to the structure of the building.

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06. Furniture is not to block any doorway, window, or arranged in a way that creates a safety hazard by obstructing entrance or access to all parts of the room.

7. Guests

01. Guests must be escorted by their host at all times. Guests may be defined as any non-resident of the room or halls.
02. The host or hostess is responsible for seeing that his or her guest(s) follow all College and residence hall regulations and procedures. Each resident is personally responsible for the conduct of their guest while in the residence halls and their public areas (i.e. patios, lawns, etc.).
03. The College reserves the right to request guests to leave at any time.
04. Overnight guests are permitted for a maximum stay of 3 nights. Cohabitation is prohibited. 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. 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 room or suite (including common areas and restrooms), 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/suitemate's ability to study, sleep, and/or occupy their room, this will be considered a violation of this policy as well.
05. Lending of any assigned keys or Onecard to guests is prohibited. Misuse or loss of College keys or card by guests is the responsibility of the host/hostess and could result in disciplinary action.
06. All guests are required to possess photo ID and present such ID upon the request of residence hall staff or other appropriate College officials acting in performance of their duties.
07. Guest registration may be required at the residence hall front desk.
08. Guests under 18 years of age are not permitted.

8. Keys

01. Unauthorized possession or use of a key or card to any door in a residence hall is strictly prohibited.
02. It is a violation of Arizona State Statutes and College regulations to duplicate, or cause to be duplicated, a key or card to any door in a residence hall.
03. Residents are responsible for all assigned keys and access cards and are responsible for any charges necessary to replace lost or damaged keys or cards. Residents can be charged a lockout fee and/or face conduct action for repeated lockouts requiring staff assistance.

9. Pets

01. Residents, their guests, or other visitors are not permitted to bring pets into the residence halls, either on a temporary or permanent basis. An exception can be made for fish in reasonable numbers and in appropriate aquariums/tanks (10 gallons maximum). Fish must be removed during winter break. Arrangements must be made to care for any pet fish as Residence Life staff will not accept responsibility for the care of your fish over these periods of time. Animals being utilized for academic research are not allowed in residence halls.

10. Sales and Solicitation

Solicitation is defined as selling door to door, hanging out pamphlets, verbal proselytizing, and/or any other activity that inhibits the rights and privacy of residents.

01. Soliciting is prohibited on campus or within the residence halls by an off-campus and on-campus salesperson. A resident may invite a salesperson to visit him/her. Any person wishing this privilege of being invited to deal with groups or individuals must receive permission from the Office of Residence Life. It may be necessary, on occasion, to do a credit review and a charge will be made for this action.

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02. Unless special written permission has been requested and obtained from the Office of Residence Life for both on and off campus groups, canvassing or solicitation of funds, sales, membership, subscription, or distribution of literature in residence halls is prohibited.
03. In case of fund-raising events by approved residence hall organizations, permission may be obtained through the Office of Residence Life.
04. Announcements and publicity items for any residence hall public area must be submitted to the Residence Hall Director or the Office of Residence Life for approval prior to posting.
05. No group or individual may act as a vendor, sales agent, or in any way establish a business enterprise in College residence halls which interferes with the normal use of a facility or is not congruent with the educational purpose of the College.
06. Removing or adding any items to bulletin boards is prohibited.

11. Personal Responsibility and Safety

01. A resident may not engage in gambling on campus.
02. Excessive noise or behavior that disturbs others or endangers the personal safety of others within the jurisdiction of the residence halls is not permitted. Using, playing, or operating any sound-amplifying equipment that violates a standard of quiet conducive to study or sleep may constitute adequate reason for requiring removal of such instruments or other disciplinary action. Minimum College quiet hours are:
 Sunday-Thursday 10pm-8am
 Friday-Saturday 12am-8am
All other hours are designated as courtesy hours and residents are expected to demonstrate consideration for their neighbors at all times. Quiet hours will be modified to support College activities, such as finals.
03. Damaging or tampering with any vending machines, washer, dryer, or other College provided appliances or property is prohibited.
04. Residents are financially responsible for all damage or loss in designated rooms. Residents may decorate their residence hall rooms with posters and other similar decorations as long as they do not cause damage to the room (nails, hooks, screws, etc. are not permitted). No decorations may be affixed, in any way, to the ceiling. Placing signs in windows and on the exterior of room doors in College residence halls is prohibited.
05. Screens on residence hall windows are not to be opened, removed or damaged. Residents will be charged for repair and/or replacement of removed screens.
06. Tampering with any telephone, computer, or data transmission line or device is prohibited. Unauthorized interception and/or use of data transmitted over residential wireless networks, is also prohibited.
07. A resident must comply with directions issued by College officials, including residence hall staff members, acting in performance of their regular or delegated duties.
08. Certain restricted areas exist within the residence halls. Residents are not allowed in such areas, which include, but are not limited to, any place that is officially closed, restricted only to designated people, or any place where the safety and welfare of the resident is endangered.
09. A resident may not furnish false or misleading information to College officials, including residence hall personnel, or on College records, nor shall he or she alter or tamper with such records.
10. Attempted or actual theft or misappropriation of any College property or theft, misappropriation or intentional damage to vandalism of, or destruction of the property of any resident or any person on the College campus is prohibited.
11. Trash and debris must be placed in College dumpsters located adjacent to the residence halls.
12. Violating the terms of any disciplinary sanction imposed for an earlier violation may result in removal from College housing, while remaining liable for the remaining academic year housing charges.
13. Residents may not prevent an assignment to their room, either because their belongings are not on their part of the room/suite or because they discourage or turn away a possible roommate/suitemate. Residents are permitted to occupy only 1 assignable space within their living area unless they have been authorized to

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- occupy additional space. Violation of this policy may result in a charge for the additional space being applied to their account. The charge will be assessed from the last date the room was fully-assigned.
14. Any behaviors or actions prohibited by state or federal law are prohibited in the residence halls.
 15. Behavior that endangers or disturbs others or one's own personal safety within the jurisdiction of residence halls is prohibited.
 16. Sexual offenses including, but not limited to, contact/intrusion/penetration without consent, public, sexual indecency and indecent exposure are prohibited.
 17. Any action taken by residents that has the potential to cause harm, injury or damage to another resident, their room or their possessions may be subject to disciplinary action. This includes acts of (or acts perceived as) pranks against members of the residential community.
 18. Harassment, including threatened physical injury of any person in the College community, is not permitted within the residence hall through any medium (electronic, print, text messaging, etc.).
 19. Actual, or implied intent-to-commit, harm to self, through any medium, is not permitted.
 20. Dropping, throwing, or in any manner permitting objects, either liquid or solid, to be ejected into or out of windows or doors of residence halls is prohibited. Residents of the room are responsible for objects ejected from the room/suites.
 21. Candles, kerosene lamps, incense, or other similar items are not allowed in residence halls. No flammable liquids of Class I or II and no combustible liquids of Class III will be stored or kept in residence halls. These classifications of liquids include ether, alcohol, gasoline, kerosene and most cleansing solvents containing petroleum distillates. These limitations are not intended to preclude the possession of hairspray, rubbing alcohol, cigarette lighter fluid, cosmetics and medicines when they are maintained in original containers. Nevertheless, caution must be exercised in the use of any flammable vapors or liquids, especially those contained in aerosol or pressurized cans.
 22. Objects such as Frisbees, balls, water, etc., must not be thrown in the hallway, in individual resident rooms, or in public areas.
 23. Maliciously damaging or tampering with elevators is prohibited.
 24. The use of skateboards, roller blades, roller skates, scooters, or bicycles in any residence hall is prohibited. Damage caused by bicycles in transit or storage is the responsibility of the resident.
 25. Bicycles, motorcycles, and mopeds are to be parked outside in designated areas. Bicycles may be stored in student rooms, but may not be ridden inside the building. Locking or parking bikes against handrails or walkways is prohibited and will be removed. Hooks to hang bikes are prohibited. Abandoned bicycles will be donated to the Yavapai College auction.
 26. Shoes with cleats are not to be worn in the residence halls. Students will be financially responsible for the repair and/or replacement costs.
 27. Entry, occupation, seizure, or detention in any manner, of a residence hall facility or portion thereof for a use which is inconsistent with the customary and normal use of such premises is prohibited.
 28. Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule to another person or group of people. Hazing by any group or individual within the residence hall community on the campus is strictly prohibited.
 29. Residents are not permitted on the roof of any College building for any unauthorized purpose.

12. Building Security and Access

01. The placement of any object in, near or around the exterior door of a building in an effort to prevent the door from closing, opening, or being able to close or lock the door upon closing, is prohibited.
02. Tampering with, disabling, obstructing, vandalizing, or interfering with the normal functioning of any portion of card readers is prohibited.

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03. Tailgating to gain entry to any residential facility is prohibited. The term “tailgating” is used to describe the situation where one or more people follow an authorized person through an access-controlled door when the authorized person opens the door legitimately. This can be done either with or without the authorized person’s knowledge and/or consent. Tailgating is prohibited for a normally-authorized person who has forgotten or lost their Onecard.
04. Residents who provide unauthorized individual or group access to a residential facility are responsible for the actions of those individuals and can be held responsible for damages and conduct violations attributed to the unauthorized individuals. This includes unauthorized individuals who gain access as a result of tailgating or the use of a propped or compromised door attributed to the authorized resident.
05. Individuals authorized to enter residential facilities are limited to currently contracted residents assigned to rooms or suites within that facility, authorized staff acting within the scope of their role and the immediate performance of their duties, and the escorted guests of authorized residents. Non-contracted students may be granted permission to access residential facilities for a specific purpose, but this permission may be revoked at any time by the Office of Residence Life.

Conduct Process

1. The Residence Hall Director (RHD) or Director of Residence Life and Judicial Affairs (Director) will operate as a Judicial Officer and make a preliminary assessment as to whether there is a sufficient basis to believe that a violation of the Student Code of Conduct or Standards of Residence may have occurred. The Judicial Officer may decide to interview the complainant and/or other witnesses or to request additional information from the complainant.
2. Once the Judicial Officer determines there is sufficient foundation to believe that a violation of the Student Code of Conduct or Standards of Residence may have occurred, then the Judicial Officer will promptly notify the student in writing of the alleged violation and will gather further information, if needed, by interviewing witnesses and reviewing documents. Members of the College community will be expected to comply with any request or directive issued by the Judicial Officer in connection with a disciplinary proceeding, unless compliance would result in significant personal hardship or substantial interference with normal College functions
3. A resident who is charged in a Student Code of Conduct or Standards of Residence referral will be provided an opportunity to meet with a Judicial Officer. A resident who fails to attend the meeting with the Judicial Officer will forfeit their right to respond on their behalf regarding the alleged violation, unless the resident can demonstrate that an extraordinary circumstance prevented their appearance.
4. The resident will be permitted to present documents and to bring witnesses to present statements to the person hearing the appeal. The proceedings are designed to be informal in nature, and no formal rules of evidence or procedure shall apply.
5. At the meeting the resident will be provided with the following:
 - a. An explanation of the charges which have been made;
 - b. A summary of the information gathered;
 - c. A reasonable opportunity for the resident to reflect upon and respond on their own behalf to the charges;
 - d. An explanation of the applicable disciplinary procedures, including the resident’s right to appeal if the sanction of contract probation or contract termination is imposed.
6. If necessary any further information gathered will be presented to the resident and an additional opportunity to respond will be provided.
7. The Judicial Officer will determine whether it is more likely than not that a violation of the Student Code of Conduct or Standards of Residence has occurred and, if so, the appropriate disciplinary sanction to apply. In determining the sanction, the Judicial Officer will consider any mitigating factors, including any prior violations of the Student Code of Conduct or Standards of Residence.

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8. The Judicial Officer will inform the student of the decision, in writing, within seven days of the resident's last opportunity to respond. When feasible, this information may also be communicated in a face-to-face meeting.
9. The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any. The decision is final, unless the resident appeals a decision of contract probation or contract termination

Appeals

A resident has a right to appeal a housing decision resulting in a sanction of contract probation or termination of contract. The resident shall file a written notice of appeal with the appropriate party (see below). A written notice must be filed within 48 hours of the notice of sanction, and shall specify in detail the grounds upon which the appeal is based. There is only one opportunity for appeal. Failure to file the above mentioned notice within the prescribed 48 hours shall constitute a waiver of the right to appeal.

A decision or judgment may be appeal on the following grounds:

1. Prejudicial error committed during the hearing whereby the aggrieved was deprived of a fair hearing.
2. Non-cumulative material and relevant evidence, new or newly discovered which, with reasonable diligence, could not have been produced at the hearing.
3. The decision of judgment is not supported nor justified by evidence.
4. Excessive severity of the sanction.

The resident shall be permitted to present documents and to bring witnesses to present statements to the person hearing the appeal. The proceedings are designed to be informal in nature, and no formal rules of evidence or procedure shall apply.

Who to appeal to:

- A. The Director of Residence Life and Judicial Affairs hears the appeal if the original decision was made by the Hall Director
- B. The Associate Dean of Student Services hears the appeal if the original decision was made by the Director of Residence Life and Judicial Affairs
- C. The Dean of District Instructional and Student Services hears the appeal if the original decision was made by the Associate Dean of Student Services

Sanctions

Sanctions for violations of policy are based on the nature of the infraction, the effect on the community, and the resident's previous conduct history. The Judicial Officer determines sanctions. The failure to abide by, or complete, any assigned sanction may result in additional sanctioning.

Letter of Warning: A letter of warning to a resident that his or her conduct is in violation of published rules. Admonition often takes the form of a letter summarizing the infraction and corrective measure and warns the resident about possible future consequences should that behavior continue. The fact that the resident is warned should be clearly stated in the body of the letter which the resident receives.

Restitution: Restitution is reimbursement for damages to, destruction of, or misappropriation of university property or property of any person while on college premises or college-related premises. If restitution is the determined sanction, the individual or individuals who impose the corrective measure must specify, in writing, the amount due, the time and /or manner by which restitution is to be made, and the individual or office to be reimbursed.

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Educational Assignment: Educational assignments are tasks which are creatively applied with the education of the violator in mind. It is essential that the assignments imposed have some meaningful relationship to the violation. Assignment of research to be done in a certain area is one of many creative possibilities. A duty, work assignment or referral for alcohol or drug education classes is other examples. Again, the aim of such a task is the education by the individual of the infraction and the potential consequences of such. Whoever imposes the sanction is responsible for seeing that it is carried out. Failure to perform an education assignment is subject to further sanctions.

Loss of Privileges: Loss of privileges restricts the student from designated privileges within his/her particular residence hall. The loss of privileges must exist for a specified period of time, as defined by the individual(s) who impose the sanction. The student will be notified in writing of those privileges which will be forfeited and for what period of time.

Denial of Access: Denial of access to and/or use of all or part of a facility or facilities that again must be implemented for a specified period of time, as defined by the individual(s) who impose the sanction. The student must be notified in writing of those areas to which s/he will be denied access and for what period of time.

Reassignment within Residence Hall: A student may be reassigned within the residence hall if it is determined that his/her conduct is in violation of rules and regulations and such a measure would be productive for both the individual and others in the residence hall environment. The student is to receive written notification of the sanction and is required to move within a prescribed period of time, as defined by the Residence Hall Director or the individual who imposes this sanction.

Contract Probation: Contract probation is a written notice to the student that his/her conduct was found to be in violation of the published rules and regulations and that more serious disciplinary action may result from further infractions. Contract Probation is imposed for a specified length of time.

College Probation: A written reprimand for violation of specified regulations which references the probability of more severe disciplinary sanctions if the student during a designated period of time (the probationary period) violates the institutional regulation(s). Probation may include forfeiture of campus privileges. Permanent notification may appear on the student's transcript.

Reassignment to another Hall: A student may be reassigned within the Residence Hall system if it is determined that her/his conduct is in violation of rules and regulations and such a measure would be productive for both the individual and others in the residence hall environment. The student is to receive written notification of the sanction and is required to move within a specified amount of time, as defined by the Judicial Officer.

Contract Termination: The Director of Residence Life and Judicial Affairs or designee may determine that an individual's behavior warrants the termination of the residence hall contract. If such a sanction is imposed, the student must move out of the residence hall within the prescribed period of time.

Suspension: See Student Code of Conduct.

Expulsion: See Student Code of Conduct.