

2022-23

RESIDENCE LIFE HANDBOOK



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WELCOME TO RESIDENCE LIFE

Welcome to Alverno College! We are pleased that you have chosen to make our residence halls your home. The staff is excited about working with you to make this an exciting year and a welcoming residence environment. We want to help you make connections with other people including staff, faculty and students. There are many people on and around campus, and lots of things to do — we challenge you to find them, get connected and embrace the spirit of community. We make the effort to assist in your transition to college, with the understanding that you will find your own path. One of the ways we do this is by having a Community Advisor (CA) on each wing/floor. The CA staff is comprised of eight students who are selected through an intensive application process and are responsible for facilitating wing communities in the hall. CA responsibilities include coordination of regularly scheduled community meetings, hall programming, and enforcement of hall policies. CAs also share evening duty to ensure their availability to assess the needs of students and to ensure that the rights of all residents are respected.

The Austin Hall front desk is staffed from 9 a.m. to midnight seven days a week, except during breaks. The Clare Hall front desk is staffed from 5 p.m. to midnight daily, except during breaks. Desk workers help residents by offering information, sorting and distributing mail, overseeing guest check-in/checkout, and loaning a wide variety of items. They work closely with the CA on duty to maintain security and deal with emergency situations in the halls.

We hope you have a great year ahead. If our staff can be of help in any way, contact us in our offices, rooms, or while on duty.

Sincerely,

ANN ROMEI

Director of Residence Life
ann.romei@alverno.edu



HOUSING INFORMATION

COMMITMENT TO JUSTICE

As a residential community grounded in the values of the School Sisters of St Francis, we believe in and advocate for the justice of all in our local and global community. We expect the members of our community to act with integrity as they embrace and celebrate the diverse experiences and identities of community members. We expect that the members of our community respect their peers and create an environment that shows their respect for others.

The words of writer Clarissa Pinkola Estes express the hope and expectation of our residential community to act with integrity, kindness and justice:

"Ours is not the task of fixing the entire world all at once, but of stretching out to mend the part of the world that is within our reach. Any small, calm thing that one soul can do to help another soul, to assist some portion of this poor suffering world, will help immensely. It is not given to us to know which acts or by whom, will cause the critical mass to tip toward an enduring good. What is needed for dramatic change is an accumulation of acts, adding, adding to, adding more, continuing. We know that it does not take everyone on Earth to bring justice and peace, but only a small, determined group who will not give up during the first, second, or hundredth gale."

Every single member of our community should feel safe and valued, regardless of race, ethnicity, sexual orientation, immigration or other status. There is not an easy or quick solution to this. However, we as the Alverno community are committed to step up and work toward an anti-racist and anti-violence agenda through action-oriented means. It is, after all, our mission to foster meaningful engagement with the world. It is on all of us to work towards this change. It does not rest on the shoulders of our communities of color to do this work. As a residential community, we will work together to create an environment that expresses the Franciscan values of justice for all.

The Department of Residence Life commits to continuing ongoing work and developing new methods for awareness of and education in the areas of racial and social justice. This will take the form of student staff training as well as hosting and advertising programs and events around this work. We expect that residents will take part in these events in a way that is respectful of others and meets the needs that they have for furthering their education in areas of justice. While we know we will not be able to cover every topic and every area of injustice, we hope to provide a well-rounded experience for all residents.



COMMITMENT TO JUSTICE

We believe that living on campus provides a supportive environment that will assist you in your successful integration into the Alverno College community. The following are policies for living on campus:

- **Requirement to live on campus:** Alverno College requires all Weekday College students entering the College within one year of their high school graduation, who are single with no dependents, to live on campus for their first two semesters, unless the student is living with parents or a legal guardian.
- **Financial requirements:** Students may not carry a balance from one semester to another. To occupy a room in the residence hall, balances must be paid in full. Occupancy and financial obligation to the College are in place for the entire academic year, or as long as you are enrolled. Rooms unclaimed by the end of the first week of class will be reassigned and you will forfeit your deposit.
- **Full-time student requirement:** Students must be regularly attending classes full time in order to live on campus. This means they must be registered for and regularly attending 12 or more credits as an undergraduate student (six or more credits as a graduate student) at all times during the semester.

In addition, students must be making satisfactory academic progress toward their degree. A resident who is not meeting the above requirements must notify a residence life staff member immediately and must apply for an exception. (In applying for an exception, remember that priority is given to students who are full time.)

To apply for an exception, the resident must write a letter to the Director of Residence Life. As a part of that exception process, an interview with a professional staff member may be required.

The following information should be included in the letter requesting an exception:

- Why you are not attending classes full time
- Which classes you are currently attending
- How you are spending your extra time that you might otherwise be in class (if you are working or involved in an internship, please note that and the approximate number of hours per week)
- Why living on campus is important to you
- Ways that you are involved in helping the residence hall be a positive place to live
- How living on campus will support your academic goals

To be eligible to live in Clare Hall, students must:

- Be sophomore, junior, or senior standing, or 21 years of age (or have prior approval from the Director of Residence Life).
- Be in good standing within the Residence Hall and be free of outstanding fines
- Abide by Residence Life Policies, including keeping room in good condition. If the student's room is in poor condition during safety checks or during check-out, the student may lose the privilege of living in Clare Hall and will be moved to an available space in Austin Hall.
- Campus Safety does not have access to the guest room keys unless they have been prepared ahead of time.
- Faculty and staff are able to reserve the Guest Rooms as needed for their department. Family members of resident students are allowed to use guest rooms, as are students.

STUDENT'S RESPONSIBILITY TO THE COMMUNITY

COVID-19

All students must play a part in keeping our community healthy and safe. Alverno College requires all students to be vaccinated against COVID-19 or have completed the necessary exemption request.

Students may be required to wear masks in residence halls; this policy is subject to change based on changing conditions and health needs. Alverno remains a mask-friendly campus environment and individuals may choose to wear a mask for many reasons.

If you test positive for COVID-19:

- Log into alverno.pharos360.com to notify the college.
- Begin a five-day isolation period.
- Student Development and Success will share more information with you.

If you are exposed to someone with COVID-19:

- Log into alverno.pharos360.com to notify the college.
- If you are displaying symptoms, even if you are fully vaccinated and have had a booster, you must quarantine for five days. Student Development and Success will share more information with you after they receive your notification.
- If you are not displaying symptoms, Student Development and Success will advise what steps you should take.

RECOGNITION OF RISK

By choosing to live on campus, every resident must acknowledge the risk that they take:

By living in a group living environment, I acknowledge that I am at a greater risk of contracting a contagious illness. While high standards of cleanliness will be maintained by campus staff, there is no way to guarantee my health and safety in the residence halls. I agree to take all possible precautions to maintain my health and safety and assist in creating an environment that will encourage the health and safety of others.

RELEASE FROM HOUSING CONTRACT

College housing contracts are binding **for the entire academic year**. Release from the housing contract will only be granted under extenuating circumstances. You must complete the petition for release from the housing contract and return it to the Director of Residence Life. This action does not guarantee the release will be granted. If you need to request a release, contact a residence life professional staff member for the form.

HALL CLOSURE NOTICE

The Department of Residence Life, in consultation with the Alverno Incident Response Team, reserves the right to close the Residence Halls when there is an imposing health and safety risk to the community. Residents will be notified of the closure via email. Messages regarding a closure should include:

- An explanation of the concern that is causing the closure of the building
- A timeline for the closure of the building
- A method by which students can request to continue residence in the halls
- A method through which students can ask questions regarding the closure of the halls

ROOM CHANGE REQUEST

Room change requests will not be considered until **after the second week of classes in each semester**. No one is allowed to change rooms without following these guidelines and receiving approval from a Residence Life professional staff member.

1. Make every effort to work things out with your current roommate.
2. If you are unable to work things out, make an appointment with your CA to discuss the situation and review your roommate agreement.
3. If a compromise cannot be reached, you and your roommate must meet with a professional member of the Residence Life staff to try and reach an agreeable compromise or room/roommate change.
4. If you are requesting a room change from a small single to a large single or a double to a single, confirm with Financial Aid and/or Student Accounts prior to meeting with the Residence Life staff.
5. If a room change is granted, make an appointment with residence life professional staff to obtain your new room key agreement and return your old room and mailbox key.
6. All room changes must be approved by the Residence Life professional staff member prior to moving. If a room change request is granted, you will have 48 hours to move your things out of your old room.
7. Any move after the first move will result in a \$50 room move fee.
8. Failure to follow these procedures will result in an \$50 improper move fee.

ROOM CHECK-IN/CHECKOUT

Residents are required to follow the following procedures at the beginning and end of each semester.

CHECK-IN PROCEDURES

1. If this is your first time living on campus, please complete the immunization form prior to move in.
2. Pick up keys (room and mailbox).
3. Inform the CA within 48 hours of any room damages via email or written note.
4. Make sure your meal plan has been activated on your ID card.
5. If you plan to have a car on campus, pick up a parking permit from Campus Safety on or shortly after move-in day. Please display your permit for overnight parking on campus. Bring a copy of your registration to pick up your parking permit.

MID-SEMESTER CHECKOUT PROCEDURES

All residents considering moving out of the hall must request and complete an appeal form in order to be considered for release from the Housing Contract. The process is as follows:

1. Complete and submit a petition for release from your housing contract. The petition for release can be picked up from the Director of Residence Life.
2. Receive approval from the Director of Residence Life to be released from your contract.
3. Set an appointment with your CA to check out of your room. At this time your belongings must be completely moved out and your room must be clean. Your CA will inspect the room for damages and cleanliness. Your CA will then collect your keys and parking permit.
4. Failure to follow this procedure will result in a \$50 improper checkout fee, and additional fees may be incurred based on the condition of the room.

END-OF-THE-YEAR CHECKOUT PROCEDURES

1. Complete tasks indicated on the checklist that is placed on your door.
2. Students are asked to check out within 24 hours of their last assessment. If you have a reason for staying after your last assessment, complete the late stay form received via email from Residence Life. During this time, all residents are expected to abide by all residence hall policies. Students who violate the hall policies and have completed their assessments will be asked to leave the residence hall immediately.
3. Student should sign up for a checkout time with the CA on their floor at least 24 hours before their checkout time. The CA will come to the student's room at the requested time.
4. At the time you meet with a CA, your belongings must be completely moved out and your room must be clean. The CA will inspect the room for damages and cleanliness. Once your room has been inspected, you must return all issued keys and if applicable, your parking pass at the Austin Hall key drop box.
5. Failure to follow this procedure will result in a \$50 improper checkout fee and possible loss of your deposit.

STUDY ABROAD

A student who studies abroad must make housing arrangements in writing either before departure or during the semester in order for a room to be reserved upon return. This is the student's responsibility.

Residence Life cannot be held responsible if a student does not make arrangements and then the halls become full. Also, if the student will be returning from a study abroad program before the end of the semester, the student must arrange for on-campus housing before returning to campus. Housing is not guaranteed. If space is available, the price will be pro-rated.

SUMMER HOUSING

Summer housing is available. To be eligible to live on campus during the summer, students must:

- Be free of outstanding Student Account Office balances
- Be in good standing within the residence hall
- Be free of outstanding residence hall fines
- Be a registered Alverno student for summer or fall classes and have fall housing contract completed

If these conditions do not apply to you, you may make a special request based on your circumstances. Written requests should be submitted to the Director of Residence Life. The residence hall officially opens for summer occupancy the Monday following graduation. Occupancy at other times is at the discretion of the Residence Life staff and may incur additional fees. Visitation hours are limited during the summer. Any changes in regulations will be given in writing to all summer residents prior to the beginning of the summer session.



BREAK HOUSING POLICY

Occupancy does not include housing during scheduled college breaks. Any resident who wishes to stay in the residence halls during a break must submit a Break Housing Request Form and receive approval before the break starts.

Students who have outstanding fines or are not in good standing in the residence halls are not eligible to stay on campus during the breaks. Also, any student on academic or behavioral probation will not be allowed to stay for breaks. Therefore, in these cases, any requests submitted will be denied. Any resident found in the building during the break who has not received approval to stay will be asked to leave the residence hall immediately and may be subject to additional disciplinary actions or a fine. Your meal card may be used during scheduled breaks when Dining Services facilities are open. Keep in mind that the food service hours and meal options may be limited. See Dining Services schedule posted outside of the Commons for meal times during breaks. Staying on campus during breaks is considered a privilege. Failure to respect the policies may lead to loss of housing for the remainder of the break or the year.

GENDER IDENTITY AND HOUSING

Alverno's student housing options are not available to men. The majority of our bed spaces on campus offer either a private or shared bedspace and require the use of community restrooms. There are a limited number of single rooms with restrooms that can be requested by transgender students wishing to live on campus in a slightly more private manner. Requests should be directed to the Director of Residence Life at ann.romei@alverno.edu.

Students can expect to see their chosen name on their door decorations and communication from the Residence Life staff. We will also use a student's chosen name in processing mail and completing rosters and floor plans. If the student will have a roommate for the year, only their chosen name will be shared with their roommate.



COLLEGE HOUSING AND DINING SERVICES CONTRACT TERMS OF AGREEMENT AND CONDITIONS OF OCCUPANCY

This agreement is made by Alverno College and the student. A \$100 Housing Security Deposit is required when submitting this contract. Submitting the contract commits the student to an academic year agreement and respective fees. Exceptions may be given if the student is released from the contract by housing administration personnel. If Alverno is unable to provide housing by the official enrollment date, the student can choose to remain on the waitlist, or a refund will be given. The student and the College agree with each other as follows:

1. **Housing deposit:** The Housing Security Deposit is retained on file with the College until such time that the student moves off campus. Thus, 30 days after the contract period, if the student does not submit a new housing contract, a return of the deposit is processed, less any charges owed to the college.
2. **Student status:** Students must be regularly attending classes full time in order to live on campus. This means they must be registered for and regularly attending 12 or more credits as an undergraduate student (six or more credits as a graduate student) at all times during the semester. In addition, students must be making satisfactory academic progress toward their degrees. A resident who is not meeting the above requirements as defined by Financial Aid must notify a Residence Life staff member immediately and must apply for an exception.
3. **Contract period:** This agreement is binding for the entire academic year. If the student appeals to be released from the contract, charges will be determined by the Alverno College Room and Board Charges schedule. Additional charges may also apply for second semester releases.
4. **Use of room:** This contract is between the College and the student only. No other individuals will be allowed to reside in the campus housing room/space.
5. **Residence hall closings, holidays and break periods:** Residence halls close during college breaks, including Thanksgiving, winter and spring breaks. Each resident is responsible for finding alternate housing over the breaks. In the event that alternate housing is not available, residents may APPLY to stay in the halls during college breaks. Approval is not guaranteed, and residents are responsible for all charges incurred. Standard services and desk coverage is not offered during these times.
6. **Handbooks:** The College agrees to provide housing and board (food service) under the terms stated in this agreement and described in the student and residence life handbooks, which are, by reference, made a part of this contract.
7. **Parking:** Parking permits are required for all vehicles on campus overnight. Students are required to park in designated lots with a valid, visible hang tag between 2–6 a.m.
8. **Room assignments:** Room assignments will be made on the basis of class standing and seniority in the hall, with Residence Life staff having final approval. Preferences that the student requests are considered but not guaranteed. Failure to honor such requests will not void this agreement.
9. **Reassignment and consolidation:** The College reserves the right to change room assignments for health, safety repair services, economic, or disciplinary reasons involving the student or for irresolvable incompatibility of roommates. The College further reserves the right to cancel this agreement, enter the premises and remove a student for any violation of the terms of this agreement or in the interest of health, discipline or the general welfare of campus housing, student or other students. In the event a student is removed for these reasons, the student forfeits all room and board costs for the semester. The College reserves the right to consolidate vacancies by requiring any student to move to a different but comparable space.

10. **Non-discrimination policy:** The College will not discriminate in room assignment on the basis of race, color, creed, religion, sexual orientation, national origin, status with regard to public assistance or disability.
11. **Payment:** Unless the student is paying in cash, a satisfactory payment plan must be set up with the Business Office before a student will be allowed to move in. Failure to follow through on any portion of that payment plan at any time may result in loss of housing privileges. This means students must keep payments current or risk loss of housing privileges.
12. **Financial aid:** Your financial aid must be awarded by June 1 to maintain your housing. (A promissory note may be satisfactory this is at the Business Office's discretion.)
13. **Withdrawal from Alverno:** Withdrawal from the College will require removal from campus housing within 48 hours of the withdrawal date.
14. **Smoking policy:** Alverno College, including residence halls, is SMOKE-FREE.
15. **Early arrivals and late departures:** Early arrivals or late departures must be approved in advance and a fee may be charged. This applies to move-in, move-out, and breaks.
16. **First-year student requirement:** Alverno College requires all Weekday College students entering the College within one year of their high school graduation, who are single with no dependents, to live on campus for their first two semesters unless the student is living with parents or a legal guardian. All first-year students living on campus are required to be on Meal Plan 1 and live in a double room.
17. **Room entry:** College officials, with permission from the Assistant Director or the Director of Residence Life, have the right to enter and inspect student rooms and property for the purpose of inspection and repair, inspection if suspicion of illegal material and/or illegal activities exist, preservation of health and safety, and recovery of college-owned property.
18. **Fire, theft or other damages:** The College is not responsible for damage or theft of students' personal property, or money, including cars. The College encourages students to carry appropriate property insurance.
19. **Room responsibility:** Students are responsible for maintaining a clean and healthy environment within their rooms. Failure to do so may result in a fine and loss of housing privileges.
20. **Medical condition:** If you have a physical limitation or medical condition that warrants special consideration for housing, please have a current letter from your treating physician and/or health care provider sent to the Department of Residence Life, accompanied by appropriate documentation and detailed history specifying the nature of the condition or disability and the restrictions or the student's needs for a living environment. The College will review the documentation, and at its discretion, consult with appropriate College staff and other professionals external to the College who can assist in reviewing the request.
21. **Soliciting/sales:** Soliciting, canvassing or the use of College housing as a location for selling and advertising is prohibited. Students may not operate any "for profit or personal gain" enterprise from College housing, including, but not limited to, web-based and/or e-commerce businesses.



ALVERNO COLLEGE ROOM AND BOARD CHARGES FOR CONTRACT CANCELLATION

	For Housing Deposit	For Housing	For Meals
Before July 1	\$0 (less any charges owed to the college)	\$0	\$0
July 1 – August 1	\$50 (less any charges owed to the college)	\$0	\$0
August 1st / December 1st to 1st day of semester	Non-refundable	\$0	\$0
1-7 days	Non-refundable	\$115	\$170
8-14 days	Non-refundable	\$230	\$340
15-21 days	Non-refundable	\$345	\$510

DISABILITY STATEMENT

Alverno College makes every effort to provide accessible facilities and programs for individuals with disabilities. For accommodations/services please contact Coordinator for Student Accessibility Colleen Barnett at colleen.barnett@alverno.edu or 414-382-6026.



FACILITIES AND SERVICES

FACILITIES

Common areas can be accessed by the entire residence hall community for use. These include the floor lounges, hallways, meeting rooms, basement rooms, the rec room and the Austin Hall lobby.

The cleanliness and condition of these areas reflect directly upon those who live here. Out of respect for the community, we must treat these areas with respect, and be responsible for cleaning our own messes and taking responsibility for any damages we may cause. Should any common area be damaged or left in serious disarray, the persons responsible will be sought to pay the resulting fine for damage or cleaning. If no one acknowledges responsibility, the entire hall may incur a damage fine. Residents are especially responsible for the cleanliness of the kitchens/lounges on each floor.

Rollerblading and the use of bicycles can damage floor or carpeting, and their use is not allowed inside the residence halls. If storing your bicycle in your room, please carry it through the lobby and the hallways. Bicycles may be stored in the bike storage room next to the Computer Lab in the Austin Hall basement. When storing your bike on campus, please use a bike lock at all times.

AUSTIN AND CLARE HALL COMMUNITY LOUNGES AND KITCHENS

Each floor of Austin and Clare Hall has a community lounge and kitchen space complete with a TV, comfortable furniture, ironing board, microwave, refrigerator, sink and toaster. These rooms may be used for studying, wing/floor activities, meetings or catching a late-night movie with popcorn. All residents must clean the kitchen after use so that everyone may enjoy the facilities. The following are the set guidelines for all residents who use the kitchens:

- Residents are responsible for washing and must remove their dishes in a timely manner.
- Clean up after yourself when you're done.
- Any items placed in the refrigerator must be labeled. Remove all spoiled food immediately. Residence Life Staff will check the items in lounge fridges for unlabeled or expired food items once a week. Unlabeled and expired items will be removed.

The consequences for residents who choose not to follow these guidelines are as follows:

- Confiscation of food, pots, pans and other items left behind.
- Loss of kitchen privileges for the remainder of the semester.
- Fines to individuals responsible.

AUSTIN AND CLARE HALL SHOWER ROOMS

Each wing of the halls has a shower room and bathroom. Shower stalls are meant for one person; residents are not allowed to shower with guests and/or other residents.

AUSTIN HALL COMPUTER LAB

There is a 24-hour computer lab located in the basement of the Austin Hall. All individuals utilizing the Austin Hall computer lab must be signed in and accompanied by an Austin Hall resident.

CLARE HALL COMPUTER LAB

There is a 24-hour computer lab located on the third floor of Clare Hall. All individuals utilizing the Clare Hall computer lab must be signed in and accompanied by a Clare resident.

CLARE HALL FITNESS ROOM

There is a fitness room located on the second floor of Clare Hall. All individuals requesting to use the fitness room must be Clare Hall residents. The fitness center may close at any point due to concerns about the healthy and safety of residents using this facility.

CLARE HALL GROUP STUDY

Clare Hall offers a group study room on the fourth floor where residents and their guests can study. All individuals utilizing the study room must be signed in and accompanied by a Clare Hall resident.

SERVICES

- **Copy machine:** There is a copy machine available for student use on the first floor of Austin Hall in the alcove near the desk. Printing costs will be taken from your student paper account.
- **Laundry:** Washers and dryers are located in the basement of the Austin Hall and on each floor of Clare Hall. They are free for resident student use. Laundry detergent is not provided. Do not leave clothes unattended in the laundry room, as the College is not responsible for lost or stolen items. Items left for more than 24 hours will be donated.
- **Items available for checkout:** You may check out a wide variety of items by completing an item checkout form at the Austin Hall front desk. Items include sports equipment, games, DVDs, cleaning supplies, Rec Room equipment and cooking equipment. Please try to limit your use of the items available for checkout due to the needs of the community at this time.
- **Storage:** International, exchange students and residents who live more than 300 miles from campus can have personal items in storage during the academic year, free of charge. To place items in storage, please take the following steps:
 1. Box all items, seal with tape and clearly mark with your name, room number and home address. Two residents may not place items in storage together. Each resident must complete a separate storage form.
 2. Complete a storage receipt at the Austin Hall reception desk or with a Residence Life professional staff member. The Residence Life staff must sign all storage receipts and forms prior to storage entry.
 3. Contact the professional staff to enter storage. You must have your signed storage receipt form with you to enter storage. After all items are stored, the desk worker will sign the receipt and give you a copy. Keep your copy of the receipt in a safe place, as it will be your ticket back into storage to retrieve your items.
 4. Items may be removed from storage during the first week of classes. Items may be placed into storage during the second week of classes for the academic year. If you have an emergency situation where you must put items in, or retrieve items outside of this timeframe, contact your CA.
- **Summer storage:** Students who live out of state or students traveling abroad receive first priority for storage over the summer. The College is not responsible for items lost, stolen, or damaged while in storage. (Please follow same process as above for storage).
- **Vending machines:** There are vending machines on the first floor of Austin Hall and by the Corona/ Clare Hall information desk.

DINING SERVICES

Alverno College provides meal plans to meet our resident students' dining needs. All residents are required to participate in one of the meal plans.

- Plan 1/A: Required for all first year students the first semester, open to everyone.
- Plan 2/B: May be chosen by first year students their second semester.
- Plan 3/C: May be chosen by any student after their first semester.
- Clare-Only Meal Plan: May only be chosen by a student residing in Clare Hall for full semester.
- Graduate Student Meal Plan: May only be chosen by graduate students.

If you have concerns about dietary options please reach out to the Director of Dining, Melanie Lucas (melanie.lucas@alverno.edu). If you are in need of accommodations based on a medical need, you will need to contact Melanie Lucas and Colleen Barnett to discuss your need and any medical documentation required.

MEAL PLAN INFORMATION

- The meal plan is nontransferable. No one else is eligible to use your card.
- All students must present the meal card at the time of purchase.
- Lost or damaged student ID cards will require a \$25 replacement fee.
- Alcoholic beverages cannot be purchased through the meal plan.
- The meal plan may be used in the La Verna Commons and the Inferno Cafe.
- You must use your entire balance by the end of the semester. Balances do not carry forward.

IMMUNIZATION REQUIREMENTS

By federal law, each year, all resident students must acknowledge that they have been informed about the risks and benefits of receiving the Meningitis and Hepatitis B vaccinations. These vaccinations are recommended but not mandatory. If students want these vaccinations they may, at their cost, through their local public health agency, private physician or through Alverno College Health Services. Residents are responsible for reading the vaccine information sheets provided as part of the online housing contract. This form must be completed and returned to Health Services prior to moving into the residence halls. The resident accepts responsibility (financial, legal, medical, academic) for waiving any missing immunizations, including off-campus living arrangements and fees and/or penalties assessed by the College for missed classes. The College reserves the right to require student residents who are missing vaccination information to move out of housing in case of emergency.

IMMUNIZATION	REQUIREMENT
COVID-19 Vaccine	Required for resident students*
Tetanus Deptheria (Td or DPT)	Mandatory booster every 10 years
Measles, Mumps, Rubella (MMR)	Mandatory 1st dose after 1st birthday, 2nd dose after 4th birthday
Varicella (Chicken Pox)	Strongly recommended (indicate date of disease or immunization)
Hepatitis B	Recommended, but not mandatory
Meningitis	Recommended, but not mandatory

* For a vaccine exception form, please email residencelife@alverno.edu, healthservices@alverno.edu, or deanofstudents@alverno.edu

RESIDENCE LIFE POLICIES AND PROCEDURES

GENERAL PARKING PROCEDURES FOR RESIDENT STUDENTS

- All residents must **register their cars** with Campus Safety, located in FO 254. Parking permits must be displayed on the rearview mirror.
- All resident students and guests must park in designated areas between 2–6:30 a.m.
- All overnight guests of residents must use a **visitor parking permit** for their vehicles and park in the parking structure. Visitor parking permits are issued free of charge at the Austin Hall and Clare Hall front desk upon check-in. Residents are responsible for notifying guests of all parking policies.
- Residents may not park in any spaces otherwise designated by Alverno College (e.g. fire lanes, restricted spaces, Austin Hall circle drive or any other posted areas).
- Failure to **clearly display parking permits** may result in a parking ticket.
- There is a \$10 replacement fee for a lost parking permit.
- Cars must be in good working (operable) condition. If a car is not operable, it must be moved off the premises within one week, or it will be towed.
- Austin Hall residents must park in the parking structure.
- Resident students are required to have a parking permit in order to park overnight on campus. Parking is available in the parking structure for all residents. Clare Hall residents may also park in Lot I or Lot G. Permit requests and forms are located in Campus Safety (FO 254). Residents must provide a copy of their car registration.
- Campus Safety enforces parking regulations.
- Residents and guests who park in a restricted parking area, and those without a permit displayed, will be ticketed and fined \$10. The second ticket in the same semester is \$25. For the third ticket and more in the same semester, the fines are \$75. The fine for parking in a handicapped space without a visible hangtag is \$75 each time. Fines unpaid to the Business Office within 10 days will be charged to the resident's tuition/billing account. Tickets will not be voided.

COMMUNICATION PROCEDURES

MAILING ADDRESS

Full name and room number
CLARE HALL or AUSTIN HALL
3390 S. 43rd Street
Milwaukee, WI 53219

MAIL DISTRIBUTION

Mail is received at the Austin Hall reception desk daily, except Saturdays, Sundays, holidays and during scheduled breaks. Packages sent to the residence halls are accepted whenever the desk is open. Outgoing mail (stamped only) is picked up when the daily mail is received at the Austin Hall desk.

Oversized mail will be held at the Austin desk, and a notice for pick-up of oversized mail will be placed in the resident's mailbox. Only the resident listed on the notice may pick up oversized mail. Residents must sign for packages and show their notice slip as well as their valid Alverno College student ID.

MAIL DISTRIBUTION DURING VACATION AND SUMMER BREAKS

Full name and room number
CLARE HALL or AUSTIN HALL
3390 S. 43rd Street
Milwaukee, WI 53219

ADDRESSES OF ALVERNO BUILDINGS

Mail is received at the Austin Hall reception desk daily, except Saturdays, Sundays, holidays and during scheduled breaks. Packages sent to the residence halls are accepted whenever the desk is open. Outgoing mail (stamped only) is picked up when the daily mail is received at the Austin Hall desk.

Oversized mail will be held at the Austin desk, and a notice for pick-up of oversized mail will be placed in the resident's mailbox. Only the resident listed on the notice may pick up oversized mail. Residents must sign for packages and show their notice slip as well as their valid Alverno College student ID.

KEYS

Residents are responsible for all college-issued keys that are assigned at the beginning of each academic year.

The elevators in the Austin Hall and Clare Hall are proximity card (student ID) operated to the resident floors. Proximity readers as part of your student ID are needed to operate the elevator to any of the resident rooms in Austin Hall and Clare Hall. Guests are not allowed to operate elevators without the presence of the resident they are visiting. If a resident locks themselves out of their room, the following procedure should be used to re-enter:

1. Call the on-duty CA (CAs are on duty from 7 p.m. to 7 a.m.).
2. Go to the Austin or Clare Hall front desk and request an escort you to your room.
3. In cases in which no other options are available, contact Campus Safety.

If a room key or mailbox key is lost, the resident must meet with the Residence Life professional staff to complete all paperwork and get a core change and new keys. Replacement cost for lost or stolen set of keys is \$75. This includes a new room core, two room keys and a mailbox key.



ITEMS NOT PERMITTED IN ROOMS

In order to ensure the safety of all residents, the following items are **not allowed** in residence hall rooms. Please note that this list is not exhaustive of all prohibited items. If you have a question about whether a certain item is allowed, please reach out to residencelife@alverno.edu.

- Candles or incense (even if decorative)
- Charcoal or lighter fluid
- Firearms, including ammunition
- Sharp knives or other objects that could be considered weapons
- Halogen lamps
- Live Christmas trees
- Microwaves (except those supplied by the College)
- Refrigerators (except those supplied by the College)
- Space heaters or other auxiliary heating devices
- Air conditioners/dehumidifiers
- Hot plates, french fryers, toasters/toaster ovens (hot pots and closed-coil popcorn poppers are allowed)
- Some common electrical appliances pose a safety hazard in confined spaces. If your appliance is rated over 6 amps (700 watts), has an exposed heating element (i.e., coils), or is not Underwriters Laboratory (UL) listed, it is not permitted in your room.
- Pets (other than fish)
- Grills (charcoal or gas)
- Weapons
- Tasers
- Hover boards
- Chew tobacco
- Vape pens and/or CBD products

ROOM ENTRY AND INSPECTION

The right to enter or search a room by an authorized College representative is exercised with discretion. A reasonable effort will be made to have the resident present if it is necessary and appropriate to enter.

Before entering a room, a staff member will knock on the door, announce themselves, and then enter. The professional staff may require hall staff to perform periodic “room checks” during a semester to make sure that conditions do not exist in rooms that constitute health, safety or fire hazards. Hall staff will attempt to notify residents in advance of a scheduled room check.

Residents may be required to clean their room or make other appropriate changes to correct any hazardous conditions. Items that violate College policies and are left in plain sight during room checks will be confiscated and transferred to campus officials as evidence for disciplinary action.

The College reserves the right for its authorized personnel to enter rooms for the following reasons:

- To examine, protect, and maintain College property. Housekeeping and maintenance staff members may enter a student’s room without the student present for routine housekeeping or maintenance functions or when they have received a maintenance work/key request form. Maintenance staff will leave a written notice to residents informing them of the day and time they were present in the resident’s room.
- Residence Life staff members may also enter rooms without prior notification or in the absence of the occupant(s) for matters relating to the comfort and/or the safety of fellow hall residents (i.e., to close a window or turn off an alarm clock).
- Other staff, as appropriate, reserve the right to enter a resident’s room without notice in emergency situations when imminent danger to life, safety, health or property is feared.
- The Residence Life staff reserve the right to enter a resident’s room if a situation regarding suspicion of illegal activity or residence hall policy violations. In this case, Campus Safety and the police may be called.

CHARGES

The following list of tasks must be completed before you depart for the summer (or prior to that if you leave before the end of the spring semester). Charges will be assessed for each task that is not completed. For double occupancy rooms, charges can be assessed to both residents.

Key Charges

\$75 for a core change and replacement keys

Sink Area (\$10 charge)

Clean the inside of the medicine cabinet shelves and glass mirror. Clean the sink, fixtures and vanity area. Remove all items from the cabinet below and wipe down shelves.

Closets (\$5 charge)

Remove all items; wipe off shelves and the floor.

Desk Area (\$10 charge)

Book shelves, drawers, chairs and desktops must be wiped down. The bulletin board above the desk must be cleaned of all paper, staples and tacks.

Bed (\$20 charge)

Beds must be placed in their original position with clean mattress pads folded on top.

Walls/Doors (\$10 charge)

Remove all paper, tape and poster putty from the walls and the door.

Floor (\$15 charge)

Damp mop or vacuum the entire room.

Refrigerator (Charge for missing parts: \$8 for drip tray, \$8 per shelf, \$5 for ice tray, \$20 for microwave glass tray, \$20 for microwave roller guide. Charge for not cleaning: \$25)

Defrost and clean refrigerators. Do not close the door until completely dry.

Screens (\$25 charge)

Screens should not be damaged or removed.

Garbage/Recyclables (Charge: \$10 per bag)

Dispose of all garbage and recyclables in the outside dumpsters. There will be an extra garbage dumpster available during the last two weeks of school.

Carpet square replacement (Charge: \$25 per square)

Cleaning (Charge: \$25/hour)

ROOM DAMAGE

You are responsible for any damages to your room that are not the result of normal use. At the time of check-in, you should be certain to notify your CA or professional staff in writing if there are any room damages. An initial assessment of room damages will be made at the time you check out of your room. Furniture in student rooms should not be removed or disassembled. After all residents have checked out of their rooms and left campus, your room will be checked, in detail, by staff for damages. Clean-up and damage charges will be assessed and charged (if applicable) at the time of final inspection. Damage charges will appear on your normal billing statement issued by the College. Questions about the damage charges should be addressed to the Director of Residence Life. If you wish to appeal damage charges, you will need to submit an appeal in writing within 30 days of the date the charges are placed on your student account. The appeal letter should be addressed to the Department of Residence Life.

COMMON AREA DAMAGE

The Common Area Damage Policy is one that stresses student responsibility. The common areas in the residence halls are part of your community, and you are expected to take responsibility for those areas.

The Residence Life staff members are there to enable your community to function effectively, but a cooperative effort from everyone is needed to ensure proper maintenance of community areas. Common areas are defined as “those areas not assigned to individuals.” This refers to study and social lounges, bathrooms, hallways, lobby areas, stairwells and elevators — areas open to everyone in the hall. Damages in these areas can be very costly to everyone. Those directly responsible for the damage should bear the burden of paying for the damage rather than having all students pay for such damages through their housing fees. Reports of common area damage will be posted when they are received.

Only when the responsible person is not identified and billed for damages are students living on the floor or in the hall charged equally for such damages. Billing everyone is the last resort taken — we expect individuals to accept responsibility for the damages they cause. We also expect residents of the community to assist in identifying these people. In addition, the staff makes every effort to find the responsible individual(s).

If applicable, residents of a floor or residence hall will be assessed a prorated amount for public area and/or elevator damages if the individual(s) responsible are not identified and held accountable. This could include charges for failure to clean the common kitchen area, dirty dishes or excessive trash after use of the space. Charges will be applied immediately after the end of the semester that the damages were caused. It is important to keep in mind that prorated charges are made only as a last resort, after all efforts of identifying the responsible individual(s) have failed. As a general rule, floors that share a common lounge will be responsible for that lounge.

The professional staff will determine the floors to assess for damages depending on which floors make use of the affected lounge.

COLLEGE-OWNED PROPERTY

Residents may not request beds or other furniture to be removed from their rooms. Any damage to the rooms or failure to comply with the Residence Life policies may result in a fine. College-owned furniture may not be materially altered in any way. Neither furniture nor the walls of the residence hall rooms may be painted, wallpapered, altered with nails or screws, etc.

Painter's tape is the only tape allowed on the walls.

Lofts are not allowed.

Beds in Austin hall may be bunked. To do so, please get the proper equipment from the Austin Hall front desk.

COLLEGE-OWNED PROPERTY

Students are not to sleep in lounges or common areas. This also applies to guests of students in the residence halls.

CARD ACCESS

Your Alverno ID is one of your keys and should be treated as such. Residence halls have implemented a card access system for added safety and security purposes. Students are required to use their IDs to gain access through the card swipes. The misuse of card swipes (i.e. vandalism, using someone else's ID) or allowing others to use your ID is strictly prohibited. Residents are financially responsible for replacing their ID if it is damaged, not swiping properly or lost. If your ID fails to work for the reader, please contact your Residence Life professional staff.

ROOM POLICIES

College residents are expected to show respect for the room they are occupying, as well as the floor lounges and other areas of the residence halls. Residents are expected to leave the room in the same condition as when they moved in. Failure to do so may result in loss of housing deposit or additional fees.

PHOTOS OF STUDENTS

During your time on campus at Alverno College your photo may be taken. If you knowingly allow your picture to be taken by staff, media or approved contracted photographer(s), it will be considered permission for Alverno College to use that photo in any campus publication or web-based communication tools. All participants in photos are considered volunteers and will not receive remuneration. Any photography intended for use in advertising or promotions will be done with the expressed written consent of students featured in the photography. Students who do not want their photos to be taken or to appear in any publication must tell the photographer at the time the photo is being taken. The photographer and Alverno will honor any such requests. If a student is concerned about a photo being used, the student should contact Marketing and Communications. The student identification card photo and identification card number is considered confidential and part of a student's educational record. Use of the identification card photo and/or identification number will not be used for public display without the student's permission.

ANIMAL POLICY

Fish are the only pets allowed in the residence halls. Tanks must be no larger than 10 gallons.

Per Title III of the Americans with Disabilities Act (ADA), Alverno College accommodates service animals, which are limited to dogs and miniature horses, in all areas on campus, including the residence halls. Under the auspices of the Federal Housing Act (FHA), Alverno will approve the placement of an emotional support animal (ESA) in the residence halls for qualified students with disabilities when written documentation is provided that there is a clear relationship between the disability and the service the animal provides.

For further information on accommodations, contact Colleen Barnett, Student Accessibility Coordinator, at colleen.barnett@alverno.edu or 414-382-6026. The determination of whether an emotional animal is permitted in the residence halls is made through an interactive process involving the individual requesting the accommodation and relevant campus personnel.

COMPUTER POLICY

REQUIREMENTS FOR RESIDENCE HALL NETWORK CONNECTIONS

Austin Hall and Clare Hall residents who connect their personal computers to the Alverno College network are required to install antivirus software on their computers. Students with Windows operating systems are also required to install all Microsoft critical updates as they become available. There are free anti-virus software apps available. Tech Services recommends Microsoft's built-in Windows Defender for Windows computers, and TotalAV for Apple computers. All residents are required to install this software. If you do not install the antivirus software or contact the IT/IS helpdesk at 414-382-6700 for assistance, you will not be able to connect to the Alverno network until the Sophos Antivirus software is installed. After you have submitted your forms for internet connection with IT/IS, they will email you the link to download the approved antivirus software.

*** Please note that router systems are not allowed in resident rooms. Wireless internet is available throughout Austin and Clare Halls.**

If you are having computer difficulties, you can contact the Computer Center front desk at 414-382-6336 or check their web page (alverno.edu/tech-services) for a listing of available services.

All individuals are to abide by the Technology Usage Policy as stated in the Student Handbook. Part of this policy includes information about illegal downloading. This means students are prohibited from illegally downloading movies, songs and various other media content. If you are unsure if a site supplies a legal process for this, please contact our Technology Services staff or Residence Life staff for more information.

Half of the rooms in Austin Hall and CLare Hall contain a router for Alverno Wireless. In Austin Hall, the boxes are located on the desk. In Clare Hall, the boxes are located about one foot off the ground in a corner of the room. Please be aware of these boxes as you move around the space. Damaging the boxes may reduce the speed of the wireless connection.

SOCIAL MEDIA POLICY

Social media is designed to disseminate information through social interaction. Alverno College believes in interaction with others to achieve goals, resolve conflicts and build relationships. Social media sites, such as LinkedIn, Facebook, Twitter, YouTube, Instagram and many others, allow faculty, staff and students to develop social interaction skills and to stay connected in their personal and professional lives. This policy has been created to ensure operation is in accordance with College policy and represents the College's best interest. Faculty, staff and students are expected to act responsibly and to follow the same behavioral standards online as they do in real-life situations. Information and photos posted online are public information and inadvertent use of identifying information could be in violation of FERPA or HIPAA regulations. Students, faculty and staff are encouraged to be prudent when posting information on social media sites. Alverno College does not routinely monitor online communities; however, pictures and information brought to the attention of the College describing or documenting behavior considered to be in violation of College policy, whether on campus or off campus at a College-sponsored event, will be subject to further investigation. Any College policies found to be in violation are documented as a result of the investigation and will result in appropriate disciplinary action.

CONSOLIDATION POLICY

The College reserves the right to change room assignments for health, safety repair services, economic or disciplinary reasons involving the student, or for irresolvable incompatibility of roommates. The College further reserves the right to cancel this agreement, enter the premises and remove a student for any violation of the terms of this agreement or in the interest of health, discipline or the general welfare of campus housing, student or other students.

The College reserves the right to consolidate vacancies by requiring any student to move to a different but comparable space. The College reserves the right to consolidate vacancies by requiring the residents to move from a single occupancy of a double room to double accommodations. New residents may be assigned to a room during college breaks; therefore, your room must always be in a roommate-ready condition (i.e. available beds and dressers) or you will be fined. Residence Life staff will give at least 24 hours notice of a new resident moving into the space unless there is an emergency situation. Emergency situations will be determined by the Director of Residence Life.

TRASH REMOVAL AND RECYCLING POLICY

Each floor has recycling containers in common areas where aluminum, tin, glass, plastic and mixed office paper should be placed. All personal room trash must be removed and placed in the trash dumpster outside. Room trash may not be left in hallways or disposed of in lounges or bathroom/shower areas. Residents may be charged \$25 per bag of trash not disposed of properly. Charges may increase at the end of each semester.

SMOKING POLICY

There is a **NO SMOKING POLICY** in effect on Alverno's entire campus, including the use of electronic cigarettes. The school is tobacco-free, and guidelines have been established to promote wellness and adhere to federal and state clean air laws. All campus buildings and exterior grounds (including parking lots) are smoke-free. We ask that you refrain from smoking during your stay at Alverno College. Cigarettes should be disposed of BEFORE entering the school grounds. Violation of the smoking policy may result in disciplinary action.

POSTING POLICY

All postings for the purpose of advertising must be approved by the Residence Life staff and placed in approved areas. When posting flyers, posters and pictures in publicly visible areas (including, but not limited to, room doors and windows), you are responsible for exercising respect and good judgment. If you post something and it is determined to be offensive, the Residence Life staff will ask you to remove the posting and place it in a "nonpublic" space (i.e. in your room). Painter's tape is the only tape allowed on the walls. See Alverno College's [Student Handbook](#) for a complete listing of the College's policies regarding on-campus postings.

NOISE POLICY

Alverno College is committed to providing an environment conducive to study and sleep. Residents are responsible for working with one another to create an environment that supports multiple needs and schedules.

Courtesy hours are in effect for 24 hours. This means that if a resident is disrupted by your noise and notifies you, you need to respect the request and adjust the volume accordingly.

Quiet hours require that noise not be heard outside your room door.

Quiet Hours are:

10 p.m. to 10 a.m. Sunday through Thursday

Midnight to 10 a.m. Friday through Saturday

Residents who are unable to respect quiet hours may be required to meet with the Residence Hall Coordinator and/or the Director of Residence Life, or they may be referred to the Dean of Students Office. During mid-semester and final assessment weeks, extended quiet hours are in effect.

Clare Hall Residents: Violation of quiet hours may result in forfeiting your Clare Hall privileges.

TIPS FOR DISCUSSING NOISE WITH YOUR NEIGHBOR

It is always best for residents to talk to each other first about any noise concerns that they have. Calling the CA on Duty should be a secondary action taken. Clare Hall residents will complete a neighbor agreement that will discuss noise between rooms and how to talk to each other about noise concerns.

Here are some ways to best approach your neighbor about noise:

- Knock on the door and introduce yourself.
- Let the student know what you are trying to accomplish (study, sleep, etc) and that reducing their noise would be helpful.
- Maintain a respectful, calm tone throughout the discussion.
- Listen to the other person as they explain their situation.
- Come up with a way that you both can enjoy your living space (turn down TVs after 11:00 p.m., use head phones for music before 7:00 a.m., etc).



VISITATION POLICY

The Alverno College Residence Hall Visitation Policy specifies hours when visiting is allowed. It is the resident's responsibility to inform guest(s) of the policies of the College and the hall. **The resident will assume responsibility for guests' actions.**

Alverno College houses a diverse group of residents. As a result, it is absolutely essential that we do our best to create a positive community built on a foundation of respect and courtesy. In addition, we strive to uphold the highest level of security for our residents. **All residents must adhere to the following visitation policies:**

- Guest visitation is allowed between 9 a.m. and 12 a.m.
- All guests must check in at their residence hall reception desk.
- Each resident may sign in a maximum of three guests at a time (male or female).
- All guests must be checked out and exit the building by the designated times.
- **Guests must be with their host at all times, including in private bedspaces.** Residents must escort male and female guests at all times, including to checkout and to and from the male restroom on the first floor in Austin Hall and the unisex restrooms on each floor of Claire Hall.
- Guests may not use the laundry facilities found in the Austin Hall basement or in Clare Hall.
- Guests may not use shared spaces in the building without the presence of their host (rec room, formal lounge, floor lounge, etc.)
- Residents may have guests overnight in their room for no more than two consecutive nights (weeks being noted as Sunday through Saturday).
- All overnight stays must be discussed and agreed upon by the roommate prior to the arrival of the overnight guest.
- Overnight guests must specify their overnight stay upon check-in. If parking a car overnight, guests must apply for a temporary parking permit and must park in the parking structure.
- Male overnight guests will only be allowed to stay overnight on Friday and Saturday nights. Alverno College does not provide shower facilities for male guests. All male guests will need to make other arrangements.
- Cohabitation is not allowed in the residence halls. Cohabitation is defined as behavior that indicates a guest is utilizing a resident's rooms as a living space. Signs of cohabitation can include, but are not limited to:
 - Staying as an overnight guest more often than not within a two-week period.
 - Presence of the guest's personal belongings in any resident's room.

Living in Clare Hall is a privilege for students further along their academic journey. Failure to abide by any of the following policies will result in room or hall reassignment or contract cancellation. Additional policies for Clare Hall are:

- Residents must sign their guests in and out at the Clare front desk every time they leave the residence hall.

The residence halls primarily serve a young adult student population. It is not an appropriate environment for children under the age of 16 years. The following guidelines apply to the presence of children in the Alverno College residence halls:

- Only limited short-term visits (up to two hours) by minors in the residence halls are allowed. Any exceptions must be approved by a staff member. Minor guests must sign in at the front desk.
- Minors are not allowed to stay overnight, with the exception of College-sponsored events or with permission given by a Residence Life professional staff member.
 - Minors staying overnight must have prior approval from Residence Life, and a waiver form must be completed by the parent or guardian.
- Minors who are disruptive or who are not under responsible supervision will be asked to leave immediately, and the responsible student will be held accountable.
- Babysitting is not allowed in the residence halls. Childcare must take place off-campus or at the Alverno College Early Learning Center.
- No minors are allowed after quiet hours, unless approved by a professional staff member. Any resident or non-resident perceived to be abusing these policies may face disciplinary action.

SAFETY AND SECURITY

HALL SECURITY

Security is the responsibility of all residents. The following precautions will help ensure your protection and the safety and security of your community:

- DO NOT loan residence hall keys or ID cards to other students, family or friends.
- Carry your Alverno ID card with you at all times.
- Immediately report any lost or stolen keys or cards.
- Do not prop outside doors open.
- Ensure your room door closes whenever you leave, even if it's only to go to the shower or visit your neighbor.
- Keep petty cash to a minimum.
- Do not let anyone you do not know into the residence hall.
- Be conscious of "tailgating," which are instances in which an unauthorized individual gains access by tagging along with someone who does have access. Report these instances to Campus Safety and/or the front desk.
- Never leave laundry unattended.
- Report thefts or suspicious persons to a CA or the hall reception desk and fill out an incident report immediately.
- Go with someone when walking or jogging — there is safety in numbers.
- Do not meet strangers on campus, and do not include the name of the College in any web profile you might post.

FIRE SAFETY

It is the community's responsibility to become familiar with the type and location of fire equipment in your living area. Firefighting equipment, alarm systems and procedures are provided for the protection of residents' lives and property in compliance with the Building Code regulations of the City of Milwaukee. The Residence Life staff will take action against those making inappropriate use of the equipment or starting a false alarm. To help ensure the safety of all residents, unannounced fire drills are conducted each semester, and the fire alarm system is tested regularly. Evacuation routes are posted behind resident room doors, please read that information. Federal law requires that all persons **exit during a fire alarm**. Anyone found not leaving the premises will face a fine and/or eviction. When the fire alarm sounds, leave the building immediately via the nearest stairwell. NEVER use the elevator in a fire emergency. Once outside, stay clear of the main entrances and walk on the grass or sidewalk — NOT in the road. This will allow quick entry of firefighting personnel. All residents must remain outside until the 'all-clear' signal is given by Campus Safety. A Residence Life staff member will open the doors to the building so that you may re-enter. The following policies have been set up as fire safety precautions:

- No candles (not even decorative) or incense.
- No open-coil appliances, including, but not limited to, George Foreman grills.
- Do not put micro fridges in the closet.
- Do not leave items in the hallway. In the event of a situation that would result in the loss of power, items in the hallway become an evacuation hazard.
- All issued furniture must remain in the room.
- No toasters/toaster ovens.
- No smoking in the residence halls (or on campus. Alverno is a smoke-free campus.)
- Do not remove, cover or otherwise obstruct smoke detectors.

FIRE

- If you discover a fire, pull the fire alarm; this will notify 911 (9-911 from a campus phone). Call Campus Safety at 414-382-6911 and provide the location, building name and room number.
- **When the alarm is activated**, before opening the door, feel if it is warm. If it is warm, leave the door closed and find an alternate path. If you encounter smoke, stay low. Smoke and gas kills more than fire does. Stop, drop and roll if your clothes catch fire.
- Close the doors (do not use the elevator). Exit the building at the safest exit and assist others with evacuation. Do not re-enter the building until a signal is given that it is safe to do so. Campus Safety will check the building for residents/visitors (if safe to do so) and assist those with disabilities to an exit. Verify that 911 (9-911 from a campus phone) was called and coordinate/direct the arrival of emergency services.

EVACUATION

- Remain calm. Follow the posted emergency evacuation procedures. Use stairs, not elevators. Pay close attention to your surroundings as you exit.
- Encourage residents to take an alarm or evacuation request seriously. It may save their life and will reduce the risks to responding emergency personnel.
- Stay clear of the building and entryways after exiting the building in order to facilitate responder access to the emergency. Do not re-enter the affected area until instructed to do so by Campus Safety.
- Do not use the elevator for evacuation needs. Assist person(s) with disabilities to a safe stairwell and inform responding emergency personnel of their location.

SAFETY & SECURITY EMERGENCY REFERENCE GUIDE FOR RESIDENTIAL STUDENTS

EMERGENCY PROCEDURES

The Alverno College Campus Safety staff and Residence Life professional staff are the first responders for any campus emergency or crisis. They have been trained in CPR, first aid and in using the Automated External Defibrillators (AED). The AEDs can be found in the following areas: Austin Hall Lobby, Gym Corridor, Christopher Hall Lobby, Commons Hallway, Clare/Corona Lobby, North Hall Child Care Center at all times.

Use the following procedures in case of an emergency. For a **LIFE-THREATENING or EMERGENCY SITUATION**: Call the Ambulance/Rescue Squad (911 from a phone, 9-911 from all on campus phones). Give the following information:

- Your name
- The location of the emergency (building, address, room number and phone number you are using)
- Answer questions and provide important information
- Stay on the line and stay with the victim until help arrives
- Call Campus Safety at 414-382-6911

For a **COMMON INJURY SITUATION**:

Call the Austin Hall Front Desk at 414-382-6314. They will call Campus Safety. Ensure you locate and familiarize yourself with the booklet of emergency specific procedures. There is a booklet in every occupied residence hall room.

SUSPICIOUS ACTIVITY

Be aware of your surroundings and report any suspicious activity or person to Campus Safety. Call 414-382-6911 (emergencies only) or call the Information Desk at 414-382-6000. Press the 'O' for operator (non-emergency) and request a Campus Safety Officer on duty for non-emergencies. Remember the appearance of the person or the characteristics of the object of suspicion in order to properly report and inform the appropriate people.

CAMPUS RESOURCES

The campus offers professional counseling services for students who may be in various states of crisis. Examples of crisis situations may include: suicide attempt, death of a loved one, depression, eating disorders, substance abuse, stress, sexual assault, domestic abuse, etc. If you are aware of a student in need of assistance, please contact Counseling Services at 414-382-6119. If the situation is life threatening, call 911 (9-911 from a campus phone).

CYBER SAFETY

The Internet has opened up a world of information and opportunity for anyone with a computer and a connection. Your safety can be protected by establishing safety guidelines. We encourage you to practice the following:

- Do not give out personal information online.
- Do not use your full name or a well-known nickname.
- Be very cautious about meeting online acquaintances.
- If you believe you are being cyber stalked, help yourself by notifying Technology Services at 414-382-6326. Change email accounts, keep detailed records and documentation about ongoing abuse, use gender-neutral nicknames and exercise caution filling out online profiles that ask for personal information. Campus Safety is also available to assist in ensuring your safety.

VIOLENCE

- Report all acts of theft and violence immediately to your CA and the Assistant Director. Call Campus Safety at 414-382-6911 or if an emergency, call 911 (9-911 from a campus phone). Pay close attention to the perpetrator's appearance and provide that information to responding authorities. Do not physically engage a perpetrator of violent behavior unless in defense of personal safety. In the event of a holdup, cooperate in every way, giving money, wallet or other items as ordered.

RESOURCE PERSONS

The Safety and Security Committee is responsible for reviewing incident reports, communicating security concerns to the College community and recommending changes to provide a safe campus environment. The following individuals are part of that committee:

- Dean of Students
- Director of Campus Safety
- Human Resources
- Facilities

RESOURCE PERSONS

In compliance with the Higher Education Opportunity Act's "Missing Student Notification Policy," it is the policy of the Office of Residence Life to actively investigate any report of a missing resident who is enrolled at the College and residing in on-campus housing. For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to their usual pattern of behavior and possible unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student's welfare. Each resident will be notified of the Missing Student Notification Policy and procedures via the Residence Life Handbook.

Each resident is required to share Emergency Contact Information in the Housing Application to identify the name and contact number of the individual(s), both primary and secondary, to be contacted in case of an emergency or in the event that the resident is reported missing. This information will be kept confidential for those considered to be campus authorities. The information will only be used in the event that the student is missing. This information will be disclosed to law enforcement personnel in the event of an investigation.

If a member of the College community has reason to believe that a student is missing, Alverno College Campus Safety should be notified. Upon receiving notification, Campus Safety, Residence Life and other applicable College personnel will make reasonable efforts to locate the student to determine their state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, locating the resident's vehicle, and calling their reported cell phone number. As part of the investigation, the College reserves the right to make contact with emergency contacts to help determine the whereabouts of the resident.

If, upon investigation by Campus Safety and Residence Life Staff, the resident has been determined to be missing for at least 24 hours, the Director of Residence Life or College representative will contact the resident's designated emergency contact.

SEVERE WEATHER-RELATED EMERGENCIES

WINTER WEATHER CONDITIONS

If weather conditions are poor and classes are held, we ask you to exercise discretion regarding your safety. We advise you to back your car into parking spaces to make access easier, should the need arise, to jump your battery. If you need jumper cables, the desk workers can contact Maintenance or Grounds staff between 7 a.m. and 10 p.m. Otherwise, contact Campus Safety for assistance.

TORNADO WATCH

Weather conditions are right for a tornado to form, although funnel clouds have not yet been spotted.

TORNADO WARNING

A tornado has been sighted and is approaching. The Milwaukee sirens sound. Go to the Pipeline area or the basement in Austin Hall or Clare Hall by taking the center or south stairwells; do not use the elevator.

OTHER HAZARDS

If there is ice, slippery floors or snow, call the Austin Hall Front Desk at 414-382-6314 to radio housekeeping. For flooding, call the Austin Hall Front Desk 414-382-6314 to radio Plant Operations. Secure or isolate the area if possible.

ALCOHOL AND DRUG POLICY

ALCOHOL POLICY

Wisconsin state law prohibits the consumption or possession of alcohol by anyone under the age of 21. It also prohibits persons of legal age from supplying alcohol to persons under the legal age. As a result, only residents who are 21 years of age or older may drink on campus. Alcohol must be consumed in resident rooms with doors closed. Alcohol may not be consumed or stored in common areas such as lounges or hallways.

The following will be considered alcohol violations:

- Consuming alcohol or possessing alcohol if under the legal drinking age of 21
- Providing alcohol to persons under the age of 21
- Public intoxication
- Consuming alcohol in prohibited areas
- Damaging property
- “Trophying,” or displaying of open or empty alcohol bottles or branded shot glasses (ex: a shot glass branded with the Jack Daniels logo)
- Consuming alcohol in the presence of guests or residents under the age of 21

All state statutes regarding the use of alcohol will be enforced in the Alverno College residence halls. The Residence Life staff reserves the right to call Campus Safety or the police to report underage drinking and/or drug use. A resident student will be subject to the disciplinary process within the College if there is reason to believe that a violation of the alcohol policy has taken place.

ALCOHOL TERMS AND DEFINITIONS

Wet room: Both residents of the room are 21 years of age or older. The residents, and their invited guests whom are also 21 years of age or older, may consume alcoholic beverages in the room behind closed doors.

Dry room: Either one or both of the Residents of the room are under the age of 21. Since the residents of the room is/are underage, neither they nor their guests may possess or consume alcohol at any time, regardless of age (this includes friends, fellow students, parents and other family members).

Irresponsible drinking: The College expects students of legal drinking age to consume alcohol sensibly and responsibly. Specifically, the College does not consider drinking in excess to be responsible. The following are some of what is considered irresponsible drinking and are prohibited:

- Loud and/or destructive behavior and/or conduct
- Inability to control bodily functions (vomiting, urinating, defecating, incapacitation)
- Violent or abusive behavior (including date/acquaintance rape and assault) toward any College official, other community member, or guest as a result of consuming alcohol

Shared responsibility: All students in a room or area where the alcohol policy is being violated will be held responsible for behavior or objects in the area, even if they are not engaging in alcohol consumption. For example, if a student or resident remains in a room where underage possession or consumption of alcohol is taking place, but is not consuming or possessing themselves, the student should immediately confront the behavior and/or leave and report the incident. Allowing others to consume alcohol in the room, allowing the collection of empty containers or storing alcohol in the room for others, are also violations of the alcohol policy.

DRUG POLICY

All state and federal laws regarding controlled substances (including narcotics, stimulants, depressants and prescription drugs) will be enforced in the Alverno College residence halls. In addition to these penalties and fines, a resident student will also be subject to the disciplinary process within the College. Drug violations are considered very serious and can result in eviction from the residence hall. Refer to the Student Handbook for more information regarding the Alcohol and Drug Policy.

DRUG TERMS AND DEFINITIONS

Note: Cannabidiol (CBD) is a prevalent active ingredient of cannabis (marijuana). All CBD products (including oils) are not permitted in the residence halls.

Use and/or possession of drugs: The use, possession, sale, giving or exchange of illegal drugs, chemicals for use as drugs, or controlled substances is strictly prohibited in all College residence hall facilities.

Paraphernalia (homemade or manufactured/retail): No person may use, or possess with the primary intent to use, drug paraphernalia. Examples include, but are not limited to, “bongs,” pipes, scales, rolling papers, “roach clips” and blow tubes.

Shared responsibility: All students in a room or area where the drug policy is being violated will be held responsible for behavior or objects in the area, even if they are not engaging in drug use or possession of paraphernalia. If a student remains in a room where drug use is taking place, but is not possessing or engaging in drug use, the student should immediately confront the behavior and/or leave and report the incident. It is a student’s responsibility to be aware of what is occurring in the room.



RESPONSE PROCESS TO POSSIBLE MARIJUANA ODOR

IF IT IS DETERMINED THAT THE ODOR IS ATTACHED TO ONE PERSON/ROOM:

SCENARIO

- Campus Safety and Residence Life Staff will speak to the student(s) about the odor.
 - It is determined that the odor is due to marijuana use (by resident or by resident presence during use) **off campus** instead of in the halls.

Possible consequences: Written warning (first violation), written probation (second violation), removal from the halls (third violation).

IF IT IS DETERMINED THAT THE ODOR IS LIKELY DUE TO USE OF MARIJUANA IN THE RESIDENCE HALLS:

SCENARIO A

- Campus Safety requests a room search or for the student(s) to hand over any marijuana or paraphernalia to Campus Safety. **The student(s) hand over** the marijuana and/or paraphernalia to Campus Safety.

Possible consequences: Meeting with professional staff, educational sanctions (first violation).

SCENARIO B

- Campus Safety requests a room search or for the student(s) to hand over any marijuana or paraphernalia to Campus Safety. **The student(s) have Campus Safety search the rooms.**
 - Marijuana and/or paraphernalia is **found**.

Possible consequences: Meeting with professional staff, educational sanctions, residence life probation (first violation), removal from the halls (second violation).
 - Marijuana and/or paraphernalia is **not found**.

Possible consequences: Meeting with professional staff, educational sanctions (first violation), written probation (second violation).

IF IT IS DETERMINED THAT THE ODOR CANNOT BE ATTACHED TO A PERSON/ROOM:

- A message will be sent to the community to note the situation with reminder of policy.
- Continued odor that is not attached to a person/room may result in community charge or closure of community spaces.

DISORDERLY CONDUCT POLICY

Abuse of the judicial system: Abuse of the judicial system includes, but is not limited to:

- Falsification, distortion or misrepresentation of information before a hearing officer.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Attempts to discourage an individual's proper participation in, or use of, the judicial system.
- Attempts to influence the impartiality of a hearing officer prior to and/or during the course of the proceedings.
- Harassment (verbal, written or physical) and/or intimidation of a hearing officer prior to, during and/or after a judicial proceeding.

Unacceptable behavior related to persons: Unacceptable behavior threatens or endangers the health or safety of others, including, but not limited to:

- Physical abuse. This is any intentional and unwanted contact with you or something close to your body. Sometimes abusive behavior does not cause pain or even leave a bruise, but it's still unhealthy. Examples of physical abuse include: scratching, punching, biting, strangling or kicking.
- Verbal abuse. This is a negative defining statement told to the victim or about the victim, or by withholding any response, thereby defining the target as non-existent.
- Threats. These are statements of an intention to inflict pain, injury, damage or other hostile action upon someone in retribution for something done or not done.
- Intimidation. This is forcing someone into, or deterring someone from, some action by inducing fear.
- Coercion. This is the intimidation of a person to compel the individual to do some act against his or her will by the use of psychological pressure, physical force or threats.

Disruptive behavior: It is an expectation that students cooperate with one another, guests, Residence Life staff and other College officials. A student shall not interfere with, annoy, disturb or distract any other student, guest or staff member of the College by means of noise, abusive language or any other nuisance, including laser pointers. Students who verbally abuse, provide false information or identification to, or fail to cooperate with College officials (including, but not limited to, professional Residence Life staff, Community Advisors, Desk Workers, Campus Safety or Dean of Students staff) acting in the performance of their duties will face disciplinary action.

Eavesdropping: Eavesdropping, surveillance or intruding upon the privacy of another person or group by means of bugging devices, concealed recorders, cameras, camera phones, magnifying optics, etc., is prohibited.

Failure to comply with or complete disciplinary sanctions: Failure to comply with or complete disciplinary sanctions will result in further disciplinary action.

Failure to cooperate with staff: It is the expectation that every resident and/or guest cooperate with staff while in the residence halls at Alverno College. It is the expectation that the resident(s) of the room and guests(s) open the door, present their IDs, and identify themselves when staff requests and/or confronts the room in the performance of their duties. Use of inappropriate language and/or verbal harassment toward staff while in performance of their duties is considered noncooperation and may result in further disciplinary action above and beyond the normal sanctions for the policy violation.

Filming and/or videotaping: Students may not be filmed or videotaped in any manner unless the student has given written consent to appear in said medium. This includes using such devices as digital video cameras and cell phones with video capability. Any commercial or public use of unauthorized student images is strictly prohibited. For safety reasons, the Office of Residence Life may have security cameras installed in public areas.

HARASSMENT

Sexual: The introduction of unwanted gender-based verbal, written or physical conduct into the work, learning or living environments on campus will not be tolerated and is strictly prohibited. Students involved in such behavior may face disciplinary action that may result in removal from all residence halls and suspension or expulsion.

Verbal: The bullying, intimidation, harassment or subjecting of another person to derogatory and/or hateful comments through means of communication. This includes acts performed in person and through the use of electronics and/or social media. This also includes engaging in a course of conduct or repeatedly committing acts which bully, harass or intimidate another person, which serve no legitimate purpose, and which are intended to harass or intimidate another person.

Physical: The threat to, attempt to, or the actual subjection of striking, shoving, kicking or other physical contact with the intent to bully, harass or intimidate another person. This also includes engaging in a course of conduct or repeatedly committing acts which harass or intimidate another person, which serve no legitimate purpose, and which are intended to harass or intimidate another person.

Illegal activity and/or law violations: To violate any local, state or federal law, or to violate any College policy within the residence halls, is prohibited.

Indecent exposure and/or behavior: "Streaking," "mooning," "flashing," or any other sexual act or display in a public area (hallways, lobbies, restrooms, basement facilities, lounges, stairwells, etc.) is strictly prohibited.

Offensive materials: While residents are allowed to post materials on their room door, this should not expand to the door frame or surrounding walls. Harassing or demeaning materials cannot be posted to the outside of the door or in windows facing outwards for others to see.

Relationship violence: All forms of sexual assault, sexual harassment, domestic or dating violence and stalking. These acts will not be tolerated in the College community.

Sexual assault: Sexual contact or intercourse without a person's permission or consent is against the law and undermines the safety, security and dignity of all members of the College community. Students involved in such behavior may face disciplinary action that may result in removal from all residence halls and suspension.

Theft and/or attempted theft: No person may intentionally take, retain or use another individual's property without that person's consent. Removal of Residence Life-owned furniture is prohibited and is treated as theft. The College is not responsible for personal property becoming lost, stolen or damaged. Large sums of money or other valuables should be kept in a secure location within your room. The best guard against property loss is to always keep your room door locked. In the event that property is lost or stolen, notify Campus Safety and Residence Life staff immediately. Students should secure renter's insurance for their personal property; many students find that their belongings are covered by parents'/guardians' homeowner insurance policies.

Vandalism: Students who vandalize property on College premises will face disciplinary action and restitution costs. This includes, but is not limited to, damaging bulletin boards, water and/or food fights, tampering with washing machines, vending machines, and game machines in order to avoid paying for services, and elevator misuse/abuse.

Video copyright law: Students who wish to view copyrighted material must comply with federal copyright regulations. Rental and purchased videos, as well as video streaming, cannot be viewed (even by just one person) in public areas unless a license is secured. A video rental or video streaming service only gives you the right to view the movie in your own room. (*Netflix streaming in the rec room and lounges is not against the law.)

Violent behavior: Any behavior that jeopardizes the safety of oneself or another individual is prohibited and will result in significant disciplinary action.

Weapons: Possession and/or use of firearms (guns) or any other dangerous weapons is prohibited. This includes martial arts equipment (see "recreational equipment" for approved appeal process), bullets, used bullet casing/shells, knives, stun guns, paint-ball guns, air-soft guns, and any article or substance that could be used as a weapon. Note that "facsimile weapons" are not allowed in the residence halls. This would include any replica, toy or other object that bears a reasonable resemblance to, or that can reasonably be perceived to be, an actual weapon.

RESIDENCE LIFE CONDUCT POLICIES

STUDENT CONDUCT PROCESS

When an incident occurs, an incident report is generated and submitted. The Assistant Dean of Students reviews the incident and refers it to the appropriate administrator, who is then considered the Conduct Coordinator.

For resident students: A Residence Life professional staff member will serve as Conduct Coordinator.

For commuter students and resident students who have demonstrated repeated behavior issues: the Assistant Dean of Students will serve as Conduct Coordinator.

The Conduct Coordinator will take the following actions:

- Send a letter to the student describing the incident. A meeting may be required and, if found in violation, a sanction may be given.
- Invite the student to a disciplinary meeting. If the student is in agreement with the nature of the violation, the extent to which they were involved and the sanction, then no other action is taken.
- If sanctions are given, a deadline is determined to complete the sanctions. If the sanctions are not completed by the assigned date, there may be an additional meeting and/or the student will not be allowed to return to the halls for the next term.

COMPLIANCE WITH STAFF AND COLLEGE OFFICIALS

When a resident student or their guest violates a residence hall policy and is confronted by a Residence Life staff member or another College official, cooperation from the resident student and guest is expected. This includes opening the door when a staff member is attempting to confront a policy violation, presenting proper identification, managing guest behavior and communicating accurate information upon request. Ignorance of policies, anger and intoxication are not acceptable excuses for inappropriate behavior towards a staff member. Noncompliance with reasonable requests of staff or College officials will result in disciplinary action.

EMERGENCY REMOVAL FROM HOUSING

The Director of Residence Life, or designee, is authorized to impose an emergency, immediate or temporary removal from the residence halls if it is determined that the student's continued presence in the halls would: constitute a potential for serious harm to that specific individual, constitute a potential for serious harm to other members of the residence hall community, pose a threat of serious disruption of residence hall-run or residence hall-authorized activities, or constitute a potential for serious harm to residence hall facilities or property. If the Director of Residence Life, or designee, concludes that one or more of these conditions are present and Residence Life Student Conduct Process and Procedures 34 3. 1. 2. that an emergency, immediate, or temporary removal from housing is warranted, they shall notify the student in writing of the intent to impose this removal from the residence halls.

Depending on the circumstances of the situation, the Director of Residence Life, or designee, may seek permanent removal from the residence halls either through an administrative contractual action or through the disciplinary process. A timely conference with the Director of Residence Life, or designee, and the student will determine the student's future residence hall status.

PERMANENT REMOVAL FROM RESIDENCE HALLS

ADMINISTRATIVE, CONTRACTUAL PERMANENT REMOVAL

A timely conference with the Director of Residence Life, or designee, will occur after the written notice of temporary removal has been delivered or sent to the student. During the conference, it will be determined if the student will be allowed to return to the residence halls. Prior to this conference, the student will provide, in writing, reasons why they should not be administratively or contractually removed from the residence halls. The Director of Residence Life's, or designee's, decision to permanently remove the student from the residence halls shall be regarded as final.

DISCIPLINARY PERMANENT REMOVAL

The Director of Residence Life, or designee, may determine to refer the student for adjudication to the Residence Life Office or the Dean of Students Office through the Community Rights and Responsibilities Handbook or the Student Discipline Code. The student's "emergency, immediate, or temporary removal" status will remain in effect during the hearing officer's investigation and review.

RIGHT TO ASSISTANCE

An Alverno professional staff member assigned by the Dean of Students Office will be available for the **student accused**, to assist in preparation for the hearing, discuss the process, and be available after the hearing to reflect on the process and get feedback about the experience. It is the responsibility of the accused student to make contact if the student chooses to utilize this assistance. The student may also invite a support person to assist with the process (e.g. parent, spouse, guardian, friend, another student or faculty/staff member). This person can advise the accused student, accompany the accused to the hearing and advise the accused in preparation and presentation of any appeal. Electronic communication with the advisor is not permitted during the hearing. The support person may not participate directly in the hearing. Support persons not complying with the hearing procedures may be removed from the hearing. Members of the legal profession are not permitted to attend the hearing.

An Alverno professional staff member assigned by the Dean of Students Office will be available for the **student victim**, to assist in preparation for the hearing, discuss the process, and be available after the hearing to reflect on the process and get feedback about the experience. It is the responsibility of the victim to make contact if the student chooses to utilize this assistance. The student may also invite a support person to assist with the process (e.g. parent, spouse, guardian, friend, another student, faculty/staff member). This person can advise the student, accompany the student to the hearing and advise the student in preparation and presentation of any appeal. Electronic communication with the advisor is not permitted during the hearing. The support person may not participate directly in the hearing. Support persons not complying with the hearing procedures may be removed from the hearing. Members of the legal profession are not permitted to attend the hearing.

STUDENT RIGHTS IN A DISCIPLINARY HEARING

Students who have violated the Student Code of Conduct are entitled to the following procedural protections. The student:

1. Will be informed in writing no less than two days prior to the hearing of the charge and alleged misconduct.
2. Will be listened to and treated with respect.
3. Will be considered not responsible until found responsible.
4. Has a right to assistance.
5. May request that the Assistant Dean of Students, Director of Residence Life or the Hall Coordinator (in the case of residence hall misconduct) resolve the case in an informal disciplinary conference.
6. Will be given the name of the accuser(s) and may hear the testimony of both accuser(s) and witness(es) and question them. (Protection of the rights of an accuser or witness, where it is warranted, may be granted.) Witnesses are excluded from the hearing when not testifying. If several students are involved in one situation, the individuals are heard alone, not in or as a group.
7. May present evidence after hearing the testimony. This may include a document, testimony or materials relevant to the issue. They may also call witnesses on their behalf. (The chairperson needs to be notified in writing two days in advance of any witnesses the student is bringing to the hearing.)
8. Has the right to be freed of all charges when falsely accused of violating this code. If the accuser makes an accusation, which, after investigation, is determined to have been filed with the intent to cause harm, the person filing the complaint may be held accountable for their acts.
9. Has a right to appeal.
10. If the student accused decides not to appear, the hearing shall proceed without the student being present. Persons disrupting the hearing will be asked to leave.

POSSIBLE SANCTIONS

The College's response depends on the nature and severity of the incident and whether or not it can be determined that a policy violation has occurred. If it appears that a policy violation has occurred, the normal judicial/behavioral review process is followed. The College recognizes the right of all parties involved in a complaint to a fair framework for encouraging resolution of complaints. Falsification, distortion or misrepresentation of information during the course of a complaint resolution process may be grounds for disciplinary action. Sanctions are given after a determination of responsibility has been established. The purpose of a sanction is to hold students accountable for their behavior and to state clearly that Alverno College does not tolerate such behavior. Possible sanctions include:

- **Behavior warning:** Notice to the student that the behavior is unacceptable and future misconduct will result in disciplinary action.
- **Behavior probation:** A specified period of time during which the student is not on good disciplinary standing. The student may be restricted from leadership positions. Probationary status may permit the student to remain in the residence halls on the condition that the individual complies with the sanctions. Failure to maintain behavioral expectations will result in further disciplinary action.
- **Educational sanctions:** This sanction is intended to engage the student in a positive learning experience related to the inappropriate behavior. The sanction allows a student to reflect upon the behavior. This type of sanction may include a research paper, presentation, educational project or bulletin board related to the violation topic, a work project, interviewing someone or a personal assessment.

- **Service sanction:** This sanction is intended to engage the student in a positive, restorative experience related to the inappropriate behavior. Examples of a service sanction would be completing community service, assisting a CA with tasks or assisting Housekeeping staff with tasks.
- **Intervention measures:** This might include an intervention by supervisor or appropriate authority, or an individual meeting with the option of a support person in attendance.
- **Loss of privileges:** Denial of a designated privilege for a specified period of time.
- **Fines:** Monetary sanction which must be paid within a designated period of time.
- **Restitution:** Student is held responsible for damages to personal or community property through financial compensation or appropriate service.
- **Suspension from the residence hall:** For a resident student or a non-resident student who violates residence hall policies, the student may be separated from the hall for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **Dismissal from the residence hall:** The student is removed and is no longer allowed to live in the hall or have visitation privileges for an indefinite period of time. There will be no refunds.
- **Suspension:** Separation of the student from the College for a specific period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **Deferred suspension from residence halls:** A specified period of time in which a student is allowed to continue living on campus; however, the student's ability to continue residency is clearly in jeopardy.
- **Deferred suspension:** A specified period of time in which a student is allowed to attend classes; however, the student's continued enrollment is clearly in jeopardy.
- **Immediate removal from campus:** A student who presents a threat to her or his own well-being or to the rights, safety and/or property of others may be subject to immediate removal from campus. The student may not re-enter any campus building or be present on campus without the written permission from the Dean of Students office or a designee.
- **Dismissal:** Permanent termination of student status. A dismissed student is no longer eligible to attend classes and is Officially Withdrawn from the College. There will be no refunds.

Consequences for Noncompliance of Sanctions: Registration for subsequent semesters will be on HOLD until a student completes the sanctions as determined by the student conduct administrators listed above. Failure to comply with any student conduct sanctions may result in additional student conduct action.



Residence Life Office
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